



26.8 Terms of Reference Weekly Clinical Meetings

PURPOSE

Its purpose is to manage, and monitor generally the day to day status of clients. The weekly clinical meetings are key to improve clinical quality and client safety and to ensure that Intensive Care at Home (ICAH) operations are within agreed Key Performance Indicators set by the Organisation in its Quality Manual through the following:

- Analysis of client clinical status and any significant aspects of clinical care
- Current risks to the client or staff, and factors affecting the work environment
- Recommendations on measures to prevent adverse outcomes
- Initiating actions based on recommendations discussed
- Monitoring implementation of actions and follow up
- Reporting as needed per regulatory guidelines.

That authority shall include, but is not be limited to:

Direction:

- Reviewing, communicating and managing the day to day delivery of services to clients
- Managing the delivery of clinical services
- Assessment and monitoring of all risks associated with clients, staff and operations of the organisation

Meeting Operating Procedures

Attendees

Director, Nurse Manager, Clinical Liaison, Quality Manager ,HR Administrator, Specialist Support Coordinator, and RN delegate

Quorum

At least 2 members

Frequency of Meetings

Weekly

Agenda and Minutes

- The RN delegate will provide a summary of clients for the week. Any risks or issues of concern will be addressed and strategies put in place.
- Incidents, complaints or feedback for the week identified will be discussed, strategies and resolutions will be documented by the Quality Manager as per the Quality Manual.
- All meetings will be recorded via zoom. Therefore, the zoom recordings will serve as minutes which are stored by the virtual assistant and are available for review.
- The daily summaries sent to the management team in SLACK will be stored in 'ICAH

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Documents' google drive.

Reporting Responsibilities

The Weekly Clinical Meeting committee will report to the Monthly Review Committee

Terms of Reference

The terms of reference should be reviewed annually by the committee members