

Clinical Affairs and Quality Assurance Committee Meeting
December 4, 2008 Room D5-10
Agenda

I. Call to Order/Attendance/Quorum:

Members Present:

Members Absent:

II. Approval of Last Meeting Minutes

A. **MEETING OBJECTIVES:** 1- to create work groups to review the CPM; 2- to discuss the creation of a “Clinical Forms (Documents) Review” Subcommittee and to propose the revision of the physical exam (blue) form; 3- to choose new Clinical Operation, Reporting, and Calibration Sub-committee Chair.

III. Reports

A. Chairman (5 minutes)

B. Sub-committees

- a. Clinical Procedures and Policy – Dr. Stillwell (New business)
- b. Clinical Operation, Reporting and Calibration – (Not reporting)
- c. Patient Admissions and Relations – Dr. Shaddox (5 minutes)
- d. Infection Control/Risk Assessment – Dr. Stewart (New business)
- e. Quality Assurance and Compliance – R. Janiec (5 minutes)

IV. Old Business

A. Composition of the QAC sub-committee (5 minutes)

V. New Business

B. CPM update (10 Minutes)

C. Physical exam (blue) form update (10 minutes)

D. Choose new Clinical Operation, Reporting, and Calibration Sub-committee Chair (5 minutes)

VI. Meeting Summary (if time allows)

VII. Adjournment

VIII. Next Meeting: **January 8, 2009** (Rm. D5-10)