

Quality Assurance Committee Guidelines

Policy

The Home Health Agency shall have a Quality Assurance Committee established to oversee the standards and provision of care of the agency.

Procedure

1. The Quality Assurance Committee shall be appointed by the Governing Authority and shall include at least one nurse and one consumer of home care services.
2. The Quality Assurance Committee shall meet no less than four times in a calendar year.
3. The Quality Assurance Committee shall perform the following functions:
 - A. Review the agencies policies and procedures pertaining to the delivery of the health care services provided by the agency and recommend changes in such policies to the Governing Authority for adoption.
 - B. Review a random selection of no less than 10 percent of the charts of current patients being served, those discharged within the past three months, and all charts of patients who expressed complaints. Chart review should include nursing assessments, updates to plans of care, physician orders, aide activity records, orientation of the aide to the plan of care, and nursing supervision for home health care aide and personal care aide services. Results of clinical record findings should be trended, and action plans developed to correct deficient practices.
 - C. Review all patient complaints and hear any patient grievance presented to the committee for resolution.
 - D. Review all incidents pertaining to patient care and patient safety such as falls, medication errors, missed patient visits.
 - E. Review information on patients denied admission to the agency.
 - F. Review hiring practices to ensure compliance with:
 - Criminal History Record Check
 - Health assessments and immunizations
 - Credentials, including training as a Home Health Aide and/or Personal Care Aide
 - References from previous employers
 - Compliance with Home Care Registry requirements

- G. Review the agency's compliance with required annual in-service training requirements for home care aides;
- H. Review of past survey deficiencies to ensure that plans of correction have been implemented and followed.

A written summary of each meeting of the Quality Assurance Committee shall be presented to the Governing Authority for necessary action.

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