|  |  |  |  |
| --- | --- | --- | --- |
| Professional Responsibility Concern Committee (PRCC)Meeting Agenda/Minutes | Date: | Site/ Location: | Attendees: |
|  |  |  |

1.0 Call to Order

2.0 Approval of Minutes

3.0 Additions to Agenda

|  |  |  |  |
| --- | --- | --- | --- |
| 4.0 Standing Items | **Discussion:** | **Follow- UP & NeXT StEPS** | **LEAD(S):** |
| 4.1 Management – Current Initiatives (Site or Organizational)(e.g. changes to model of care, quality reports, etc.) |  |  |  |
| 4.2 UNA (e.g. report from UNA database) |  |  |  |
| 4.3 Rumours |  |  |  |
| 4.4 Trends |  |  |  |
| 4.5 PRC Process Check-In |  |  |  |

5.0 PRCs

5.1 New PRCs (Appendix A: PRC Tracking Sheet – New and Active PRCs)

5.2 Monitoring/Evaluation updates from previous PRCs (See Appendix B: PRC Tracking Sheet – All Other Outstanding PRCs)

6.0 Meeting Recap and clarify key messages, next steps and responsibilities.

Appendix A: PRC Tracking Sheet – New and Active PRCs

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Status:** | **Action:**  |  |  |  |
| **Issue(s)** | **PRC(s) *(attached)*** | **Response Form/Letter*(attached)*** | Resolved | Evaluation & Monitoring | Unresolved | Awaiting Response | Awaiting Information | Further Discussion Required | Advanced | **Discussion:** | **Follow- UP & NeXT StEPS** | **LEAD(S):** |
| Issue X | * File # (Unit)
* Date
 |  |  |  |  |  |  |  |  | * Response received
* Members not satisfied with response
* Sue and Joe to review and provide update at next meeting
 |  |  |
| Issue Y | * File # (Unit)
* Date
 |  |  |  |  |  |  |  |  | * Awaiting a response
 |  |  |

Appendix B: PRC Tracking Sheet – All Other Outstanding PRCs

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Status:** | **ACTION:** |  |  |  |
| **Issue(s)** | **PRC(s) *(attached)*** | **Response Form/Letter*(attached)*** | Resolved | Evaluation & Monitoring | Unresolved | Awaiting Response | Awaiting Information | Further Discussion Required | Advanced | **Discussion:** | **Follow-UP & NEXT STeps:** | **LEAD(S):** |
| Issue X | * File # (Unit)
* Date
 |  |  |  |  |  |  |  |  | * Response received
* Members not satisfied with response
* Sue and Joe to review and provide update at next meeting
 |  |  |
| Issue Y | * File # (Unit)
* Date
 |  |  |  |  |  |  |  |  | * Awaiting a response
 |  |  |