The Professional Advisory Committee is a group of professional personnel that oversee and evaluate Agency operations. The Professional Advisory Committee provides a professional evaluation service to the Agency by assessing the extent to which home and public health services are appropriate, adequate, effective and efficient. The Committee assists the Agency in maintaining liaison with other health care providers in the community.

Membership:

Appointments of members to the committee are approved by the Board of Trustees, and members serve for two year terms. The Professional Advisory Committee shall consist of no less than nine (9) and no more than fifteen (15) voting members, at least one of which is neither an owner, director nor an employee of the Agency. The Advisory Committee shall consist of at least one (1) physician, one (1) registered nurse, and other medical professionals and lay persons knowledgeable in health affairs such as medical social workers, lawyers, therapists, pharmacists, dieticians, and consumers. Agency representation will consist of the Director of Home Care and Supervising Nurse. Neither the Director nor the Supervising Nurse will be voting members.

Officers:

The Professional Advisory Committee shall elect, by majority vote, a Chairperson and Secretary for the Professional Advisory Committee to each serve a two (2) year term. During the initial year of the Agency, the committee may elect to have an Agency staff member serve as Chairperson: the Agency staff serving as Chairperson will facilitate the agenda and meetings, but will not have a vote on issues. A vacancy in either office occurring during the term of office shall be filled by a majority vote of the members of the Committee.

Meetings:

The Advisory Committee meets at least three (3) times a year to review policies and procedures, to assist with development and implementation of a community awareness program, to evaluate the Agency's total program, and to participate in the clinical record review. Written minutes of Professional Advisory Committee meetings, agendas and attendance records are maintained by the Agency for a minimum of five (5) years. Recommendations made by the Professional Advisory Committee are presented to the Board of Trustees for approval.

The Chairperson shall call and conduct such meetings. The Secretary shall take written minutes of all meetings, notify members of meetings, and prepare correspondence and other written material for the Professional Advisory Committee. Meetings shall be held at any location designated by the Chairperson.
Duties of the Professional Advisory Committee:

The Professional Advisory Committee shall:

- Serve in an advisory capacity to the Board of Trustees, the Board of Health and to Agency administration

- Establish and annually review the Agency policies governing the scope of services offered, admission and discharge policies, medical supervision and plans of care, emergency care, clinical records, personnel qualifications and program evaluation

- Advise the Agency on professional issues. Provide support, guidance, and technical assistance in members' particular area of competence to strengthen the Agency program

- Participate in the annual evaluation of the Agency's program

- Assist the Agency in maintaining liaison with the other health care providers in the community and assist the Agency in its community information program

- Assist in the identification of community health needs and support the Agency in assuming its role in the alleviation or resolution of any deficits or problems

- Make recommendations for quality improvement based on, but not limited to, results of chart audits, outcome studies, patient satisfaction surveys, Agency trends, and risk management. The Quality Improvement Committee will be a standing subcommittee of the Professional Advisory Committee.

- Designate committees, if indicated, for the following: performance of the annual evaluation; review of findings of the quarterly clinical record review meetings; special projects; chart review

The overall policy and administrative review will assess:

1. The extent to which Agency policy and administrative practices promote patient care that is appropriate, adequate, effective and efficient

2. Number of patients receiving each service offered

3. Number of patient visits

4. Reasons for patient discharges
5. Breakdown by patient diagnosis

6. Patient referral sources
7. Number of patients not accepted and the reason for nonadmission

The clinical record review:

1. Is completed on a quarterly basis by appropriate health care professionals representing the scope of the program

2. Consists of a sample of both active and closed clinical records

3. Entails an audit for adherence to established policies and procedures that define the provision of home and public health care services

4. Includes a review of clinical records for each 60-62 day period that a patient receives home health services to ascertain adequacy of the care plan and appropriateness of continuing patient care

Cross Reference: _________________________________________________________

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