

Chapter Title <b>Governance</b>	Section # <b>G</b>		Subject # <b>500.2</b>
Subject Title <b>QI Committees and Work Teams</b>	Adopted 7/1/04	Last Revised 3/16/17	Reviewed 4/8/05; 10/26/09; 5/21/10; 2/20/14; 03/16/17

## PROCEDURE

### Application

This procedure shall apply to The Right Door for Hope, Recovery and Wellness.

#### 1.0 Definitions

- 1.1 Quality Council: The permanent body responsible for guiding and monitoring the quality improvement (QI) activities of the organization; the agency's Leadership Team functions as the Quality Council.
- 1.2 QI Committees: Those committees assigned with the responsibility for implementing program monitoring, evaluation and improvement processes. Committees meet minimally quarterly, or as otherwise needed or requested by the Quality Council.
- 1.3 Work Team: A group of individuals organized to address a specific process, project, or problem. Assignments are based on job assignments or service representation with the designated process. The Team Leader reports to the assigned QI Committee on a regular basis. Work can be time specific or ongoing depending on the needs of the organization. These teams may also be referred to as Ad-Hoc Committees, Sub-Committees, or Improvement Teams.

#### 2.0 Quality Council

Quality Council: The permanent body responsible for guiding and monitoring the quality improvement (QI) activities of the organization. May also be referred to as Leadership.

- 2.1 The functions and responsibilities of the Quality Council are as outlined in the annual Quality Assurance and Improvement Plan as approved by the Board.
- 2.2 The Quality Council membership is comprised of The Right Door for Hope, Recovery, and Wellness Leadership staff, and other staff, consumers, providers, and/or Board members upon request of the Council.

## The Right Door for Hope, Recovery and Wellness

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2.3 The Quality Council rotates facilitation of its meetings, ensures records of attendance and meeting minutes, and develops agendas and reports with the assistance of the QI Manager or CEO.

2.4 The Quality Council will meet minimally quarterly, or more frequently as needed.

2.5 The Quality Council will look to the organization's Vision, Mission, and Values in making decisions and guiding quality improvement activities.

### 3.0 QI Committees

QI Committees will be assigned by the Quality Council/Leadership to address the following areas/functions:

- Health and Safety (Environmental Mgmt/Infection Control)
- Utilization Management
- Behavior Management
- Compliance
- Recipient Rights Advisory (This Committee is a separate standing Board committee that reports directly to The Right Door for Hope, Recovery, and Wellness Board of Directors. The Chairperson of the Board appoints the Chairperson of the Recipient Rights Advisory Committee.)
- Management of Information Systems
- Consumer Advisory Council

#### 2.1 Functions and Responsibilities

The functions and responsibilities of each QI Committee are as outlined in the annual Quality Assurance and Improvement Plan as approved by the PIHP Board and approved by the local The Right Door for Hope, Recovery and Wellness Board, and as assigned by the Quality Council.

#### 2.2 Membership

Each QI Committee, with oversight by the Quality Council/Leadership, will be responsible for determining and maintaining its membership as appropriate to carry out its functions and responsibilities.

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### **2.3 Chairperson**

Each QI Committee will be assigned a Chairperson by the Quality Council/Leadership to facilitate its meetings, ensure records of attendance and meeting minutes, and develop agendas and reports with the assistance of the QI Manager.

## **3.0 Work Teams**

Work Teams will be developed by the Quality Council and/or QI Committees to address a specific project, process, or problem. Work Teams may be time specific or ongoing depending on the needs of the organization.

### **3.1 Functions and Responsibilities**

The functions and responsibilities of Work Teams will be determined by the Quality Council/Leadership and/or assigning QI Committee.

### **3.2 Membership**

Membership for Work Teams will be determined by the Quality Council/Leadership and/or QI Committee as appropriate to carry out its functions and responsibilities.

### **3.3 Chairperson**

Each work team will elect a Chairperson to facilitate its meetings, ensure records of attendance and meeting minutes, and develop agendas and reports with the assistance of the QI Manager.

## **4.0 Authority and Approval**

The Quality Council has the authority to establish, reorganize, or disband any QI Committee or Work Team at any time in order to accomplish its goals.

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Robert S. Lathers, Chief Executive Officer	Date		