<Facility Name>

There are many items that must be approved by the Governing Body on a quarterly basis: changes to risk assessments, new policies and procedures, staffing changes, etc. Use this sample agenda as a guide.

Governing Body/Medical Advisory Committee Meeting Agenda

<Date>

1. Call to Order
2. Approval of Meeting Minutes <Date of Last Meeting>
3. Old Business
4. New Business
5. QAPI Committee Report (examples listed as necessary and applicable)
	* Quarterly Committee Report
	* Annual Contract Services Review
	* Annual QAPI and IC Review
	* Annual/Biannual Emergency Preparedness Program Review
	* Review of State and CMS Survey findings
	* Mandatory Quality Reporting Program
	* Review of Mock Survey Findings
	* Annual Policy and Procedure Review and Approval
	* Other
6. Credentialing and Appointments
* Medical Staff Appointments/Reappointments
* Peer Review Report
* QAPI Committee Appointment (as necessary)
* Delegations of Authority (as necessary):
* Medical Director
* Administrator
* Clinical Director
* Infection Control Coordinator
* QAPI Coordinator
* Hazardous Communication Officer
* Safety Officer
* Impairement Coordinator
* HIPAA/Privacy Officer
* Security Officer
* Compliance Officer
* Radiological Services, if applicable
* Laser Safety Officer, if applicable
* Lab/Pathology Supervision
* Pharamcy Services/Pharmacy Nurse Designee
* Civil Rights Coordinator
* Respiratory Program Administrator, if applicable
	+ Other
1. Operational Issues (examples below)
	* New staff, Staff Turnover, Staffing Changes
	* Surgery Schedule and Block Times
	* Equipment Repairs/Purchases
	* Other
2. Financial Issues (examples below)
	* Financial Statement Review
	* KPI Dashboard
	* Annual Budget
	* Fee Schedule Review and Approval
	* Other
3. Legal/Ethical Issues
4. Other Business
5. Adjournment