<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