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

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

**Participants:**

| **Time** | **Topic**  | **Lead** |
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| 0000  | **Welcome and Introductions*** Land Acknowledgement
* Review of minutes from [previous meeting date]
* Review of agenda: any additions?
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| 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?
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| 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
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| 0000 | **Additional Topics or Round Table** |  |
| 0000 | **Plan for next meeting date*** Meet every 6 months
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| 0000 | **Meeting End** |  |