**<CARE HOME> QI (CORE/TORCH) Meeting Agenda**

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| --- | --- |
| **Date:** | **Location:** |
| **Time:** |  |

**Participants:**

| **Time** | **Topic** | **Lead** |
| --- | --- | --- |
| 0000 | **Welcome and Introductions**   * Land Acknowledgement * Review of minutes from [previous meeting date] * Review of agenda: any additions? |  |
| 0000 | **Check-in: Review of Recent Successes, Challenges, & Learnings** |  |
| 0000 | **Review of Physician distribution** (create report from monthly LTCI data reports)   * Are physicians satisfied with panel sizes? Want more, or less pts? * Any physician workforce changes to discuss? * Any need to discuss assigning admissions to MRP? |  |
| 0000 | **Review of BPEs:** *What is working well and could be improved upon?*   1. **24/7 Availability & Onsite Attendance**  * After-Hours Call Report – any issues? (i.e. MRPs being called after hours, faxed SBARs not being recieved) * Any issues related to ED Transfers? (i.e. Are staff contacting a physician before calling 911? Aware of recommended LTC to ED communication process? Laceration supplies/kit up to date?  1. **Proactive Visits to Residents**  * Goal: regular supportive care visits by MRPs to assigned residents * Any feedback or issues to address? * Cross coverage (i.e. physician plans for time away)  1. **Attendance at Care Conferences**  * Current process, any feedback or issues to address?  1. **Meaningful Medication Reviews**  * Current process, any feedback, issues or trends to address?  1. **Timely Completion of Documentation**  * Goal: completed Medical Problem List, ACP/MOST/Goals of Care * Any feedback or issues to discuss? Use of EHR? Training needs?  1. **Participation in QI Activities**  * Ongoing/upcoming/ideas for new QI projects |  |
| 0000 | **Additional Topics or Round Table** |  |
| 0000 | **Plan for next meeting date**   * Meet every 6 months |  |
| 0000 | **Meeting End** |  |