

The Ottawa Hospital Corporate Pre-admission Committee

Terms of Reference

1. Purpose

- 1.1 To establish, monitor and evaluate policies and processes of the Pre-admission units throughout the Ottawa Hospital.
- 1.2 To promote the delivery of evidence based care.
- 1.3 To promote patient focused research and education.

2. Objectives

- 2.1 To assess and manage utilization of resources across the Ottawa Hospital.
- 2.2 To explore opportunities to standardize equipment and supplies across the Ottawa Hospital.
- 2.3 To coordinate and review requests for capital equipment.
- 2.4 To develop policies and procedures that are of a corporate nature.
- 2.5 To participate in all planning initiatives related to Pre-admission services.
- 2.6 To monitor and evaluate the results associated with Quality processes.

3. Membership

Core Committee Membership

- Corporate Director, PAU
- Clinical Director (Surgery)
- Medical Directors (4), one from each PAU
- Clinical Managers (4), one from each PAU

Additional Committee Membership

- Physician representatives from Anesthesia (1 from each campus)
- Physician representatives from Internal Medicine and Surgery (1 each)

4. Responsibilities

4.1 Responsibilities of the Chair

- Arrange meetings, agendas, and distribution of minutes
- Develop terms of reference, annual objectives for ratification by committee
- Submit any committee reports required on behalf of the committee

4.2 Responsibilities of the members

- Attend meetings as scheduled
- Participate in ad-hoc committees if required.
- Participate in the development of pre-admission processes, policies and procedures.
- Participate in implementation of agreed upon processes, policies and procedures at their respective campus.

5. Meetings

Meetings will be held monthly and as required. The frequency of the meetings will be evaluated on an annual basis.

6. Reporting

The Corporate Pre-admission Committee reports to the MAC and Surgical Executive Committees.

7. Quorum

A majority (50% plus 1), drawn from the core committee membership, shall constitute a quorum for decision-making.