**COMMITTEE NAME**

**ANNUAL REPORT TO THE PUBLIC FOR** **YEAR**

**ON**

**QUALITY IMPROVEMENT ACTIVITIES UNDERTAKEN OR OVERSEEN**

**BY**

**COMMITTEE NAME -** **HEALTH SERVICE/HOSPITAL**

**Please send completed reports to:**

**Executive Office, Policies and Projects**

**Patient Safety and Clinical Quality**

**Department of Health**

**PO Box 8172**

**Perth Business Centre WA 6849**

**Or email to** [**PSCQ.CED@health.wa.gov.au**](mailto:PSCQ.CED@health.wa.gov.au)

If you require any further information, or have any queries, please contact Patient Safety and Clinical Quality on 6373 2201

***Please note***: The information you provide in this form must not identify, directly or by implication, any individual health care provider or receiver.

Contact details of person providing the report:

Name:…………………………………

Position:………………………………

Tel:……………………………………

Email:…………………………………

Signature:……………………………..

The *Health Services (Quality Improvement) Act 1994* provides for the approval and protection of quality improvement committees reviewing, assessing and monitoring the quality of health services and for related purposes. Section 9 of the *Health Services (Quality Improvement) Regulations 1995* each committee is to make a report available to the public at least once in each period of 12 months.

The following fulfils the requirements of the committee under section 9 of the *Health Services (Quality Improvement) Regulations 1995.*

Attach a copy of the committee’s Terms of Reference

Report on issues, projects and/or activities undertaken by the Committee for which Qualified Privilege was required

**Note:** *Use the example table below for each activity/projects/issue undertaken/reviewed*

Issue/project/activity

* Description – *Provide additional information about the issue/project/activity reviewed – what was assessed, evaluated or studied and the factors affecting the quality of services. Ensure this information does not expressly or by implication identify any individual.*
* Action Taken – *Describe in general terms action taken as a result of the assessment and evaluation.*

* Outcomes – *What were the outcomes of the actions taken? (where possible this should include results of follow-up audits, surveys etc that show changes have occurred/ strategies have been implemented and complied with)*