# Peer Review and Quality Committee CHARTER

**Title**
Peer Review and Quality Committee

**Purpose**
To improve the quality and safety of patient care

**Ownership**
- X System
- Department
- BHP

**System Link**
- □ Bylaws/Governance
- □ Clinical Informatics
- X Clinical Quality
- □ Medical Education
- □ Population Health

**Scope of Governance**
All Medical Staff

**Reports to**
BHS MEC

**Frequency of Report**
Every other month (Bylaws require at least quarterly).

**Type of Duties**
- X Advisory
- X Decision
- X Performance
- □ Representation

**Leadership**
- Medical Leader: Dr. Jane Danowit
- Administrative Partner: Jody Wilmet

**Chair Qualifications**
All Chairs must be active members of the Medical Staff. (Bylaws, 6.A.1.)

**Chair Terms**
All non-departmental committee chairs have an initial term of two years. Chairs are eligible to serve successive terms as long as she/her meets all other qualifications of the position. (Bylaws, 6.A.1)

**Chair Selection Process**
The President of the Medical Staff, in consultation with the CEO, appoints all non-departmental committee chairs, and submits this recommendation to the Board of Directors for approval (Bylaws, 6.A.1)

**Chair Responsibilities**
1. Identify areas of risk
2. Identify important aspects of quality care and indicators used to monitor the care
3. Develop and implement the committee monitoring and evaluation process

**ADVISORY Duties**
(Ex: provide expert review, gathering expert opinion, making recommendations)
1. Assist Departments in identifying circumstances requiring peer review within the Department;
2. Evaluate opportunities to create hospital-wide clinical policies to improve care and patient safety;

**DECISION Duties**
The committee has the authority to make the following system decisions:
1. Select a peer review panel with expertise in a given subject or in a specific medical specialty, or referral of matters to external review, when necessary or appropriate in the committee’s opinion;

**Example: PERFORMANCE Duties**
(ex: monitoring, evaluating, developing, and implementing actions)
1. Perform periodic performance review required by the regulatory and accrediting bodies.
2. Identify quality trends and outliers.
4. Assure committee participation in that evaluation process and report findings to the appropriate department
5. Provide input concerning credentials issues as requested by department chair
6. Accept any other duties as assigned by the department chair
7. At least once annually, present a report to the BHS Medical Executive Committee of actions taken by the Committee (Bylaws, 6.A.2)

Membership Composition

The Peer Review and Quality Committee shall consist of at least nine (9) Medical Staff appointees and shall include representation from each Medical Staff department.

In addition, the Transfusion Committee shall include non-voting member(s) from each of the following areas:
1. Nursing Service (1)
2. System Management (2)
3. Ad hoc as needed

Member Terms
Two year terms with no limitation (Bylaws 6.A.3)

Member Selection Process
Appointed by the Department Chair. (Bylaws 6.E.5.a.)

Member Responsibilities
(Each committee may specify member responsibilities as they create their charter. Bylaws are silent.)

Frequency of Meetings
As often as necessary, but at least quarterly (Bylaws 6.E.5.c.)

Meeting Practices
Notice of meeting must occur 5 days in advance (Bylaws, 4.E.1)
Committee Chairs may rule definitively on all matters of procedure (Bylaws, 4.E.3)

Decision Processes
Must have at least 2 members present for a quorum. (Bylaws, 4.D.5)

Voting
(This committee may decide if voting is required to make decisions. Bylaws are silent on decision making processes.)
If a vote is taken, the following Bylaw procedures apply:
1. No fewer than 2 members voting
2. Voting may occur in person or through electronic participation (mail, facsimile, e-mail, hand delivery, or telephone) (Bylaws, 4.D.4 & 4.D.5)

Confidentiality
Discussions of the committee are very confidential. Protected under the Health Care Quality Improvement Act (Federal Law), and Wisconsin Statute 146.38.