



**Terms of Reference**  
**Revised April 9, 2019**

**Quality Steering Committee (QSC)**

*Purpose:*

Within a framework of policies and priorities established by AFHTO board, QSC sets specific project priorities and objectives to demonstrate the value of team-based primary care and ultimately improve the quality of care delivered.

*Principles:*

- QSC will ensure the work it does benefits all members.
- QSC will ensure the work it does benefits all Ontarians by being extendable to the entire primary care sector in Ontario.
- QSC will seek active involvement and support from those who lead and work in AFHTO member organizations.

*Mandate:*

- Seek and maintain appropriate awareness of developments within the broader health system, and needs/interests shared by AFHTO members that might inform quality improvement activities, across primary care generally and AFHTO members in particular.
- Consult with and advise the AFHTO board, AFHTO members, the AFHTO staff, the Ministry, and related agencies (e.g. HQO, eHealth Ontario, OntarioMD, CIHI). Examples include standardizing programs, spreading of best practice, and quality improvement initiatives to support better quality of care and standardization of performance measurement and reporting.
- Identify and prioritize needs; review, approve, and prioritize proposals to meet these needs.
- Give direction to AFHTO staff in order to ensure QSC decisions are effectively executed and communicated.
- Actively promote adoption and spread of best practice in quality improvement across all AFHTO members.

*Membership*

- The committee will consist of up to 10 core members. The committee may be larger for 1-2 years as it transitions to reflect the revised terms of reference.
- The core members will reflect the characteristics of AFHTO members and cover the range of experience and skills needed to advise the AFHTO board on performance measurement and quality improvement. Patient representatives will serve in pairs, in keeping with emerging recommendations regarding patient engagement and will be among the core members of the committee.
- Advisory members from external stakeholder groups (beyond the 10 core members) will be selected by the committee to help achieve its goals. The role of these members in decision-making is advisory.

- Staff of all AFHTO member organization are eligible for QSC positions.
- Appointments will be recommended to the AFHTO board by the QSC chair to reflect the factors listed above. The QSC chair’s recommendations will be based on **QSC member choice of approaches below:**
  - **AFHTO Membership-wide voting**
  - **Core committee member voting**
  - **Sub-set of QSC committee members**
  - **Chair’s discretion**
  - **Consultation with AFHTO staff**
- Member appointments will be for 2 years. Some inaugural members will serve longer terms as new members are appointed, to ensure continuity for the committee (i.e. less than 50% core members are “new” members at any point).
- AFHTO board will appoint the chair for a 2-year term which can be renewed once.

*Reporting relationships:*

- QSC is accountable to the AFHTO board to ensure direction and priorities are consistent with AFHTO direction and lead to optimal improvement and spread across AFHTO members and relevance to the entire primary care sector in Ontario.
- The AFHTO CEO, through the AFHTO board, is accountable to the QSC for appropriate management and deployment of provincial QIDS program staff for satisfactory completion of projects and provision of agreed support services to all AFHTO members.

*Meetings:*

Quarterly as called by the Chair. Meetings will be in-person whenever possible within budget and time limits.

Ground rules for members will align with those defined by the AFHTO board, including responsibilities for preparation for and attendance at meetings. These include:

1. Have respect for others individually and for the group as a whole.
2. Wait to fully hear and comprehend each other’s contribution.
3. Be fully prepared and fully present.
4. Work with the Chair to keep meetings effective and efficient.
5. Understand the oversight role of the board.
6. Cellphones are to remain off during meetings.

*Coordination and administration:*

AFHTO staff will provide administrative and communications support and coordination for QSC business.