

Draft Of Perioperative Steering Committee Charter

Perioperative Steering Committee Charter

The Perioperative Services Leadership Committee is a committee of the hospital that establishes and enforces the policies and procedures related to perioperative services and its core related areas. (Pre-operative Care, PACU, Sterile processing). The perioperative steering committee is a multidisciplinary committee that addresses issues that impact the quality and safety of the care provided to patients as well as the operational/business aspects in the perioperative arena.

The goals and objectives of the committee are:

1. To provide a multi-disciplinary forum that will openly evaluate business and clinical processes for effective, high quality patient care
2. To establish data metrics and benchmarks that effectively represent the business and clinical operations
3. To analyze that data and any issues related to failures of systems that support the desired and expected outcomes
4. To evaluate and determine best practices for provision of care
5. To oversee the implementation of and adherence to policies and procedures setting the standards of care
6. To effectively communicate to the other hospital clinical committees and others, as necessary, all recommended changes in process and practice, especially those that have impact to other departments and programs throughout the *YOUR HOSPITAL* Medical Campus.
7. To establish the short and long term program objectives, and to review and provide budgetary input that supports the business/operational plan of perioperative Services
8. To effectively integrate quality and service while maintaining overall efficiency.

Committee Membership:

Position	Representing	Name
Co-Chair	Chair of Surgery	
Co-Chair	Perioperative Services Director / VP	
Co-Chair	Medical Director of Anesthesiology	
Executive Lead	Administration/COO	
Executive Lead	Nursing Leadership/CNO	
Member	Medical Staff Leadership/CMO	
Member	General Surgery	
Member	Neurosurgery	
Member	OB/GYN	
Member	Orthopedics	
Member	ENT	
Member	Interventional Radiology	
Member	Cardiac Surgery	
Member	OR Business Manager	
Member	OR Nurse Manager	
Member	Urology	
Member	Plastic Surgery	

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Scope of responsibility:

The Perioperative Steering Committee is responsible for reviewing and submitting for approval the business and operational plans for Perioperative Services, as prepared by the Director of Perioperative Services. The committee is accountable for assuring that the systems which support the provision of care give continual consideration to utilization of scarce resources and provide effective, high quality and safe care.

This is to include, but is not limited to:

1. We ask that there be no more than 3 absences per year. If you cannot attend please send a representative from your department. This will be enforced by the Chief Medical Officer and the Chief Operating Officer.
2. Staffing plans
3. Effective scheduling process to ensure maximum utilization
4. Block time utilization management
5. Oversight of capital equipment requests and prioritization
6. Operational efficiency
7. Support for the Value Stream and Lean philosophy of process improvement
8. Implementation of safety and quality measures as established by SAR and all the regulatory agencies that govern the practices.
9. Development, review, revision and implementation of appropriate policies, procedures, clinical care guidelines and recommended practices
10. Review of performance data in order to establish and implement improvements to the provision of care
11. To communicate on behalf of Perioperative Services any directives that will affect other committees and departments throughout *YOUR HOSPITAL*.

The committee will report its activities and recommendations to the appropriate patient care coordinating committee. The Perioperative Steering Committee will also report any decisions or recommendations and activities, as appropriate and related to the appropriate service line and trauma committees.

Meetings: Every 2nd Thursday at 6:30am – 8:00am

The Perioperative Steering Committee must meet no less than monthly and for the appropriate amount of time to effectively address and resolve the key issues. Guests of the committee may attend when invited to address or participate in discussion. Guest discussions will be scheduled at the front of the agenda and then guests will be excused from the remainder of the meeting.

Minutes of the OR committee will be completed within 10 working days of the meetings, utilizing the standard meeting minutes format.

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Sub-Committees:

Block Allocation Committee

Chair	TBD
Member	TBD
Member	TBD
Member	TBD
Member	TBD

Perioperative Capital Equipment Committee

Chair	TBD
Member	TBD
Member	TBD
Member	TBD
Member	TBD
Member	TBD

Other committees may be established as deemed necessary. Meeting minutes and a prepared report should be submitted to the Steering Committee for final approval of action items. Each committee will be comprised of a Chair and 3-5 additional members who are appointed by the Steering Committee.