



## QUALITY IMPROVEMENT AND PATIENT SAFETY COMMITTEE CHARTER

### SOURCE OF AUTHORITY AND GOVERNING RULES:

MSSNY's (the "Society") Quality Improvement and Patient Safety Committee is governed by the Society's Bylaws and the New York State Not-For-Profit Corporation Law.

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### COMMITTEE CHARTER TERM DURATION: Ongoing

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### OPERATIONAL ALIGNMENT:

Works with the Society's Staff Liaison for this Committee under the Governmental Affairs Department.

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### PURPOSE AND RESPONSIBILITIES:

The Quality Improvement and Patient Safety Committee is committed to the improvement of patient care and enhanced outcomes.

### DELIVERABLES:

As the Quality Improvement and Patient Safety Committee is committed to the improvement of patient care and enhanced outcomes, the Committee looks at topics related to physicians and other healthcare professionals to ensure effective strategies to improve health outcomes while enhancing overall quality.

### TIME: 3 virtual meetings/year

### RESPONSIBILITY:

- The Quality Improvement and Patient Safety Committee reports to the Council.
- The Committee meets at least three times a year.
- A majority of the members of the Quality Improvement and Patient Safety Committee shall constitute a quorum for the transaction of business. A majority vote by committee members present and voting at a meeting at which a quorum is present shall be required for any action.
- Attend all meetings; notify the Staff Liaison whenever there is a scheduling conflict.
- Review all materials prior to each meeting; notify the Staff Liaison of issues or questions.
- Suggest and help evaluate potential issues of concern.
- Accept and complete special assignments, as required. Meet deadlines.
- Immediately inform the Staff Liaison and Chairperson if personal or professional circumstances change to the extent that they cause disruption in the ability to perform above-listed responsibilities.



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### **QUALITY IMPROVEMENT AND PATIENT SAFETY COMMITTEE CHAIR:**

The Chair of the Quality Improvement and Patient Safety Committee is appointed annually by the President of MSSNY for a maximum of three consecutive one-year terms. The Chair cannot serve as Chair of more than one Committee simultaneously.

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**COMPOSITION:** The Quality Improvement and Patient Safety Committee shall consist of members, including the chair/vice chair, that have an expertise in quality improvement and patient safety issues. Members of the Long-Term Care Subcommittee are members of the Quality Improvement and Patient Safety Committee.

Members of the Quality Improvement and Patient Safety Committee are appointed by the President of the Medical Society of the State of New York and approved by Council.

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### **TERM:**

A MSSNY member may be appointed to the committee for a term of one year and may be reappointed to continue serving on the committee as long as they are a member in good standing and attend the meetings.

### **AGENDAS & MATERIALS:**

In consultation with the Staff Liaison, the chairperson develops an agenda for each committee meeting based on the work at hand. Any committee member may suggest items for the committee agenda in advance of the meeting or as part of the "New Business" agenda item which closes each meeting. Necessary agenda materials will be provided to the committee in advance.

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### **SELECTION PROCESS AND QUALIFICATIONS:**

Quality Improvement and Patient Safety Committee members are identified through an open call for qualified volunteers. This call will be issued annually between August and September with a deadline of September 30th. The President Elect will review the recommended roster for this Committee in January/February and final approval will be sought at the Council Meeting that will be held immediately after the conclusion of the Annual Meeting of the House of Delegates.

Selection to serve on this Committee is based on these qualifications:

- MSSNY member in good standing.
- Attends committee meetings
- Familiarity with the MSSNY membership structure and member needs.
- The ability to engage, deliberate, and support consensus in a civil and objective manner.
- Be strategic and have a high degree of emotional intelligence.



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- Ability to work independently and virtually to complete deliverables.
- The work of the Quality Improvement and Patient Safety Committee is confidential in most instances. Each committee member must be able to maintain confidentiality in the work of the committee.

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### **REMOVAL OF COMMITTEE MEMBERS:**

A Quality Improvement and Patient Safety Committee member (including the Chair and Vice Chair) may be removed at any time, with or without cause, upon the affirmative vote of a majority or more of the Council members present at a duly called meeting of the Council where a quorum is present.

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### **APPROVAL:**

**MSSNY Council approved this Charter on January xx, 2025**