



## **Regional Department of Mental Health and Substance Use (MHSU)**

### ***Regional Division of Addictions Medical Quality Committee***

#### **Terms of Reference**

##### **PURPOSE:**

1. Monitoring of patient care to assess and assure the quality of care provided in the Acute Care MHSU Units of the FHA Hospitals by members of the Regional Division of Addictions.
2. Education of the Medical Staff and other health care professionals.
3. Fact finding and problem assessment by review of both specific cases and audits of MHSU care issues.

##### **OBJECTIVES/FUNCTIONS/ROLES:**

1. To conduct general reviews of certain areas of MHSU care, related topics such as certain mental health and substance use disorders and therapeutic intervention measures, establishing meaningful criteria by which care can be measured and compared.
2. To share information about clinical practice, with a view to providing best practices throughout FH in order to improve patient care and safety.
3. To provide recommendations regarding policies and practices to ensure best practices.
4. To study, investigate and evaluate health professional practices and care for the purposes of improving patient care and safety.
5. To share information and problem solve around access to services for mental health clients in FH.
6. To review complications in patient care and to review all critical incidents of severe harm<sup>i</sup>.
7. To conduct special audits of individual patient care cases and/or physicians as requested by the Local Site, Regional Division or Regional Department Head(s). Written requests from individuals will also be considered.
8. Where concern relative to the medical management of cases is recognized by the Committee, the physician(s) involved shall be given the opportunity of discussion with the Committee. This usually involves a confidential written memorandum to the physician with a letter returned which is then reviewed by the Committee.

9. To act in an appropriate manner respecting any of the Committee's findings or concerns, and discussing these with the individual physicians involved.
10. The Committee may recommend to the Regional Departmental Medical Quality Committee(s) that outside hospitals, individuals or agencies be engaged to perform audits or reviews on its behalf. The terms of engagement must be reviewed and approved by the appropriate Regional Department Head(s) and the Office of Medical Affairs.

#### MEMBERSHIP:

Members will be recommended by the Regional Division Head and appointed by the Regional Department Medical Quality Committee.

The committee will consist of at least 4 members with the following representation:

- At least two (2) members from the Division.
- Regional Division Head, Clinical Program
- Manager, Clinical Divisional Program
- Director, Clinical Divisional Program
- As required, other physicians e.g. Emergency physicians , hospitalist as deemed necessary by the committee

#### Ex-Officio Members:

The Program Medical Director, the Program Executive Director the Regional Department Head will be considered ex-officio members.

The Committee may invite members from the Health Record Department to aid in documentation as well as any other member of the Medical Staff on individual request.

*NOTE: In any instance where a concern of the Committee involves a Committee member who has been involved in the medical management of the case being reviewed, that member may be excused from deliberations and afforded the courtesy detailed in item 4 of the functions above.*

#### APPOINTMENT OF CHAIRPERSON:

The Chairperson is appointed by agreement of the appropriate Regional Division Head and Regional Department Head

#### SUBCOMMITTEES:

Provision may be made at the discretion of the Committee for the establishment of permanent or temporary subcommittees which will assume responsibility for specific aspects of the Committee's mandate. These sub-committees would meet under the privileges of the MHSU Regional Division Medical Quality Committee with respect to protection under the Evidence Act and such sub-committees report to the Committee.

#### COMMITTEE REPORTS TO:

The Committee reports to the Mental Health and Substance Use Regional Departmental Medical Quality Committee.

#### FREQUENCY OF MEEETINGS:

The Committee shall meet at least quarterly and at the call of the Chair. Meeting dates and times will be established by the Chairperson in consultation with the Committee members.

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*These terms of reference were recommended at the May 14, 2012 Regional Department meeting for the MH&SU divisions of Tertiary, Geriatrics, Addictions and Child, Youth and Young Adults with the recommendation to bring forward to HAMAC and the Fraser Health Authority Board for approval.*