



# Systems of Care

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AN ACC CLINICAL TOOLKIT

## **SAMPLE MEETING AGENDA – RTSCC STEERING COMMITTEE**

Call to Order and Roll Call of Committee Members (Chairperson) .....	2 min
Introduction of invited guests and other attendees.....	3 min
Steering Committee Report (Pre-distribute written reports on each of the items below.....	15 min
Review current performance level and trend graph of on TSC composite metric (Weighted roll-up of composite performance metric made up from each of the sub-committees composite scores) .....	2 min
Reports on any active cross-condition improvement projects .....	2 min (per item)
Presentation of recommended new cross-condition improvement projects .....	2 min (per item)
Reports on any publications or presentations.....	2 min
Questions / Discussion.....	(Remaining time available)
Sub-Committee Reports (same for each; Pre-distribute written reports on each of the items below).....	(Suggested limit of 15 min per sub-committee)
Review current performance levels and trend graphs on key metrics.....	2 min
Reports on any active improvement projects .....	2 min
Presentation of recommended new improvement projects.....	2 min
Reports on any publications or presentations.....	2 min
Questions / Discussion.....	7 min
Additional Discussion and New Business.....	(Remaining time available)
Adjourn	