

Terms of Reference

QUALITY of LIFE and SAFETY COMMITTEE

Purpose

The Quality of Life and Safety Committee is an advisory committee to the Board of Directors for issues affecting resident quality of life¹ and the safety of residents, clients, staff, volunteers, and invitees at the Perley Rideau.

Composition and Meetings

The Quality of Life and Safety Committee shall consist of a Chairman and at least four (4) Directors. The Committee shall meet at least four times a year.

Committee Responsibilities and Functions

The **major responsibilities and functions** of the Quality of Life and Safety Committee are to:

1. Monitor trends and developments in the delivery of care and quality of life issues in long term care in Ontario, with a view to identifying best practices, risks and opportunities for improving the Perley Rideau's delivery of care and resident quality of life.
2. Provide leadership at the Board for resident quality of life improvement and for promoting a caring culture throughout the Perley Rideau.
3. Confirm that the Perley Rideau has relevant and reliable clinical care and quality of life performance indicators.
4. Receive reports regularly on the execution of a plan to improve resident quality of life which includes monitoring, evaluation and improvement of quality of life issues for residents.
5. Monitor external trends in demographics and consequent impacts on future hiring needs for the Perley Rideau.
6. Monitor trends in the Perley Rideau's key Human Resource Indicators as they relate to the quality and delivery of care and safety.
7. Monitor trends in the utilization of the Perley Rideau's volunteer force.

¹ Quality of life for residents includes both their physical well being (such as their health, safety, security and comfort) as well as their enjoyment of life (including their sense of dignity, autonomy and belonging).

8. Oversee the conduct of a program of regular reviews and audits including:
 - a. The Performance Monitoring Framework in areas related to Quality of Life and Safety;
 - b. The results of externally conducted performance evaluations including:
 - i. MOHLTC, Ministry of Labour and Veterans' Affairs Annual Inspection reports;
 - ii. Complaint investigations; and
 - iii. Accreditation surveys.
 - c. Monitoring systemic issues within the Perley Rideau that could potentially affect the delivery of care.
9. Bring to all Board deliberations the Quality of Life and Safety perspective and as appropriate assess Board decisions which may affect the quality of life, delivery of care or safety of residents.
10. Oversee the Perley Rideau's programs affecting safety by:
 - a. Monitoring trends and developments in the delivery of safety programs in health care;
 - b. Confirming that the Perley Rideau has in place:
 - i. Policies and procedures governing all aspects of resident safety;
 - ii. Emergency response preparedness plans that meet regulatory requirements (*fire plans, emergency evacuations, missing persons, etc.*);
 - iii. A system for safety hazard and incident reporting, analysis, and follow-up; and
 - iv. A regular program of internal safety audits; and
 - c. Monitoring organizational safety performance with a view to identifying systemic deficiencies affecting safety at the Perley Rideau.
11. Provide the Executive Committee with:
 - a. Annually, the corporate objectives it proposes to focus on; and
 - b. An annual report assessing the progress of the Quality of Life and Safety Committee;
12. Make recommendations to the Board with respect to any of the above matters and carry out any other duties assigned to it by the Board.

Approved by the Board of Directors on the 02nd of June, 2011.

Chair of the Board