

WCHO		<i>Policy and Procedure</i>	
Department: Governing Body & Director's Office		# of Pages: 4	
Policy Name COMMITTEES		Type of Policy: <input checked="" type="checkbox"/> WCHO <input type="checkbox"/> Regional <input type="checkbox"/> Network	
Policy Number 01.001	Effective Date	Revision Date	Approval Date
Administrative/Board of Directors Sign Off			
Administrative Signature:			Date:
Board of Directors Signature:			Date:

I. PURPOSE

To establish guidelines for committee designation, including the organizational lines of authority/responsibility within the structure of WCHO.

II. APPLICATION

III. DEFINITIONS

Ad Hoc Committee - a specific, task-focused committee, created to deal with a specific issue, with a time-limited duration.

Standing Committee - A regular, ongoing committee of indefinite duration.

All WCHO ad hoc and standing committees.

IV. POLICY

Committee designation, function and authority shall be determined by the Director who shall retain final authority and responsibility for all committee activities.

V. EXHIBITS

Standing Committees: Description

VI. REFERENCES

A. WCHO Policy, "Program Evaluation and Quality Improvement System"

- B. WCHO Policy, "Behavior Management Committee"
- C. WCHO Policy, "Research"
- D. WCHO Policy, "Safety Committee"

VII. PROCEDURES

<u>WHO</u>	<u>DOES WHAT</u>
Director	<ol style="list-style-type: none"> 1. Identifies a need for a committee within WCHO to address specific issues or needs. 2. Specifies the mission of the committee and the expected duration of its service. 3. Designates the committee's level of authority within the WCHO organizational structure. 4. Appoints WCHO staff to the committee, consulting with Program Administrators as appropriate and/or Program Management Team before making such appointments. 5. Appoints Chair of the committee or designates the process for selection of Chair.
Committee	<ol style="list-style-type: none"> 1. Establishes a meeting schedule (weekly, monthly, quarterly, etc.) to accomplish the identified mission of the committee. 2. Carries out its responsibilities within the level of authority delegated by the Director.
Committee Chair	<ol style="list-style-type: none"> 1. Conducts meetings according to the committee's defined function and authority. 2. Assures minutes of meetings are recorded and kept on file. 3. Insures that copies of meeting minutes are distributed to the Director, committee members and to other individuals/-entities as appropriate.

**Washtenaw Community Health Organization
STANDING COMMITTEES: DESCRIPTION**

Program Management Team - The Program Management Team is the standing management committee of WCHO. Its focus and responsibilities include; coordination of WCHO operations, reviewing personnel transactions and plans, short and long-range planning, and review and approval of WCHO operating policies and procedures.

Membership consists of all WCHO Program Administrators, the Director, Finance Manager, and Director's Office designee, Public Health Director, Substance Abuse Coordinator and other staff members as invited. The committee meets weekly.

Quality Improvement (QI) Steering Committee - The QI Steering Committee is responsible for the ongoing coordination, implementation, and integration of all WCHO program evaluation and quality improvement activities. Membership includes representation from all service delivery and support services elements, from each committee or team performing program evaluation or quality improvement activities, and from the Program Management Team.

Institutional Review Board (IRB) - The IRB convenes as needed to review and make recommendations regarding all proposals for experimental treatments and/or proposed uses of human subjects for research at WCHO. IRB membership consists of at least five persons with varying backgrounds and professional expertise. Membership is not restricted to those individuals with permanent appointments or those directly associated with WCHO.

Behavior Management Committee (BMC) - BMC is responsible for reviewing, revising and making recommendations regarding the used of behavior modification techniques and for recommending policies and procedures in the area of behavior management practices. BMC membership consists of at least three individuals, one of whom must have both formal training and at least one year of experience in applied behavior analysis.

Safety Committee - The Safety Committee coordinates the WCHO safety program. Respon-

sibilities include reviewing/developing safety standards, monitoring potential safety hazards, training and education of staff regarding safety issues, development of preventative procedures and monitoring of compliance with safety standards.

Membership consists of one representative from each WCHO program and site. The committee meets at least quarterly.

Infectious/Communicable Disease Control Committee (IDCC) - The IDCC is established to develop, monitor and review policies and procedures regarding the prevention, identification and control of infectious and/or communicable disease. Membership is composed of a nurse/-representative from each program or site. Members may be added, on an ad hoc basis because of a particular area of expertise or statutory responsibility.

Paperflow Committee - The Paperflow Committee is responsible for the development of a clinical records system which provides for the accurate, efficient and comprehensive documentation of services in accordance with all applicable standards. The committee is also charged with the development of standards for the ongoing review and monitoring of clinical records, developing and updating a Clinical Records Manual, developing policies and procedures related to documentation of services, staff training on the clinical documentation process and coordinating the Clinical Record Audit process. Membership is comprised of representatives of each major program element.

Staff Development Team - The Staff Development Team has responsibility for coordinating and monitoring orientation and inservice training programs for all staff of the Health services Division, developing policies and procedures regarding staff professional growth and development, and developing and maintaining a catalog of training resource materials. Membership includes representation from all major programs within the Health Services Division.

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