<Facility Name>

This Agenda walks you through everything that needs to be addressed during your quarterly QAPI meetings. It is only a sample and should be customized per your facility practices, standards and specialty.

Quality Assessment Performance Improvement Committee Meeting Agenda

<Date>

1. Call to Order
2. Approval of Meeting Minutes <Date of Last Meeting>
3. Old Business
4. New Business
   1. Pharmacy and Therapeutics
      * Formulary Edits
      * Consulting Pharmacy Audits
      * Medication Errors
      * Other
   2. Tissue
      * Positive Lab/Pathology Reports
      * Other
   3. Infection Control
      * Monthly Infection Control Queries
      * Infection Control Surveillance Audits
      * Postop Infection Investigation
      * Hand Hygiene Monitoring
      * Other
   4. Medical Records
      * Medical Records Audit
      * Other
   5. Patient Satisfaction
      * Patient Satisfaction
      * Patient Complaints and/or Grievances
      * Other
   6. Physical Environment
      * Physical Environment Checklist/Audit
      * OSHA
      * Other
   7. Incident Reports
      * Incident Report Summary
      * Peer Review of Incident Reports
      * Near Miss Reporting Summary
      * Other
   8. Performance Measures
      * QI Indicator Monitoring Dashboard
      * Cancellations
      * Facility Utilization
      * Other
   9. QI Studies
      * QI Study (current and planned)
      * Benchmarking Study
      * Other
   10. Policies and Procedures
       * New
       * Revised
       * Other
   11. Business Operations
       * Scheduling
       * Other
5. Other Business
6. Adjournment