

**SOUTHEAST, INC.**

Area: Board of Directors  
Subject: Program Committee

Page 1 of 1  
SE Doc#: 01.02.03.06

Effective Date: 1978  
Issue/Revision Date: 8/19/19  
Supersedes: 04/01/94, 11/27/00, 05/06/02, 04/05/04, 11/1/10, 9/12/16

Approved by: Board of Directors  
Signatory: Chief Executive Officer

**PROGRAM AND QUALITY IMPROVEMENT COMMITTEE**

**PURPOSE:**

To describe the duties and responsibilities of the Southeast Board of Directors' Program and Quality Improvement Committee.

**PROCEDURES:**

1. Meet at least ten times per year or as requested by the Chief Healthcare Officer, Board President, Committee Chairperson, and/or Southeast Executive Staff.
2. Provide annual review of Agency Services Plan, Strategic Plan and other relevant planning documents including staffing patterns and utilization, and make recommendations to the Board.
3. Work with Southeast staff to ensure that Southeast programs and services are responsive to needs assessments and contemporary needs of persons within the community and formulate recommendations for the Board.
4. Review new program and service initiatives and formulate recommendations for Board action.
5. Review program and grants applications and proposals and formulate recommendations for Board action.
6. Maintain awareness of all Southeast programs and services and provide knowledge and information to Board as appropriate.
7. Provide review of satisfaction surveys, incident report data, Unified Data System reports and other quality improvement data and make recommendations for the Board.
8. Complete an annual review of the Southeast Quality Improvement/Quality Assurance Plan, Infection Prevention and Control Plan, and other risk management plans and make recommendations for the Board.

**RESPONSIBILITIES:**

Board of Directors Program Committee