

Quality Advisory Committee Meeting

(COMPANY NAME)

Meeting Agenda

(DATE), (TIME)

Participants: (Refer to modality specific Clinical Practice Parameters for essential staff to attend QAC meetings; list chair-person first then others in alphabetical order; note if anyone is on the phone)

Regrets: (list in alphabetical order)

1. **Approval of Agenda**
2. **Approval of Minutes from (Previous Meeting Date)**
3. **Business Arising from Minutes (confirmation that action items have been completed, discuss outstanding actions)**
4. **New Business**
 - a) Goals and objectives – new, revised, going forward
 - i. Staff changes/New staff
 - ii. Staff under supervision - progress on examinations/courses/accreditation
 - iii. Expansion/relocation plans
 - iv. General practice goals
 - b) Recommendations from Assessment/Accreditation Visit/Ministry of Health X-ray Inspection Services and HARP (if applicable). Such issues are to remain on the agenda until they are clearly finalized
 - c) Policies and procedures (including but not limited to):
 - i. Policy and Procedures Manual – general updates, staff sign-off
 - ii. Technical – general practice guidelines for facility
 - iii. Infection Control
 - iv. Safety Data Sheets
 - v. Other
 - d) Review of IPAC requirements and staff orientation/training
 - e) Equipment – problems, upgrades, training or facility configuration issues
 - f) Incidents or complaints, adverse drug reactions, complications
 - g) Review of the results of the Facility’s quality review process
 - h) Review of current statistics on the time between referral and subsequent diagnostic examinations/treatment
 - i) Review of difficult or inconclusive cases and how they were dealt with
 - j) Patient/referring physician survey results

k) Staff performance appraisals & training – when, who, how often

5. Committee Members' Items: Some Committees like to leave a section for members to bring issues forward for sharing, or discussion

6. Meeting Adjourned

7. Next meeting