



Shalom Village Quality Committee of the Board

Terms of Reference

PURPOSE

The Quality Committee is a standing committee of the Board of Directors of Shalom Village. The committee monitors the performance of the organization on key quality indicators, advances Shalom Village's quality of care and quality of resident/participant¹ and family experience across its campus of care.

ACCOUNTABILITY

The quality committee operates under the authority of the board and reports to the board.

The committee is the quality committee for the purposes of the Fixing Long-Term Care Act, 2021.

RESPONSIBILITIES

1. Oversee compliance with and accountability of the CEO and SLT to meet legislative and regulatory requirements that impact quality of care and quality of experience.
2. Ensure strategic objectives are designed to improve quality of care and resident/participant and family experience.
3. Approve and oversee progress of the annual Quality Improvement Plan (QIP) for the Shalom Village campus of care.
4. Monitor quality metrics and improvements and report to the Board. Ensure indicators reflect a broad definition of quality and, where relevant, are aligned with mandates of other committees of the board (such as, Jewish Life, Finance, etc.).
5. Ensure compliance with any issued Ministry of Long-Term Care (MOLTC) (and other ministries) inspection orders, voluntary corrective actions and/or written notifications as well as accreditation standards. Monitor progress towards compliance, when necessary.
6. Monitor any quality issues reflected in the organization's Enterprise Risk Management Plan including trends of critical incidents and sentinel events (such as, falls, allegations of abuse, significant pressure injuries, etc.) and ensure quality improvement.
7. Oversight to the CEO in developing and implementing evidence-informed processes, policies and strategies to embed quality of care and resident/participant and family experience practices into daily work in order to sustain staff's focus and commitment to quality resident/participant care outcomes.

¹ Community members engage with Shalom Village services, programs and supports in a range of ways including as resident (i.e., LTC and apartments) and/or program participant (i.e., Goldie's Place Adult Day Program).



8. Develop an annual work plan of goals and objectives that fulfills the responsibilities of the Committee, for approval by the Board.
9. Review Terms of Reference annually.

COMPOSITION

- Chair of the Quality Committee (appointed by the Board Chair)
- Up to two (2) additional Board members
- Resident/participant &/or family caregiver
- Up to two (2) community member(s)
- CEO (ex-officio member, non-voting)
- LTC Administrator (ex-officio member, non-voting)
- Director of Care (DOC) (ex-officio member, non-voting)
- Other staff / team members on an ad hoc basis as needed

Members are appointed annually, considering such factors as maintaining continuity, how to best meet the needs of all the Board's Standing Committees, as well as individual Director's interests and strengths.

MEETINGS

- The Committee will meet as required at a minimum of five (5) times per year. Additional meetings to address specific items may be held at the call of the Chair.
- Meetings may be conducted by any of the following methods: telephone conference call, on-line, and in-person.
- Quorum will consist of a majority of Board Committee members.
- Sub-committees may be formed to address specific issues.
- Administrative supports to include meeting scheduling, agenda package coordination and circulation as well as meeting minutes.

Last updated: June 22, 2022