

	Section:	
	Governance	
	Policy:	
	Quality Advisory Committee – Terms of Reference	
Policy Number: A.04.3	Approved: December 11, 2014	Distribution: Board of Directors Directors & Employees

1.0 Purpose of the Committee:

The purpose of the Quality Advisory Committee (QAC) is to act in the best interests of the Toronto Birth Centre (TBC). The QAC will oversee the activities of the Quality Management Program and report on those activities to the Board. As a committee of the Board, the QAC will focus on safety monitoring and evaluation of services at the TBC. The Quality Advisor will be the Chair of the Quality Advisory Committee.

1.1 Definitions:

Board – TBC Board of Directors
 CMO – College of Midwives of Ontario
 Member – member of the QAC
 MC – Midwives’ Council
 MPG – Midwifery Practice Group
 QA – Quality Advisor (Clinical Director)
 QAC – Quality Advisory Committee
 QMP – Quality Management Program

2.0 QAC Mandate:

- a) Review and recommend the activities of the QMP, in collaboration with Indigenous stakeholders and consistent with the CMO requirements. The QA will generate reports from QMP activities.
- b) Execute a quarterly review of the reports on the QMP, and provide advice to the Quality Advisor on the activities of the QMP as well as any recommendations for changes to the TBC’s policies, protocols, guidelines and procedures.
- c) Report to the TBC Board on quality assurance and quality improvement initiatives.
- d) Update the Community Council and Midwives Council on quality assurance and quality improvement information.
- e) Provide advice to the QA regarding any recommendations for changes to the TBC’s policies, protocols, guidelines and procedures as a result of QMP activities and findings as appropriate, and/or to identify specific professional development recommendations for TBC staff or credentialed midwives, and/or to advise the QA on other quality improvement initiatives.
- f) Suggest topics and content for regular ongoing educational sessions for midwives and staff.

The Quality Advisory Committee does not have the authority to make public presentations, presentations to government or agencies of government, send out press releases or give media interviews about the TBC without the specific prior written approval of the Executive Director.

3.0 QAC Membership:

- a) The Quality Advisor will be Chair of the QAC.
- b) The Board will appoint 2 Registered Midwives credentialed at the TBC as members to serve on the QAC.
- c) The Midwives' Council will nominate 2 members with expertise in midwifery, obstetrics and/or pediatrics to serve on the QAC.
- d) The Community Council will nominate 2 members with expertise on research and Aboriginal communities to serve on the QAC.
- e) The Board may appoint 1 member of the Board to sit as an ex-officio member of the QAC.
- f) The Members of the QAC will serve for a renewable terms of 3 years. Terms will be overlapping to preserve experience and continuity of function of the QAC.
- g) Members from organizations related to the work of the TBC may be invited to join the QAC based on their expertise in the areas of Quality Assurance and Safety and Program Evaluation. Such nominees shall be appointed by the Board, based on recommendation of the QAC.
- h) The TBC will maintain and post an updated listing of QAC Members.

4.0 Appointment of Committee Members:

The TBC Board has the responsibility to review and appoint the Members of the QAC. A formal notification of appointment will be sent to Members of the QAC. QAC Members shall accept the appointment in writing and sign the TBC Confidentiality Agreement.

5.0 QAC Member Roles and Responsibilities:

It is important that all Members recognize the anticipated level of effort and time commitment required. Members are required and responsible to:

- a) Work in the best interests of the TBC.
- b) Strive to integrate the TBC Indigenous Framework into all QAC work.
- c) Attend meetings on a regular basis as required. MPG's will be expected to free midwife QAC members to attend each meeting by covering their on-call responsibilities.
- d) Undertake timely review of documentation.
- e) Verify prepared minutes of meetings.
- f) Ensure that agreed-upon timelines are met.
- g) Attend public events (when required).
- h) Act in accordance with the TBC bylaws, policies, protocols, guidelines and procedures including the TBC Conflict of Interest Policy and the TBC Confidentiality Agreement.

6.0 Removal of QAC Members:

QAC Members may only be removed by the TBC Board, and only

- a) At the expiry of their term; or
- b) For cause, on the recommendation of the QAC Chair, including where a Member:
 - i) Is convicted of an offence under the *Criminal Code*.
 - ii) Has unexcused absences from three meetings.
 - iii) Breaches the bylaws, policies, protocols, guidelines or procedures of the TBC including the TBC Conflict of Interest Policy or the TBC Confidentiality Agreement.
 - iv) Fails to perform any of their duties in good faith and in accordance with the QAC terms of reference.
 - v) Fails to abide by the values of the Toronto Birth Centre

7.0 Reporting and Accountability:

The chair of the QAC (the Quality Advisor) takes direction from the TBC Board and reports directly on the QMP activities to the Board. The QA also prepares the QMP report and disseminates it under direction from the Board.

The TBC Board mandates the QAC to review and/or propose modifications to, or termination of any proposed or ongoing activity of the Quality Management Program. Any changes to components of the Quality Management Program should be reviewed by the QAC before being sent, along with any QAC recommendations, to the TBC Board for final approval.

The QAC shall act in compliance with the *Birth Centre Pilot Project - Facility Standards and Clinical Practice Parameters: Legislation, Regulations, Standards, Guidelines and Protocols, Policies and Procedures*.

8.0 QAC Meeting Rules and Procedures:

The Chair must ensure that, for every meeting, accurate minutes are kept and retained.

The QAC's meeting agendas, documents and minutes, are provided on a timely basis to the TBC Board as a record of the QAC's activities. Recommendations from the QAC shall form a part of the approved QAC minutes.

The QAC will strive to make decisions by consensus, as outlined in the TBC's "Decision-making Framework". For greater certainty, the QAC is a recommendatory body only. It can make decisions only with respect to its processes and to enable it to fulfill its functions. The ultimate responsibility for all decisions rests with the TBC Board.

Meetings of the QAC are held quarterly or more frequently as called by the Chair. Meetings will be approximately 2 hours in duration.

Quorum for a meeting will require that, at a minimum, 3 QAC Members plus the Chair must be present.

9.0 Staff Support and Resources:

QAC meetings will take place at the TBC. Administrative assistance for organization of meetings, technical assistance, communication, etc. will be provided by the TBC core staff.

All QAC materials will be securely stored with other QMP files in the care of the QA.

10.0 Monitoring and Evaluation:

The Chair of the TBC Board shall establish criteria by which to evaluate the QAC and its contributions:

- a) Annually, the TBC Board, with input from the Executive Director, shall evaluate the terms of reference and accomplishments of the QAC.

11.0 Policy Changes:

Issue #	Issue Date	Describe Change(s)
B.03	Nov. 14, 2013	Terms of Reference Approved by Board.
B.03	Sept. 19, 2014	Terms of Reference revised and reformatted, awaiting Board approval.
A.04.3	Nov 19, 2014	Terms of Reference Revised and moved to Governance section of PPM
A.04.3	Dec 11, 2014	Terms of Reference Approved by Board.