Quality & Safety Agenda Guidance

Guidance for each quality and safety agenda items are set out in this section. Suggestions for the issues that might be reported/ reviewed/discussed under each agenda item are provided. This is not intended to be prescriptive and will vary depending on the context and services provided by the health service provider:

Reference: Health Service Executive (HSE); Quality and Patient Safety. Quality and safety committee(s): guidance and sample terms of reference. Lenus Repository. 2013.

1

Patient Experience — Person-Centered Care and Support

- Complaints and compliments trends
- Patient suggestions
- Patient forum feedback
- Consent / DNAR issues

2

Staff Experience — Workforce

- Staff concerns and suggestions
- Patient safety culture survey results
- Absenteeism trends

3

Quality Indicators & Outcome Measures — Effective Care and Support

- Quality dashboard review
- Quality profile review

4

Audit Plan — Effective Care and Support

- Review and approve annual audit plan
- Audit updates and reports

5

Meeting National Standards & Guidelines — Effective Care and Support

- Progress on National Standards and regulatory/ legislative compliance
- Implementation of audit recommendations and learning from internal and external reports
- Policy, procedure, protocol and guideline development; progress on national clinical programs
- Learning from case reviews (Morbidity & Mortality Review) to support continuous improvement

6

National & Local Quality and Safety Initiatives — Safe Care and Support

- Open Disclosure: implementation progress
- Care Bundles: evidence-based implementation progress
- NEWS: implementation and learning from cardiac arrests
- Safe Surgery: implementation progress
- Productive Ward: implementation progress
- Medication Safety: programme progress

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Risk Management Processes — Safe Care and Support

- Incidents, near misses and trends
- Health and safety incident trends
- Systems analysis update
- Medical devices: maintenance and replacements
- Risk register controls and escalations
- Secondary, primary and community integration

8

Infection Prevention & Control — Safe Care and Support

PCHAI reports on training, surveillance, audits and quality improvement plans:

- Hand, equipment and environmental hygiene
- Anti-microbial stewardship
- Device- and procedure-related infection prevention (e.g. I/V line, surgery)
- Infection trends and learning — standing item at every meeting

9

Better Health & Wellbeing

- Staff wellbeing: mental health, occupational health, peer support
- Health promotion: smoking cessation, vaccination, chronic disease prevention

10

Committee Reports — Leadership, Governance and Management

- Quality and safety reports from committees, directorates and specialty teams
- Report frequency for each committee to be agreed and sequenced

11

Education & Training

- Service-specific and mandatory training (BLS, ACLS, haemovigilance, fire, moving/handling)

12

Risk Assessment of Cost Containment — Use of Resources

- Advice to executive and senior management on quality and safety risks from cost containment plans

13

Healthcare Records Management — Use of Information

- Oversight of records management, audit and training

14

Any Other Business

- Additional issues not covered by standing items

Note: Outcome indicators and measures can be linked to a number of themes their function in terms of monitoring and quality assurance are very much linked to theme two Effective Care and Support of the National Standards for Safety Better Healthcare (2012)