



Homework Assignment #4 – Hospital Meeting Attendance

Due: Friday, June 28, 2024

To be discussed during the Thursday, July 18 in-person dinner meeting.

During the course of the CQFP we would like you to attend a variety of meetings to familiarize yourself with your hospital administrative structure and processes for quality improvement. Prior to the **June 28** date when this is due, please attend one of each type of meeting at your hospital, from the list below (**three** meetings in total):

- Departmental Quality Improvement meeting
- Medical Board / Executive Committee meeting
- Hospital Performance Improvement Committee

Please report your impressions* about each of the three meetings you attend (make additional copies of this form for each meeting you attend). A discussion of this assignment will take place on July 18 at the dinner meeting. If you need assistance receiving permission to observe any of these meetings, please ask your CQFP faculty mentor for guidance.

***Confidential hospital information should not be submitted**

Important Note: It will likely take a substantial amount of time to get these meetings on your calendars. We encourage you to schedule your time at the meetings **as soon as possible**.

CQFP Fellow Name:

CQFP Fellow Institution:

Meeting Name:

Meeting Date/Time:

Disciplines and Roles of People in Attendance:

Meeting/Committee Objectives and Priorities:

Key Topics or Issues Discussed (Provide general information about the topics discussed. Do not include confidential information):

What other information would you have liked to see discussed? How would you have run the meeting differently?

What were some aspects of these meetings that you feel were effective?

From your perspective, who do you think is responsible for putting together the agendas for this meeting?

How do you think members were selected to be part of this committee?

What was the level of engagement of the participants during the meeting?

Do you know if any of the committee members are incentivized in any way to participate in this meeting?

If you are part of a larger healthcare system, did the meetings you attended infuse any system-level input?

Please put together a summary of the meetings you attend (you can use this template for each of the 3 meetings you attend) and email this information to Elina Kats at EKats@GNYHA.org.