

SME Participation/Membership Policy

Dialysis Facility QAPI Meeting
SME Policy

Effective Date: December 2019

Last Review Date:
December 2019

PURPOSE

To establish standards for patient and family member Subject Matter Experts (SMEs) attendance at regularly scheduled meetings in-person or via teleconference.

DEFINITIONS

The participation of SMEs is a positive process that requires enthusiasm and commitment on their part in order to achieve all the potential benefits of membership in the Quality Assurance and Performance Improvement (QAPI) meetings. Members missing meetings reduces the effectiveness of the entire group. Active SME participation will be essential in helping with the analysis and implementation of ideas and plans for facility activities.

MEETING SCHEDULE

QAPI meetings are scheduled once every month, twelve (12) meetings per year. It is up to your discretion as the SME and the Interdisciplinary Team (IDT), whether you would like to participate in every meeting. At a minimum, participation should be at least once every two months. Primary method of SME participation in meetings will be in-person but teleconference will also be made available for circumstances that may impede SME's attendance at in-person meeting.

STANDARDS FOR ATTENDANCE

In order to effectively execute membership responsibilities, SMEs shall regularly attend scheduled meetings.

- (1) SMEs are expected to notify facility staff of meetings they know they will miss.
- (2) SMEs are expected to notify facility staff of meetings they will attend.
 - (a) communication may be via phone call, voicemail, email, or verbal in-person.
- (3) SME shall be deemed to be out of conformity with the requirement to regularly attend meetings if:
 - (a) the member has three consecutive absences from meetings within a one-year period.

REMEDY FOR FAILURE TO MEET STANDARDS OF ATTENDANCE / MEETINGS

- (1) If a SME fails to meet standards for attendance/meetings, the facility shall:
 - (a) discuss the member's difficulties with him/her, and attempt to resolve them;
 - (b) provide the SME with one additional opportunity to continue membership by participating in the following scheduled meeting; and
 - (c) provide SME the opportunity to confirm directly with facility staff their continued interest in maintaining membership.
 - (2) If the SME does not wish to continue his/her participation, the SME must notify the facility.
 - (3) If the SME misses a fourth consecutive meeting without following up with the facility or fails to meet the standards set forth in the do's and don'ts for a productive meeting, subsequent to the previous steps:
 - (a) The SME will receive letter/notification from facility thanking them for their participation and informing of their completion of tenure.
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