Policy and Procedure

<table>
<thead>
<tr>
<th>Title: Diabetes Education Center Advisory Committee Meeting</th>
<th>Policy Number: 4C.52</th>
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<tr>
<td>Approved By: Linda McMurry, DNP, RN, NEA-BC, LCCHWC Executive Director</td>
<td>Version Number: 3</td>
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<td>CHWCCA Board of Directors</td>
<td>Effective Date: 02/02/2021</td>
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<td>Original Date: 07/2014</td>
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POLICY | PURPOSE STATEMENT:
The purpose of this policy is to establish guidelines for the outcomes of the Diabetes Education Center Advisory Committee Meeting.

SCOPE: This policy applies to and will be distributed to all employees of the Diabetes Education Center, to the Advisory Committee Members, and potential Advisory Committee Members.

DEFINITIONS:

**Continuous Quality Improvement:** An approach to quality management that builds upon traditional quality assurance methods by emphasizing the organization and systems: it focuses on “process” rather than the individual, it recognized both intern and external “customers”; if promotes the need for objective data to analyze and improve processes.

PROCEDURE:
1. The Advisory Committee shall meet at least annually. The committee may choose to meet more often.
2. At each yearly meeting the following topics will discussed:
   a. Educational materials are up-to-date, based on evidenced based research, and are appropriate for clients
   b. Outcome measures, progress seen from last meeting, and any changes that may need to be addressed to improve measures where needed
   c. Continuous quality improvement projects, any information gained, and any changes that need to be implemented to improve the center. If the project is successful determine if new Continuous Quality Improvement projects will need to be selected and implemented.
   d. Any new member names to add to the committee that may benefit the Diabetes Education Center.
RESPONSIBILITIES | REVIEW | REVISIONS:
It is the responsibility of the Policy & Procedures Committee to review and initiate necessary revisions based on collaboration and input by Policy and Procedure committee and through Administrative management of this policy, including the review and revisions will be the responsibility of the department administrator.

RIGHT TO CHANGE POLICY:
TTUHSC SON Combest reserves the right to interpret, change, modify, amend or rescind this policy in whole or in part at any time to reflect the changes in policy and/or law.