

# XXX FORENSIC TREATMENT CENTER

## Charter

### Quality Management Team (QMT)

The Quality Management Team (QMT) Charter provides the basis for leaders of XXX Forensic Treatment Center (XXX) to manage the center's performance improvement functions and processes. The QMT is charged with overseeing the implementation of a systematic approach to performance improvement that encompasses the design, management and improvement of processes and outcomes, including the collection, analysis and reporting of data. The QMT will specifically address improvement opportunities with safety, quality of care, outcomes, and process efficiencies, to achieve stated organizational goals and meet all accreditation, licensure, and regulatory standards. The QMT shall directly address or may convene as necessary sub-committees or working groups in order to address specific organizational needs including:

- Creation and operation of organizational structures and communication systems that facilitate interdepartmental and interdisciplinary cooperation and collaboration to meet identified customer needs.
- Identification and prioritization of appropriate performance measures to assess the day-to-day operation of key business and support processes and evaluate their effectiveness in achieving patient outcomes.
- Collection, analysis, and reporting of data for selected measures to assess progress in achieving organizational goals and to identify priorities for improvement.
- Selection and implementation of standardized scientific processes and tools for designing and improving processes.
- Implementation of a safety and risk management program that combines a proactive approach to safety with an effective event reporting and response system.
- Implementation of a utilization review program to facilitate planning that ensures the most cost-effective use of available resources to achieve patient outcomes.
- Identification and provision of needed training for management and staff regarding the tools and approaches to the performance improvement process.
- Development and implementation of new policies and procedures as needed and review and approve all policies at least every three years.
- Recommendations to Governing Council based on aggregated information from performance improvement activities, employee perception of care information, infection control, safety committee and environment of care activities.
- Assign organizational-wide performance improvement teams based on identified needs of the facility.
- Prepare an annual report on performance improvement activities to the Governing Council/Governing Board.
- Make recommendations to the Governing Council on priority areas at least annually. Review and approve performance improvement activities for Safety/Infection Control and the Environment of Care Plans.

The Committee shall review recommendations of its subcommittees, other facility standing committees and working groups and make recommendations to Governing Council, other facility standing committees, or Facility Administrator as appropriate.

The QMT shall also coordinate performance improvement for information services. Performance measures for QMT shall be developed and approved by the Governing Council. The Committee shall then undertake performance improvement activities and report findings and recommendations to the Governing Council.

### **Membership of the Quality Management Team**

The QMT will be comprised of standing members of the Executive Management Team (EMT) and the Senior Management Group (SMG).

### **Meeting Schedule**

The QMT will meet monthly.

The meeting will be scheduled for the second Tuesday of each month.

The Committee Chair may convene a meeting of the Committee prior to the next scheduled meeting of the Committee as dictated by circumstances.

### **Conduct of Business**

The Performance Improvement Administrator will prepare an agenda and the minutes for each scheduled meeting and distribute the agenda and the minutes *via* e-mail to the members prior to the meeting.

The Chair shall approve/amend the agenda and distribute the agenda *via* e-mail to the members prior to the meeting.

The Chair shall distribute the minutes immediately to the members for the next meeting.

A quorum shall consist of 50% + 1 of the total membership of the Committee.

Decisions will be made by consensus. If consensus cannot be reached on any given issue, the Chair can request a vote on the issue, which will be decided by a simple majority of those present and voting.

### **Subcommittees**

XXX standing committees will report to the QMT on a rotating basis. The QMT may establish subcommittees and task forces/work groups to address specific issues. The QMT chairperson will appoint subcommittee chairpersons and task force/work group team leaders.

## APPROVALS

\_\_\_\_\_  
Facility Administrator

\_\_\_\_\_  
Date

Revised 2-16-2009