



**KANE COUNTY HEALTH DEPARTMENT**  
**QUALITY IMPROVEMENT/PERFORMANCE MANAGEMENT COMMITTEE - TEAM CHARTER**

**Function of Quality Improvement/Performance Management (QuIPM) Committee**

The QuIPM Committee will assure the carrying out of Quality Improvement efforts and activities, which include: development and evaluation of an annual Quality Improvement Plan, preparing to meet PHAB accreditation standards relative to QI, developing and evaluating PDCA projects, and supporting the development and implementation of the agency's performance management system. Committee members will also be asked to plan and participate in QI training activities, and to become skilled in the implementation of QI tools. Committee members will also serve as representatives of the section-level implementation of the agency's Performance Management system, supporting the work of the KCHD Leadership team in this role.

**Primary Goals of QuIPM Committee**

- To support the development of a culture of quality, and quality improvement in alignment with the mission, vision and values of the Kane County Health Department.
- To improve staff capacity and skills related to developing, monitoring and evaluating performance improvement efforts and to contribute to the success of those efforts.
- To assure that Kane County Health Department is well-prepared to meet and sustain national public health accreditation standards, measures and documentation of quality improvement, staff training and customer satisfaction.
- To support the work of the Performance Management system, by providing updates to the QuIPM Committee on implementation, and suggesting opportunities for improvement through review of the progress on performance measures.

**Primary Activities of QuIPM Committee**

- Review and revise annual Quality Improvement Plan.
- Monitor status and review results of QI projects.
- Plan, assist with and attend staff QI training.
- Annually evaluate QuIPM Committee and Quality Improvement Plan.
- Develop and assist in implementation of a systematic process for assessing and improving customer satisfaction.
- Support the development, implementation and on-going maintenance of the agency's performance management system.

**Composition/Membership of QuIPM Committee Members**

QuIPM Committee members will be representative of each of the three Divisions/Offices of KCHD, and will assure that each Section within the Division/Office is represented. The QuIPM Committee will be a membership of nine KCHD staff, and efforts will be made to assure that the Committee is a mix of staff and leadership positions. The Health Data and Quality Coordinator will always be a member of the committee, serving as its facilitator.

Selection of Committee members will be based first on volunteers from the respective sections, but should volunteers not be found, Division Directors may appoint individuals to participate on the Committee. These Committee members will serve a term of no longer than two years, but may be replaced by another section-level staff once their PDCA project has concluded.

Kane County Health Department  
QuIPM Committee Charter  
Created: June 13, 2011  
Last Update: December 11, 2012



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Committee members will be expected to attend regular monthly meetings (1-2 hours per month), assist in development of QI trainings, provide presentation on PDCA projects at All Hands meetings, and work with section leadership to support facilitation of PDCA work.

**Roles of Committee Members**

Committee Chair (Health Data & Quality Coordinator)

- Convenes and facilitates the agenda and meetings for the QuIPM Committee.
- Completes meeting minutes and posts on S drive.
- Develops the annual QI Plan and evaluation with the input of the QuIPM Committee and Leadership Team, assuring that it meets PHAB accreditation requirements.
- Counsels QuIPM Committee members on the implementation of the QI program.
- Provides training, consultation, and technical assistance to the QuIPM Committee.

Quality Improvement Committee Members

- Provide QI expertise and guidance for QI project teams.
- Provide QI training to new and existing staff.
- Serve as liaison between program-level QI project and agency, providing updates at All Hands meetings.
- Serve as support to section Leadership team on implementation, monitoring and evaluation of Performance Management system.
- Assist in development of agency QI activities.
- Review annual QI Plan prior to approval.
- Advocate for QI and encourage a culture of learning and QI among staff.

**Meetings and Time Commitment**

Meetings will be held monthly on the first Wednesday from 1:30-2:30 p.m. The time commitment for committee members is anticipated to be three to five hours per month, including meeting and meeting preparation time, as well as other assignments completed between meetings.