Department of Psychiatry Quality Innovation and Safety (PsyQIS) Hub Terms of Reference

Background/Context	
Statement of Purpose	- Create an academic home for quality, innovation and safety work in the department - Build capacity among faculty and trainees in QIS through advocacy for funding & awards for QIS work and inclusion of support for QIS in existing funding structures at affiliated sites and within the DoP - Provide opportunities for networking and collaboration - Increase the profile and facilitate QIS work in the Department of Psychiatry (hospitals and affiliated sites)
Deliverables	- Support members to foster QIS in the Department of Psychiatry - Consider equity, diversity and inclusion in all QIS initiatives and activities - Value patient/family/caregiver involvement in QIS initiatives - Provide an infrastructure for mentorship (including peer) - Create a venue for sharing best practices and project ideas - Facilitate opportunities for disseminating scholarly work in QIS - Advocate to eliminate barriers in QIS work - Improve awareness of training opportunities in QIS - Support education initiatives in QIS UGME and postgraduate - Coordinate opportunities for faculty development in QIS
Accountability & Reporting	Reports to the Division Heads of Adult Psychiatry and Health Systems at least twice/year
Membership	
Membership	- Any UofT DoP affiliated clinician or trainee - Status-only faculty in DoP with an interest in QI - Clinicians in mental health working at any of the university affiliated hospitals - Involve patient/family advisors on specific initiatives of the hub - Trainee Members: - Residents

	○ UGME ○ Other health professionals training in MH • To be considered a member, at least two meetings must be attended over a 12-month period
Resources	Administrative support from the Strategic Plan group Funding (ad-hoc) from the Vice-chair, Clinical Services & Innovation
Co-chairs	Co-leads of the QIS Hub (term limits to be determined)
Recording Secretary	Strategic plan administrative support
Logistics & Processes	
Frequency of meetings and manner of call	Meetings will be quarterly or at the call of the chairs by email
Decision-making process	Generally, decisions will be made through discussion followed by consensus. Decision-making will be re-assessed after 12 months to consider the creation of an advisory/executive committee for decision-making. When consensus is not established and a decision is required, a vote will be undertaken, with a simple majority of those present at the meeting deciding the matter. Voting may be undertaken during a meeting (in person, no proxy or electronic voting). Quorum will be 5 members. Similarly, recommendations made by advisory groups will need to be endorsed by the majority of advisory group members (quorum TBD). Each member will have voting privileges at hub meetings and advisory group members will have voting privileges advisory group meetings. All members will vote, unless a conflict of interest has been declared.
Conflict of Interest declaration	All members will disclose any conflicts of interest related to any agenda items at the outset of each meeting.
Minutes	Distribution of Minutes via email to all members.
Terms of Reference	Reviewed and revised annually.