

Leamington Mennonite Home
Long Term Care

**QUALITY & RISK MANAGEMENT
POLICY AND PROCEDURE**

CATEGORY: Standing Committees	SUBJECT: Professional Advisory Committee (PAC) - Terms of Reference	SECTION: B POLICY: 4
DATE: July 12, 2022	Administrator's Signature: _____	

PROFESSIONAL ADVISORY COMMITTEE (PAC) – TERMS OF REFERENCE

PURPOSE:

The Professional Advisory Committee (PAC) is responsible for reviewing professional, health care, and resident care issues. It serves as a credentials review committee, ethics committee, medical advisory committee, pharmacy & therapeutics committee, and health records management committee. The PAC reports to the Board of Directors through the Quality & Leadership Committee and the QRM Lead. The Stakeholder Advisory Committee may be a subcommittee of the Professional Advisory Committee.

RESPONSIBILITIES:

The PAC will review:

- 1) Move ins, move outs, deaths, transfers, and hospitalization (ADT) statistics and trends for the current period and make recommendations regarding statistics and trends for resident risk indicator areas for the current period, including but not limited to:
 - Falls Management & Restraint Reduction Program
 - Skin & Wound Program
 - Continence Program Management
 - Pain & Symptom Management
 - Weight Management
 - Infection control practices and event analysis and identified trends
- 2) Pharmacy & Therapeutics issues and concerns
- 3) Health Records Management
- 4) Quality of Life issues
- 5) Ethical issues
- 6) Credentials of new medical practitioners
- 7) Resident Safety trends and concerns
- 8) Medication Incident Reports

The Physician members of the PAC will:

- 1) Conduct peer reviews of both current and closed health records and report on the outcomes.

The Director of Care or designate will:

- 1) Follow up on items from the PAC meeting.

DECISION MAKING:

The PAC makes recommendations to the leadership team regarding statistics and trends for resident risk indicator areas that are identified in committee's responsibilities and are in alignment with the operations plans and approved budgets.

MEMBERSHIP:

- Medical Advisor
- Director of Care
- Associate Director of Care
- QRM Lead
- Skin & Wound Care Coordinator (Optional)
- Infection Control Coordinator
- Pharmacist
- RN (EC, if applicable)
- Director of Dietary Services or Registered Dietitian
- Other community partners such as therapists, clergy, public health inspector, laboratory partner

The Chair is assigned by the committee and may alternate between the QRM Lead and the Director of Care.

FREQUENCY OF MEETINGS:

Meet, at a minimum, quarterly throughout the year.

MINUTES:

Maintain minutes of all meetings and copy all members in attendance and file in a binder available to all staff.

AGENDA:

All submissions for the agenda must be submitted five days before the assigned meeting date.

ADDITIONAL:

When topic specific Home committees are conducted within the PAC, the following additional terms of reference will apply:

The topic specific committee will:

- 1) Conduct a high level review of all analyzed statistics, trends, and reviews as a separate meeting within the PAC meeting and this meeting will be chaired by the specific coordinator, such as Skin & Wound, Infection Prevention & Control, Falls Management, and Restraint Reduction.
- 2) Return the Chair to the Chair of the PAC when the topic specific committee meeting has been completed.

The Chair of the PAC will determine who from the above topic specific committee members remain for the full PAC or attend for only the portion allotted to the specific committee meeting.