

**The Board of Directors of
The Saskatchewan Cancer Agency
QUALITY, SAFETY & RISK COMMITTEE CHARTER**

1. Introduction

The Quality, Safety & Risk Committee (the “Committee”) of the Board of Directors (the “Board”) shall assist the Board in fulfilling its oversight responsibilities with respect to the affairs of the Saskatchewan Cancer Agency (the “Agency”) by:

- i. Overseeing the quality and safety of health care or health services; and
- ii. Studying, assessing and/or evaluating the understanding and treatment of risks to the Agency.

In fulfilling its purpose, the Committee will demonstrate respect for the experiences, needs, and preferences of the patient, and will align quality activities with the broader strategies of the Agency. The Committee is not a decision-making body and conducts its business through processes consistent with the governance model of the Agency.

The Committee is under the direction of the Board and is to report its work to the Board for approval. The Board is ultimately responsible for the Agency’s affairs, including the Committee’s functions.

2. Composition

The Board appoints committee members and the Chairperson. Committee members serve until the Board re-appoints or appoints a successor.

The Committee shall consist of:

- A minimum of three (3) members of the Board (including Committee Chair)
- SCA Board Chairperson (ex-officio, voting)
- A Patient and Family Advisory Council (PFAC) Member (ex-officio, non-voting)
- SCA CEO and/or designate(s) (ex-officio, non-voting)

Where deemed necessary by the Committee Chair, additional members can attend / participate on an ex-officio and non-voting basis.

3. Duties and Responsibilities

The Committee shall perform the following functions with respect to:

- a) Quality Improvement Monitoring
 - Recommend to the Board strategies and activities respecting quality improvement, patient and staff safety, and organizational risk management, in concert with the Finance and Audit Committee regarding financial matters, in alignment with Agency goals and objectives;
 - Monitor and ensure the Agency remains current with quality and safety standards.
 - Recommend to the Board new/revised quality improvement Committees that are designated as quality assurance committees under section 10 of the Saskatchewan Evidence Act; and
 - Report to the Board follow-up actions and outcomes on critical incidents and/or priority unusual occurrences.



b) Risk Management

- Ensure that there is a working risk management program within the Agency;
- Oversight that risk management decisions are being carried out by the President & CEO;
- Monitor and review the Enterprise Risk Management Program across the Agency through the Strategic Planning and integrated risk management process; and
- Oversight of Agency's compliance with Accreditation Canada and other accreditation and regulations as required.

c) Duty to Report to the Board

- Report major discussions, decisions, and the assistance the Committee has had in fulfilling its responsibilities, and make any recommendations to the Board as it shall deem advisable;
- Report the minutes from all Committee meetings in a timely manner; and
- Members will assess their performance and the performance of the Committee in conjunction with the annual Board Self-Evaluation Survey.

d) Other Duties

- Report to the Board on Agency quality, safety and risk monitoring activities;
- Monitor the Agency's participation and alignment with provincial health system improvement initiatives;
- Build awareness and skills among Committee members and the Board to enable them to carry out their governance roles related to quality, safety and risk; and
- Other duties as assigned by the Board.

The Committee has the authority to engage independent counsel and other advisors, with prior approval from the chair of the Board.

4. Meetings

The Committee shall meet at least quarterly and as necessary. Meetings may be held in person, by teleconference or by videoconference, or by any individual member participating by teleconference or videoconference.

The Chairperson of the Committee may call a meeting of the Committee as he or she determines necessary.

For regularly scheduled meetings, an agenda and other necessary documentation is provided to Committee members at least seven days in advance. Meeting agendas are set by the Chairperson, in conjunction with discussions with the CEO or designate, and are structured throughout the year to ensure that significant responsibilities and goals of the board are addressed.

Minutes of meetings are recorded and once approved are provided to the next regularly scheduled Board meeting.

A quorum shall consist of the majority of Committee members including the Committee Chairperson. In the case of an equality of votes, the Committee Chairperson will have the deciding vote.

Committee members attend and participate on the Committee as per their responsibilities and obligations under the General Bylaws for the Agency.

The Committee, alongside the CEO, shall ensure that it appoints a recording secretary to record its proceedings. If the position is vacated temporarily or permanently due to staff changes, the Committee shall ensure that a replacement recording secretary is appointed, even if the vacancy is temporary.

At the end of every Committee meeting, the members shall conduct an in-camera session without members of management present. The Committee also has the option to have portions of the meeting conducted in-camera, at the discretion of the Committee Chair.

Reviewed by the Quality, Safety and Risk Committee on February 21, 2023

Revisions recommended for Board approval by Governance and HR Committee April 13, 2023

Revision(s) Approved by the SCA Board on May 19, 2023
