**ALZHEIMERS QUEENSLAND**

**MANAGEMENT REVIEW COMMITTEE MEETING AGENDA/MINUTES**

**DATE: TIME:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *[Insert Name]* | *[Insert Role]* | Y  N | *[Insert Name]* | *[Insert Role]* | Y  N |
| *[Insert Name]* | *[Insert Role]* | Y  N | *[Insert Name]* | *[Insert Role]* | Y  N |
| *[Insert Name]* | *[Insert Role]* | Y  N | *[Insert Name]* | *[Insert Role]* | Y  N |
| *[Insert Name]* | *[Insert Role]* | Y  N | *[Insert Name]* | *[Insert Role]* | Y  N |
| *[Insert Name]* | *[Insert Role]* | Y  N | *[Insert Name]* | *[Insert Role]* | Y  N |
| *[Insert Name]* | *[Insert Role]* | Y  N | *[Insert Name]* | *[Insert Role]* | Y  N |

**ATTENDEES:**

| **ITEM No.** | **ITEM** | **DISCUSSION** | **ACTION** | **RESPONSIBLE** | **DUE DATE** |
| --- | --- | --- | --- | --- | --- |
| 1. | Open Meeting and Apologies |  |  |  |  |
| 2. | Business arising from previous meeting |  |  |  |  |
| **3.** | **General Business** |  |  |  |  |
| 3a. | ISO Audit Executive Summary |  |  |  |  |
| 3b. | ISO Audit Follow Up Actions |  |  |  |  |
| 3c. | Restructure and growth AAQ |  |  |  |  |
| 3d. | High Risk Complaints   * Trends * Compliments |  |  |  |  |
| 3e. | **Update of review of policies/procedures**   * Review of quality statement * Review of strategic plan (status of achievement of objectives against the strategic plan |  |  |  |  |
| 3f. | **Plans for Continuous Improvement** |  |  |  |  |
|  | * Garden City Aged Care Services: |  |  |  |  |
|  | * Rosalie Aged Care Services: |  |  |  |  |
|  | * Windsor Aged Care Services: |  |  |  |  |
|  | * Gordon Park Multi Service Centre: |  |  |  |  |
|  | * Garden City Multi Service Centre: |  |  |  |  |
|  | * Ipswich Multi Service Centre: |  |  |  |  |
|  | * Toowoomba Multi Service Centre: |  |  |  |  |
| 3g. | Identified Corrective Actions |  |  |  |  |
| 3h. | Audit Reports for Community Services |  |  |  |  |
| 3j. | **Process Performance and Product Conformity** |  |  |  |  |
|  | * Dementia Education Programs – development and update of programs |  |  |  |  |
|  | * Consumer Directed Care |  |  |  |  |
|  | * Performance of External Providers Reviewed |  |  |  |  |
| 3k. | Report from RTO |  |  |  |  |
| 4. | New Business |  |  |  |  |
| 5. | Next Meeting |  |  |  |  |
| 6. | **Meeting Closed** |  |  |  |  |