

Quality Management Committee

Or Insert Your Organization's Committee Name

Description

The Quality Management Committee (QMC) is comprised of participating healthcare and human service providers and organizational staff. The Chairperson for the QMC is the Medical Director. Committee representation shall include, but may not be limited to primary care, behavioral health, relevant physician specialties, public health, community service, and *Insert Organization Name* staff. The QMC is accountable to the Board of Directors **or revise to fit your governing body structure**. The QMC:

- Reviews trended quality and medical management performance data.
- Identifies opportunities to improve care and service.
- Provides policy decisions, reviews and makes recommendations regarding the annual Quality Management Program Description, Work Plan, Health Care Plan, Policies and Procedures, and the Annual Quality Management Program Evaluation.
- Actively reviews the monitoring activities of the key functional areas and makes recommendations to improve performance levels.
- Promotes evidenced-based medicine by actively participating in clinical guideline decision-making activities.
- Reviews and approves physician and provider credentialing/recredentialing information.
- Is responsible for assistance in educating participating healthcare and human service providers regarding the quality management program and then soliciting provider feedback on the effectiveness of the program.
- Reviews network quality/provider performance issues and makes recommendations to the Board of Directors or designated committee.
- Serves as a review body for provider and client complaints, and adverse incidents related to service delivery or medical care issues.
- Develops, implements, monitors and evaluates processes and programs aimed at maintaining a safe environment.
- Serves in an evaluative, educational and advisory capacity in all matters pertaining to the use of medications.

The following may be applied to a Pharmacy and Therapeutics (P&T) Committee. If you have a P&T Committee you may want to delete the bullets highlighted in Green.

- Develops a formulary of drugs accepted for use and provides for its revision.
- Establishes programs and procedures that help ensure safe and effective drug therapy.
- Establishes programs and procedures that help ensure cost-effective drug therapy.
- Establishes or plans suitable educational programs for *Insert Organization Name* professionals on matters related to drug use.
- Participates in quality improvement activities related to distribution, administration and use of medications.
- Monitors and evaluates adverse drug reactions.
- Initiates and directs drug use evaluation programs and studies, reviews the results of such activities and makes appropriate recommendations to optimize drug use.
- Advises in the area of effective drug distribution and control procedures.
- Disseminates information on committee actions and approved recommendations to physicians and staff, as appropriate.

Meetings are held at least four (4) times per year. Minutes are created at the time of each meeting and reflect committee decisions and actions. The minutes will contain only de-identifiable client information. They will reflect factual representation of the Committee's discussion, decisions, recommendations, and/or conclusions. The minutes are signed, dated, and maintained by the Medical Management Department **or insert the appropriate area that is responsible in your organization** in compliance with the organization's confidentiality requirements. The QMC Minutes are peer-review protected and not subject to disclosure to any individual or group within or outside the organization without the permission of the CEO, the Medical Director, and the Quality Management Manager **or person most appropriate in your organization**.

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