

Professional Responsibility Concern Committee (PRCC)

DATE:

SITE/ LOCATION:

ATTENDEES:

Meeting Agenda/Minutes

- 1.0 Call to Order
- 2.0 Approval of Minutes
- 3.0 Additions to Agenda
- 4.0 Standing Items

	DISCUSSION:	FOLLOW- UP & NEXT STEPS	LEAD(S):
4.1 Management - Current Initiatives (Site or Organizational) (e.g. changes to model of care, quality reports, etc.)			
4.2 UNA (e.g. report from UNA database)			
4.3 Rumours			
4.4 Trends			
4.5 PRC Process Check-In			

- 5.0 PRCs
 - 5.1 New PRCs (Appendix A: PRC Tracking Sheet - New and Active PRCs)
 - 5.2 Monitoring/Evaluation updates from previous PRCs (See Appendix B: PRC Tracking Sheet - All Other Outstanding PRCs)
- 6.0 Meeting Recap and clarify key messages, next steps and responsibilities.

Appendix A: PRC Tracking Sheet – New and Active PRCs

ISSUE(S)	PRC(s) <i>(attached)</i>	RESPONSE FORM/LETTER <i>(attached)</i>	STATUS:			ACTION:				DISCUSSION:	FOLLOW-UP & NEXT STEPS	LEAD(S):
			Resolved	Evaluation & Monitoring	Unresolved	Awaiting Response	Awaiting Information	Further Discussion Required	Advanced			
Issue X	- File # (Unit) - Date									- Response received - Members not satisfied with response - Sue and Joe to review and provide update at next meeting		
Issue Y	- File # (Unit) - Date									- Awaiting a response		

Appendix B: PRC Tracking Sheet – All Other Outstanding PRCs

ISSUE(S)	PRC(s) <i>(attached)</i>	RESPONSE FORM/LETTER <i>(attached)</i>	STATUS:			ACTION:				DISCUSSION:	FOLLOW-UP & NEXT STEPS:	LEAD(S):
			Resolved	Evaluation & Monitoring	Unresolved	Awaiting Response	Awaiting Information	Further Discussion Required	Advanced			
Issue X	- File # (Unit) - Date									- Response received - Members not satisfied with response - Sue and Joe to review and provide update at next meeting		
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