SECTION 1: Purpose
The PNSO shall promote a commitment to quality and patient safety through monitoring of outcomes data and ongoing improvements.

SECTION 2: Principles
Duties: The Nursing Quality Committee shall:
- Coordinate a clinical peer review process for nursing, focused on patient safety events referred from the Patient Safety Committee and patient care areas’ nursing leadership.
- Create action plans to address practice issues stemming from these reviews.
- Provide oversight to Nurse-Sensitive Quality Indicator efforts to assure all indicators achieve a level of excellence aligned with institutional goals.
- Recognize individuals and areas achieving excellent quality outcomes.

SECTION 3: Structure
CHAIR & VICE-CHAIR
The work of the PNSO Nursing Quality Committee is guided via a Chair and Vice-Chair.
- The Chair and Vice-Chair will make recommendations into the nomination of the successor to fill the position of Vice-Chair.
- The Chair and Vice-Chair are nominated by the PNSO Cabinet Executive Committee and approved by Cabinet.

Chair:
- One year term as Chair; possibility of one additional year in advisory capacity as Former Chair.
- Estimated time commitment: 8 hours a month
- Qualifications:
  - Signed Statement of Commitment & Support for Participation by clinician, Manager and Director.
- Responsibilities:
  - Attend monthly PNSO Cabinet meetings to represent Nursing Quality Committee.
  - Attend weekly (as able) Patient Safety Quality Committee meetings to represent Nursing Quality Committee.
  - Plan/lead meetings as outlined in PNSO Operational Guideline #5.
  - Collaborate with PNSO Coach and PNSO Support Office to:
    - Plan meetings;
    - Evaluate committee progress and outcomes;
    - Support accountability for members participation in committee activities;
    - Assign pre-work to committee members according to current committee focus.
  - PNSO Support Staff collaborates with Chair to:
    - Use the PNSO Agenda/Minutes template for meetings.
    - Summarize monthly discussion topics/achievements with PNSO Agenda/Minutes template and store in unit/area designated Z drive folder. Examples of minutes
  - Incorporate monthly Shared Governance topic into agenda
    - For how to access the Z drive and/or how to secure a workstation (required to access Z), click here.
o Summarize quarterly activities and submit via PNSO Office Quarterly Outcomes Template: April, July, October, and December.
o Attend Quarterly Check-Ins: March, June, and September.
o Utilize Shared Governance Help Chain for Nursing practice & quality issues or questions and additionally for information sharing and spread of new/changed nursing practice.
o Bring forward any recommendations pursuant to the purpose of the committee or the PNSO as a whole to the PNSO President/President-Elect or to the corresponding topic-appropriate PNSO Central Committee Chair/Vice Chair.
o Notify the PNSO Support Office of any changes in Regional Shared Governance Committee leadership.
o Communicate and coordinate with Nursing Quality Leads regarding metric report-outs.

Vice-Chair:
• One year term
• Estimated time commitment: 4 hours a month
• Qualifications:
  o Signed Statement of Commitment & Support for Participation by clinician, Manager and Director.
• Vice-Chair Responsibilities
  o Attend monthly Clinical Practice Committee meetings to serve as a liaison from Nursing Quality Committee.
  o Record committee meeting minutes if the Chair/PNSO Support are unable to.
  o Succeed to Chair position after one year.
  o Plan/Lead meetings in lieu of Chair when needed.
  o Assume the duties of the Chair when needed or in the event the Chair is unable to serve.

SECTION 4: Membership
Nursing Quality Committee membership are derived from the Regional Committee leadership, nursing leader(s), and operational program leader(s). A Former Chair (preferably the immediate past-chair) will be an ex-officio member for one additional year as a resource to the Chair.

Standing Members:
• Chair
• Vice-Chair
• Vice-Chairs of Regional Committees
• Former Chair
• PNSO Coach
• Nursing Director(s)
• NPDS Representative
• APN Representative
• PNSO President (ex officio)
• Director of Accreditation

Ad Hoc Members:
• Nurse-Sensitive Indicator Initiative Leads
• Magnet™ Program Coordinator
• Infection Prevention & Control Manager / designee
• Be Safe Program Director / designated Coaches for initiatives
• Patient Experience Officer
• Quality/Performance Improvement Administrator / designee & Data Analysts
**Member Responsibilities:**

- **Qualifications:**
  - Signed Statement of Commitment & Support for Participation by clinician and Manager.
  - Complete Pre-work as assigned

- **Active representation and engagement:**
  - Bring quality-oriented issues from daily practice (Be Safe Events / A3 activity; Region’s/constituents’ current metrics status; etc.);
  - Provide constituents with closed-loop communication about quality changes & concerns;
  - Actively encourage excellent quality outcomes, and recognize their achievement.

- Attendance of >80% of meetings

Members must provide prior notification to the chair if he/she will be unable to attend a meeting per [PNSO Operational Guideline #5](#).

**SECTION 5: Process**

- **Meeting Frequency:**
  - Monthly

- **Communication method(s):**
  - A. E-mail
  - B. Collab

- **Documentation of activities:**
  - Minutes: [PNSO Agenda/Minutes template](#)
  - Outcomes: [Outcomes report web form](#)