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| **LTCI Physician & Care Home Quality Meetings** Overview and Guide |
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| **Overview:**  Physicians participating in the Long-Term Care Initiative (LTCI) have agreed to meet six best practice expectations (BPEs). To ensure continuous quality improvement (QI) of the care processes associated with the BPEs, LTC homes should establish regular (once or twice yearly) QI meetings between the physicians and care home staff most involved with the home’s medical practice model (CORE/TORCH/other). The Care Home Manager/Director and the Medical Coordinator should collaborate to lead the QI team and any QI projects related to the BPEs. |
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| **How to Organize a Great QI Meeting** |
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| **PRIOR TO MEETING*** Establish meeting coordinator/convener
* Determine participants (usually admin & nursing leads, pharmacist, social worker, medical coordinator & MRPs, LTCI rep)
* Designate the chairperson for meeting
* Poll for meeting date/time availability
* Send out calendar invitation
* Book room/set up virtual option
* Organize refreshments (if in-person)
* Prepare documents\*
 | **AFTER THE MEETING*** Send out a meeting summary using the minutes or BPE review template
* Organize a small group to plan actions with timeframes based on meeting outcomes
* Send completed sessional form and/or sign-in sheet to VictoriaSouthIsland.LTCI@victoriadivision.ca
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| **RELEVANT DOCUMENTS\**** Sign in sheet
* Agenda and previous meeting notes (see agenda, minutes or BPE review templates)
* Physician/patient distribution table (from monthly LTCI data report)
* After-hours call quarterly report
* Sessional (payment) form for physicians
 | **DURING MEETING*** Have everyone sign in
* Start and end on time
* Discuss physicians’ satisfaction with current patient panel sizes
* Use the BPE review template to focus discussion
* Encourage contributions from all participants
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| **QI Meeting Key Points** |
| * It is recommended that QI meetings be held once or twice per year
* The care home is responsible to organize and coordinate QI meetings
* LTCI will pay 1 hour of sessional time to each physician who attends a QI meeting
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| **Any questions or feedback? Contact the LTCI Team!**  |
| VictoriaSouthIsland.LTCI@victoriadivision.ca |