

TRI-CITY HEALTHCARE DISTRICT

PROFESSIONAL AFFAIRS COMMITTEE CHARTER

The Professional Affairs Committee (the “Committee”) of the Tri-City Healthcare District (“District”) has multiple purposes and is delegated certain key responsibilities as enumerated herein.

I. Purpose

The Committee is to assist the Board in providing healthcare delivery oversight and make recommendations to the Tri-City Healthcare District Board of Directors (“Board”) regarding quality, patient safety, performance improvement, and risk management policies; oversee development and implementation of the Quality Assurance, Quality Improvement, and Patient Safety (QA/QI/PS) Programs; and provide oversight of processes relating to the reporting, monitoring, investigation, and appropriate responsive/corrective actions taken in connection with any issues identified at the meetings, including the following:

1. Quality. The Committee will review reports regarding quality of patient care, including:
 - a. Hospital operating unit and quality intervention programs;
 - b. Core measures and performance measures;
 - c. Review of Clinical Contract Performance;
 - d. While Risk Management will retain responsibility for risk related issues, PAC will provide support and guidance for such issues; and
 - e. While Patient Care related issues will remain the responsibility of the CNE, PAC will provide input and support regarding these matters.
2. Patient Safety. The Committee will review reports regarding patient safety, including:
 - a. Patient safety improvement programs;
 - b. Incidents reported to the California Department of Public Health (CDPH) including any findings;
 - c. Surveys from The Joint Commission, Center for Medicare and Medicaid Services, and other regulatory agencies.
3. Performance Improvement. The Committee will review the following reports:
 - a. Operating unit performance improvements;

4. Risk Management. The Committee will review the District's risk management program, including:
 - a. Summaries of incident reports;
 - b. Compliments and complaints;
 - c. Surveys from Joint Commission, CMS, and CDPH visits;
 - d. Sentinel Events/Root Cause Analyses;
 - e. Professional liability claims and lawsuits.

5. Oversight Duties and Responsibilities. In addition, the Committee will:
 - a. Recommend any proposed changes to the Board for approval, and review and publish this Charter every three years in accordance with applicable regulatory authorities;
 - b. Review significant reports prepared by any individual performing significant quality assurance functions together with management's response and follow-up to these reports;
 - c. Review the District's policies and procedures as necessary.
 - d. Review the Medical Staff Office procedures.
 - e. Review of hospital's clinical contracts.
 - f. Consult with appropriate Consultants as necessary to inform the deliberations and committee decisions as necessary.

II. Membership

The Committee shall consist of three Directors and four physicians. The CEO, COO, Risk Manager, and CNE shall support the Committee without vote but be counted towards a quorum as alternates.

III. Meetings

The Committee may establish its own meeting schedule annually. The Committee will adjourn into closed session to meet with the legal counsel and to hear reports of the Hospital and QA/PI Committee.

IV. Minutes

The Committee will maintain written minutes of its meetings. Draft minutes will be presented to the Board for consideration at its meetings. The Senior Executive Assistant or designee will provide assistance to the Committee in scheduling meetings, preparing agendas and keeping minutes.

V. Reports

The Committee will report regularly to the Board regarding (i) all determinations made or actions taken pursuant to its duties and responsibilities, as set forth above, and (ii) any recommendations of the Committee submitted to the Board for action.

VI. Conduct

Each Committee member is expected to read the District's Code of Conduct which can be found at <http://tricitymed.org/about-us/code-of-conduct/> and shall comply with all provisions thereof while a member of this Committee.

Approved by BOD: 9/29/11

Approved by BOD: 3/28/13

Approved by BOD: 5/29/14

Approved by BOD: 9/29/16