Sample Agenda for Quality and Safety Executive Committee Meeting

This template is designed to help hospitals and healthcare organizations develop and launch a Quality Champions Programme. A Quality Champions Programme is a structured initiative that identifies, empowers, and supports staff members who will lead and sustain a culture of quality, safety, and continuous improvement across the organization. This document provides a ready-to-use role description that can be adapted to reflect your organization's specific context, values, and quality priorities.

	NO.	DISCUSSION	THEME
		Call to Order and apologies	
		Minutes of previous meeting and matters arising	
Quality Improvement	1	Patient experience	Person-centered care & Support
	2	Staff experience	Workforce
	3	Quality indicators and outcome measures*	Effective care and Support
	4	Audit Plan	
	5	Meeting national standards, guidelines, policies, audit and report recommendations	
	6	Implementation of national and local quality and safety initiatives	Safe care and support
	7	Risk management processes	
	8	Prevention and Control of Health Care Acquired Infection	
	9	Better health and well-being for staff, patients and members of the public Capacity and Capability	
Capacity & Capability	10	Quality and Safety reports from committees/directorates/specialty teams	Leadership
	11	Review of reports of service specific and mandatory education and training	Human Resources
	12	Risk assessment of cost containment plans	Resource Utilization
	13	Healthcare records management	Information Management
	14	Any other business	

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

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