

***Board Quality Initiatives Committee***  
***June 10, 2003 - 11:30 a.m. – Conference Room A, Corporate Office***

**Present:**

Ms. Kathy LeGrow, Chairperson  
Ms. Pamela Elliott  
Ms. Betty Forward  
Dr. David Peddle

Ms. Patricia Pilgrim  
Ms. Heather Predham for Ms. Sharon Smith  
Ms. Thelma Williams

**Regrets:**

Ms. Kay Daley  
Mr. Gary Milley  
Ms. Sharon Smith

**1. Minutes of the Last Meeting**

[REDACTED]

**2. Business Arising**

[REDACTED]

**3. Report from the Director of Quality Initiatives**

The report for April, 2003, was reviewed, and the following highlighted:

*Statements of Claim and Discoveries -*

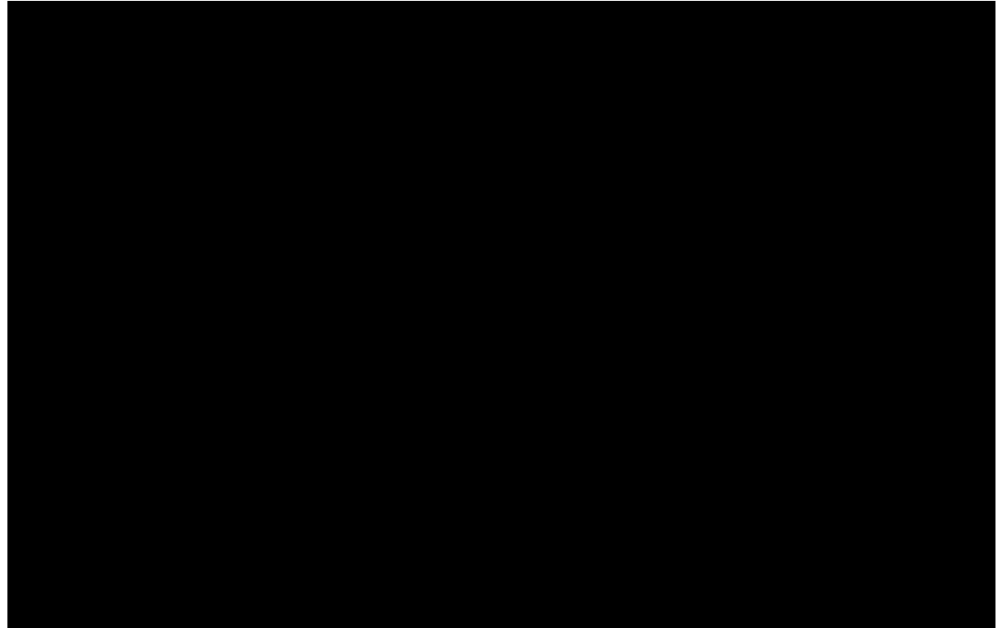
[REDACTED]

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*Other Potential/Ongoing Legal Issues**CCHSA Accreditation*

Preparations are ongoing. The teams are being established and standards being distributed.

*Education*

Critical Occurrence Reporting – the need for timely reporting and communication is being reinforced through education sessions.

Documentation – lack of documentation on patient charts by physicians and nurses is a concern for the organization, and efforts to increase awareness continue. Ms. Pilgrim reported that a medical audit on documentation was completed and the results presented to the Clinical Chiefs. The Clinical Chiefs have committed to addressing the issues with physicians and doing education sessions. An action plan has been developed and will be monitored by the Corporate Quality Initiatives Committee. Lack of documentation by all care providers is an issue.

*Special Projects*