**Instructions for use:**

This template was designed to provide a thorough inventory of possible agenda items to cover during a standing Quality and Patient Safety Committee meetings. Every meeting may not include every agenda item. Some agenda items are intended to provide documentation of tracking or regulatory compliance and will be only short updates. You might rotate agenda items, rem­ove agenda items that are not applicable, or hold less frequent and longer meetings to accommodate what you determine to be necessary.

**Quality and Patient Safety Committee Meeting Agenda/Minute Template**

**Date:**

**Attendees:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Agenda Item**  | **Data Review (if applicable)** | **Discussion/conclusion** | **Action** | **Person Responsible** | **Target Date**  |
|  Patient Story  |   |  |  |  |   |
| Policy/Procedure Review |  |  |   |  |  |
| Patient Safety Culture (HSOPS, Just culture, TeamSTEPPS, etc.) |   |  |  |  |  |
| HCAHPS |   |  |  |  |   |
| Healthcare alerts (JC Sentinel event, etc.) |  |  |  |  |  |
| Proactive Risk Assessments |  |  |  |  |  |
| Root Cause Analyses |  |  |  |  |  |
| Falls reported |  |  |   |  |  |
| Pressure Ulcers |  |  |  |  |  |
| Other Incidents |   |  |  |  |   |
| Medication errors reported  |   |  |  |  |  |
| Adverse Drug Events (ADE) |   |  |  |  |  |
| OP-27 Influenza coverage among HCP |   |  |  |  |  |
| Imm-2: Influenza Immunization |   |  |  |  |  |
| AMI Care (OP 1, 2, 3, 5) |   |  |  |  |  |
| OP-20 Door to diagnostic  |   |  |  |  |  |
| OP-21 Median time to pain management for LBF |   |  |  |  |  |
| OP-22 Patient left without being seen |   |  |  |  |  |
| EDTC  |   |  |  |  |  |
| Perinatal Safety |   |  |  |  |  |
| Adverse Drug Events (ADE) |   |  |  |  |  |
| Surgical Safety |   |  |  |  |  |
| Healthcare Acquired Infections (HAI) |   |  |  |  |  |
| Other |   |  |  |  |  |
| Other |   |  |  |  |  |
| Other |  |  |  |  |  |
| Other |   |  |  |  |  |
| Other  |   |  |  |  |  |
|   |   |  |  |  |  |