



LINDSEY LODGE HOSPICE

Quality Assurance Committee

Terms of Reference

The Committee

The Quality Assurance Committee shall have terms of reference and powers and be subject to those conditions that the Hospice Board shall decide and shall act in accordance with any legislation and regulation or direction issued by the Hospice Board. The Quality Assurance committee reports to the Hospice Board.

1. Role and Responsibilities

The role of the committee is to provide assurance to the Hospice Board that Lindsey Lodge Hospice is appropriately governed and well managed across the full range of activities and to provide internal and external assurance relating to quality management by:

- reviewing the establishment and maintenance of effective systems of quality governance;
- ensuring compliance with all applicable legal and regulatory requirements, in particular those of CQC;
- ensuring that risk management and internal control is appropriate and of the highest standard;
- advising and contributing to the overall quality of the service;
- reviewing the establishment and maintenance of effective systems of quality monitoring;
- monitoring all aspects of patient experience, safety and effectiveness including personalised care, treatment and environment;
- monitoring safeguarding issues;
- monitoring the recording and management of incidents, concerns and complaints;
- ensuring that internal audit is consistent with the governance needs of the organisation;
- reviewing related activity and data;
- ratifying relevant policies and guidelines;
- reporting after each meeting to the Hospice Board.

2. Membership of the Committee

The committee shall be comprised of at least three Trustees of the Board, the Chief Executive, Medical Director, Director of Nursing and Patient Services and one senior member of each team or their deputies i.e. in-patient, day care, therapy, medical, fundraising, housekeeping, voluntary, IT and facilities.

A volunteer representative will be invited to support impartial, objective challenge and support. Other trustees and staff may be invited to attend by the chair, particularly when the committee is discussing an issue that is the responsibility of that director or staff member.

3. Quorum

The quorum shall be six members of the committee but must always include two Board Trustees, the Chief Executive or Deputy Chief Executive and three operational team staff.

4. Chair of the Committee

The Chair of the committee shall be a Trustee selected by the Hospice Board. In their absence their place shall normally be taken by either the Medical Director or Chief Executive/Deputy Chief Executive.

5. Meetings

The Quality Assurance Committee shall meet at least four times per year. The Chair may at any time convene additional meetings of the committee to consider business that requires urgent attention.

6. Notice of meetings

Meetings of the Quality Assurance Committee shall be called at the request of the Chair. Notice of each meeting, including an agenda and supporting papers shall be forwarded to each member of the quality assurance committee not less than five working days before the date of the meeting.

7. Reporting to the Hospice Board

The minutes of each meeting of the Quality Assurance Committee shall be tabled for information at the next meeting of the Hospice Board. The chair shall draw to the attention of the Board any issues that require disclosure or require trustee action, together with reports of particular interest or importance. A Highlight Report will be tabled and discussed by the Chair at Board meetings. The Chair will report at the AGM.

8. Terms of Reference

The committee must review and update these terms of reference every two years.

9. Authority

The committee is authorised by the Hospice Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee or outside agency, and all employees are directed to co-operate with any request made by the committee.

Date issued: December 2016

Reviewed - January 2018

Next review date- January 2020