



Quality Report Exec Meeting

Quality report exec meetings (to be submitted prior to meetings and included as part of the information presented on the day)

Month:	
1.Audit plan	
2. How many forms where reviewed	
3. How many policies reviewed	
4.How many procedures reviewed.	
5.How many new documents were created.	

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6.How many incidents/ Near misses occurred.	
7.What strategies were put into place?	
8.Staff supervisions performed.	
9.Discussion on the continuous improvement register	
10.Support plans created/ updated	

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11.OHS checklists completed.	
12. Shifts unfilled per fortnight	
13. How many participant files were reviewed	