

Laboratory Services Provincial Quality Improvement Council Terms of Reference

Purpose

The Laboratory Provincial Quality Improvement Council (PQIC) is a standing committee with the primary purpose of overseeing the quality management system which is the foundation for continual improvement in quality objectives, risk management, patient safety, utilization management, and accreditation for Laboratory Services at the provincial level. The Council is also responsible for overseeing and providing quality improvement direction to Zone and Program Quality Councils.

The Council accomplishes this by:

- Goal setting, establishing and monitoring quality indicators, identifying priority areas for process improvement, and the overall evaluation of quality for Laboratory Services.
- Ensuring, alignment of initiatives and activities with Alberta Health Services (AHS) strategic direction, goals, and overall operations of the organization.
- Fostering a culture of continuous quality improvement through strong leadership, effective communication and clear expectations.

Accountability

The PQIC is accountable to the Laboratory Dyad Leadership team, Laboratory Services.

Membership

Regular Membership

- Senior Operating Officer, Laboratory Services
- Executive Associate
- Provincial Medical / Scientific Director, Laboratory Services
- Medical / Scientific Director, Laboratory Services, Calgary Zone
- Medical / Scientific Director, Laboratory Services, Edmonton Zone
- Medical / Scientific Director, Laboratory Services, Genetics
- Medical / Scientific Director, Provincial Laboratory for Public Health
- Deputy ZCDH, Diagnostic Health – Laboratory and Pathology, North Zone
- ZCDH, Pathology and Laboratory Medicine, Central Zone
- Co-ZCDH's, Pathology and Laboratory Medicine, South Zone
- Chief Operating Officer, Calgary Laboratory Services
- Vice President, Technical Operations, Calgary Laboratory Services
- Executive Director, Quality, Safety & Integration, Laboratory Services
- Executive Director, Edmonton & Area & Provincial Programs, Laboratory Services
- Director, Laboratory Services, North Zone
- Director, Laboratory Services, Central Zone
- Director, Laboratory Services, South Zone
- Director, Laboratory Services, Edmonton Zone
- Directors, Laboratory Services, Genetics
- Director, Provincial Laboratory of Public Health
- Director, Quality, Safety & Integration, Laboratory Services (chair)
- Quality Manager, Calgary Lab Services

- Provincial Leads, from Anatomical Pathology, Quality, Point Of Care and Transfusion Medicine
- Supervisor, Data Team, Calgary Laboratory Services
- Manager, Process Excellence, Calgary Laboratory Services

*Regular members are not to send a designate when unable to attend.

Ad Hoc Membership

- Zone Quality Coordinators, Laboratory Services
- Zone and Program Quality Technologists, Laboratory Services
- Zone/ Department Managers, Laboratory Services

*Ad hoc members attendance is only required during the presentation of their specific information.

Responsibilities

Supporting Quality Improvement by:

- Providing strategic direction in the design, implementation and maintenance of the Quality Management System and monitoring its' effectiveness;
- Developing and communicating laboratory-wide goals for quality improvement and monitoring progress towards those goals;
- Providing direction in the design, implementation and maintenance of the Quality Management System;
- Establishing, reviewing, and monitoring indicators of quality for the province for purposes of identifying provincial initiatives;
- Reviewing recommendations from Zone and Program Quality Councils for purposes of identifying provincial initiatives;
- Identifying and prioritizing quality initiatives consistent with Laboratory Services' goals and objectives and in alignment with AHS strategic direction;
- Overseeing and directing the work of Zone and Program Quality Councils and ensuring their alignment with the goals of the QIC.
- The Laboratory Provincial Quality Improvement Council will review and approve quality reports from Zone and Program Quality Councils

Supporting Risk Management & Safety by:

- Identifying areas of risk and developing plans to address the identified risks;
- Monitoring quality improvement initiatives related to identified risks.

Supporting Laboratory Accreditation by:

- Ensuring applicable laboratory accreditation expectations are developed and communicated appropriately;
- Monitoring compliance with accreditation and legislative standards and regulations;
- Supporting initiatives to address quality and accreditation recommendations.

Supporting Education by:

- Supporting education opportunities related to quality improvement for Laboratory staff;
- Promoting the empowerment of all staff in quality initiatives.

Meetings

Frequency

Meetings will be held quarterly and as necessary at the request of the Chair. The Chair, in his or her sole discretion, will determine whether there are sufficient members to proceed with the QIC meeting.

Quorum

Quorum consists of a minimum of 50% + 1 of all regular members and must include the Provincial Medical / Scientific Director or designate and one other medical / scientific representative from an alternate zone or program area.

Agenda and Minutes

An agenda and supporting materials will be circulated to members at least one week in advance of the scheduled meeting. Minutes of each meeting will be recorded and circulated to members. All records will be maintained as per AHS standards.