



KANE COUNTY HEALTH DEPARTMENT
QUALITY IMPROVEMENT COMMITTEE - TEAM CHARTER
May 2011

Function of Quality Improvement (QI) Committee

The QI Committee will assure the carrying out of QI efforts and activities, which include: development and evaluation of an annual Quality Improvement Plan, preparing to meet PHAB accreditation standards relative to QI, developing and evaluating PDCA projects, and supporting the development and implementation of the agency's performance management system. Committee members will also be asked to plan and participate in QI training activities, and to become skilled in the implementation of QI tools.

Primary Goals of QI Committee

- To support the development of a culture of quality, and quality improvement in alignment with the mission, vision and values of the Kane County Health Department.
- To improve staff capacity and skills related to developing, monitoring and evaluating performance improvement efforts and to contribute to the success of those efforts.
- To assure that Kane County Health Department is well-prepared to meet and sustain national public health accreditation standards, measures and documentation of quality improvement, staff training and customer satisfaction.

Primary Activities of QI Committee

- Review and revise annual Quality Improvement Plan.
- Monitor status and review results of QI projects.
- Plan, assist with and attend staff QI training.
- Annually evaluate QI Committee and Quality Improvement Plan.
- Develop and assist in implementation of a systematic process for assessing and improving customer satisfaction.
- Support the development, implementation and on-going maintenance of the agency's performance management system.

Composition/Membership of QI Committee Members

QI Committee members will be representative of each of the three Divisions/Offices of KCHD, and will assure that each Section within the Division/Office is represented. In addition, each Division/Office will select one member of the Leadership Team and two members of the staff to participate (for a total of nine members, including the HDQC, representing the Office of Community Health Resources).

In 2011, Committee members were selected based on their expressed interest in committee participation and their level of involvement with the selected PDCA for their section. In this initial iteration, Committee members will serve so long as their PDCA project is on-going; once completed, Division Directors may select to replace the committee member with another member of the staff, so long as each Division/Office has three representatives, one from the Leadership Team, and two from staff, and that both Sections are represented. The Health Data and Quality Coordinator will always be a member of the committee, serving as its facilitator. For 2011, the QI Committee is represented by:

<u>EMPLOYEE NAME</u>	<u>TITLE</u>	<u>SECTION</u>
Julie Sharp (Chair)	Health Data & Quality Coordinator	Community Health Resources
Jennifer Jaquez	Emergency Response Coordinator	Community Health Resources

Barb Jeffers	Assistant Director for Administration	Administration
Kathy Swedberg	Public Health Nurse	Public Health Nursing
Cynthia Biedrzycki	Public Health Nurse	Public Health Nursing
Kate Marishta	Assistant Director for Communicable Disease	Communicable Disease
June Wooten	Community Health Practitioner	Community Health
Bev Peel	Environmental Health Practitioner	Environmental Health
Julie Wiegel	Program Supervisor	Environmental Health

QI Committee members will serve a term no longer than two years. Committee members will be expected to attend regular monthly meetings (1-2 hours per month), assist in development of QI trainings, provide presentation on PDCA projects at All Hands meetings, and work with section leadership to support facilitation of PDCA work.

Roles of Committee Members

Committee Chair (Health Data & Quality Coordinator)

- Convenes and facilitates the agenda and meetings for the QI Committee.
- Completes meeting minutes and posts on S drive.
- Develops the annual QI Plan and evaluation with the input of the QI Committee and Leadership Team, assuring that it meets PHAB accreditation requirements.
- Counsels QI Committee members on the implementation of the QI program.
- Provides training, consultation, and technical assistance to the QI Committee.

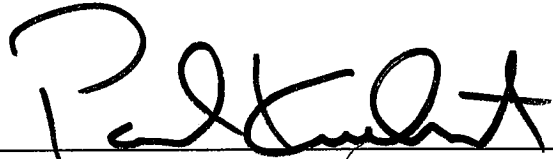
Quality Improvement Committee Members

- Provide QI expertise and guidance for QI project teams.
- Provide QI training to new and existing staff.
- Serve as liaison between program-level QI project and agency, providing updates at All Hands meetings.
- Assist in development of agency QI activities.
- Review annual QI Plan prior to approval.
- Advocate for QI and encourage a culture of learning and QI among staff.

Meetings and Time Commitment

Meetings will be held monthly on the first Tuesday from 1:00-2:00 p.m. The time commitment for committee members is anticipated to be three to five hours per month, including meeting and meeting preparation time, as well as other assignments completed between meetings.

Approved this 13th day of JUNE, 2011.



 Paul Kuehnert, Executive Director



 Julie Sharp, Health Data & Quality Coordinator