**1. PURPOSE**

The purpose of this procedure, contemporary and conducting scientific level of the services offered in private Respect hospital, medical and non-medical services, as well as the code of ethics hospital activity of the operating system, productivity, national and ensuring the international standards and compliance with patient safety goals and for the functioning of the committees will be established to maintain method to determine.

**2. SCOPE**

Respect Hospital Board, all Directors, the Ethics Committee, Disciplinary Committee members and covers all members of the committee.

3. **Abbreviations**

4. **DEFINITIONS**

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5. **RESPONSIBLES**

       Board members

       directors

       Quality Management and Training Coordinator

       Unit Supervisors

       Unit Officers

       Job security specialist

       Doctors and Unit Officers and Committees involved in

6. **Activity stream**

**6.1. Establishment of committees: Respect the private hospital will be created committees Quality**

**Prepared by the Executive Coordinator and submitted for the approval of the Chairman. Work Regulations Committee approved standards accepted by all hospital activities and organizations appropriate flow is executed. Chairman of the Committee will identify candidates for committee members to work for a year.**

continue to evaluate the performance reports to the committee established in the previous year and / or a member decides to change the. Committee members will work at most 20 people, including at least 5, according to information from the committee's mission and duties of employees who are determined taking into account the intensity of work. Candidates invited by the Quality Management Coordinator letter is sent to selected employees. Instead of stating that employees can not participate in its work by determining the justification for the new candidate committees are created.

**6.2. Position / Duties and Responsibilities: according to the mission, one for each committee duties / powers and responsibilities are evaluated by the members at the first meeting of the committees formed, it is made in writing communicated, if any advice Quality Management Coordinator, and shall enter into force after the approval of the chairman of the committee.**

**6.3.Çalış Mode :**

**6.3.1. Committees, the members designated by day and make routine meetings every hour. Meeting frequency is determined in accordance with at least the Health Quality Standards.**

**6.3.2. Committee members of the committee meeting day and time at least 2 days in advance**

**Meeting Manager and Attendee**

**While the meeting's agenda and,**

**The date and be communicated against signature to include the time.**

**6.3.3.H committees related tasks / duties and responsibilities with appropriate selected times a year in addition to adjudicate the meeting frequency and the chairman of the committee secretariat is obliged to identify. Transfusion committee is to adjudicate the meeting frequency, but not less than 2 times a year, as well as chairman of the committee and the secretariat is obliged to identify.**

**6.3.4. Each committee will collect the necessary data and information in accordance with its mission and tasks, analyze, make decisions, provide the continuity and follow-up.**

**6.3.5. Evaluation issues and knowledge of the decisions taken in order to give Committee Chairman / Secretary after each meeting by the Minutes of the Meeting in accordance with the latest and prepare for a week of Decision Book format and transmitted to the Quality Unit.**

**6.3.6 Quality Management Coordinator is a member of all committees and the topics they want to discuss where you can still see the need in writing to the chairman of the Committee.**

**6.3.6.Komit case one of the members of the committee did not want to leave without special reasons gives his resignation in writing. Committee Chairman informs the committee to identify a new candidate. appointment of a new member of the committee and passed the first meeting held in the meeting minutes. Forwarded to the Quality Unit.**

**6.3.7. membership on the committee with any one of the committee members employment falls. . Committee Chairman informs the committee to identify a new candidate. appointment of a new member of the committee and passed the first meeting held in the meeting minutes. Forwarded to the Quality Unit.**

**6.3.8 Minutes of the Meeting a written and shared with all members after signature by nusha committee members and people should be given information and follow-up in terms of the said day issues.**

**Offered to 6.3.9.Toplantı documents and minutes of meetings of the Committee for a period of 1 year, with the order book is maintained by the secretariat of the Quality Unit.**