



DEPARTMENTAL POLICY & PROCEDURE

Entity Name & Region: Clinical Nutrition Services-WR

Subject: Clinical Nutrition Department Committees' Guidelines

Original Date: Version-1 August 2012

Effective: August 2012

Reference: 028010-17 Version-1

Replaces Number: New DPP

Targeted Employees/Departments: All Clinical Nutrition Staff

1. Purpose:

1.1 The purpose of this DPP is to provide the policies and procedures to be followed by all of Clinical Nutrition Department Staff relating to:

1.1.1 The formation of committees

1.1.2 The manner in which they are conducted

1.1.3 The setting up of committee meetings by Minutes Recorders

1.1.4 The recording of minutes of proceedings

1.1.5 The management of all of Clinical Nutrition Department committees by Chief Clinical Nutrition Services-King Abdulaziz Medical City-Jeddah

2. Definitions:

2.1 The Coordinator: is the appointing authority of a Committee by the Chief Clinical Nutrition Services.

2.2 Committee: is a group of persons appointed by Chief Clinical Nutrition Services to consider, investigate or act upon certain charges as specified in the committee formation order

2.2.1 Types of Committees:

2.2.1.1 Standing Committee: is a committee intended to consider all matters pertaining to a specific function as defined by the committee formation order, or assigned to it by the Chief Clinical Nutrition Services.

2.2.1.2 Special Committee: is a temporary committee formed to deal with a specific task or issue as the need arises and is disbanded upon acceptance of its final report and /or when the issue is resolved.



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2.3 Committee members:

2.3.1 Coordinator: is a committee member appointed as the supervisor of that committee.

2.3.2 Co- Coordinator: is a committee member appointed to assist the Coordinator as required, and chair the committee in the absence of the Coordinator.

2.3.3 Committee Member: is an individual appointed to serve on the committee.

2.3.4 Guest Member: is an employee invited to a committee meeting for a particular temporary purpose.

2.3.5 Resource Member: is a person invited from within or outside the department/hospital to share a particular expertise with a committee.

2.4 Committee Formation Order (CFO): is a document recording the details of an officially established committee.

2.5 Committee Index: is an annual report on all Clinical Nutrition Department committees. It includes:

2.5.1 The list of committees and summary information about each active committee.

2.5.2 Names of members and the committees in which they participate.

2.6 Meeting: is an official gathering of the members to accomplish its functions, for a length of time during which they do not separate except for a recess and which continues until adjournment.

2.6.1 Agenda: is a list of subjects to be presented and/or debated in a regular or a special meeting. It also establishes the order of business or the sequence for conducting the meeting.

2.6.2. Minutes: are accurate and concise records of a meeting's proceedings. It is the official history and permanent record of the proposals, reports, and decisions of the members.



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3. Policy Statements:

3.1 Chief Clinical Nutrition Services recognizes the participative role of committees as a supportive management tool for the achievement of Clinical Nutrition Services objectives.

3.2 To gain the expected results, the establishment and operation of committees should be governed by a constant set of rules.

3.3 Committee members are encouraged to apply these rules to enhance the participative approach and to professionalize the committee approach to the many complex problem-solving tasks in Clinical Nutrition Department.

3.4 All Clinical Nutrition Department committees are appointed according upon recommendation of Chief Clinical Nutrition Services.

3.5 Copies of the approved Committee Formation Order (CFO) should be forwarded to Chief Clinical Nutrition Services for information purposes and to be kept in the committees department file.

3.6 Maintenance of Confidentiality of information during Committees-Members of Committees are required to follow the stated rules below and consider the confidentiality of issues and information being discussed in order not to be in a position of a breach of trust.

4. Procedures:

4.1. Formation and Composition of a Committee:

4.1.1 Selection of members should be based on the member's position as related to the committee purpose, on the personal expertise of the member. Chief Clinical Nutrition Services will select the best available and qualified employees.

4.1.2 The Coordinator of a committee should be nominated by Chief Clinical Nutrition Services. In the absence of the Coordinator, it is the Coordinator's responsibility to assign a temporary Coordinator to ensure non interruption to committee's activities.

4.1.3 An order to appoint a committee should include the following, where applicable:



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4.1.3.1 Title of the committee

4.1.3.2 Coordinator of the committee

4.1.3.3 Co-coordinator, if necessary

4.1.3.4 Other committee members, if necessary

4.1.3.5 Quorum and manner of action, goals and objectives

4.1.3.6 Time frame for task accomplishment

4.1.3.7 Reporting line

4.1.3.8 Type and category of the committee

4.2 Responsibilities of Chief Clinical Nutrition Services:

4.2.1 For effective tracking for each committee's progress.

4.2.2 Assist in identifying each committee's members who will be effective in carrying out its tasks.

4.2.3 Evaluate/monitor the Committee's performance.

4.2.4 Meet regularly or as stated in the Committee Formation Order.

4.3 Responsibilities of Committee Coordinator:

4.3.1 To ensure that the committee's direction is maintained within its established goals and objectives.

4.3.2 To provide clear policy and procedure of the assigned committee.

4.3.3 To provide an atmosphere as to promote an open and constructive exchange of views from all concerned committee members to achieve committee's goals and objectives.



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4.3.4 Call for committee meetings and prepare and ensure distribution of the meeting agenda.

4.3.5 Open, conduct and adjourn meetings.

4.3.6 Organize, promote participation of members and control debate.

4.3.7 Authenticate and ensure timely completion of minutes of meetings.

4.3.8 Prepare, review, authenticate and submit committee reports and recommendations as required to Chief Clinical Nutrition Services.

4.3.9 Follow up on absenteeism of members, request replacement due to a vacancy or frequent absenteeism from Chief Clinical Nutrition Services.

4.3.10 Ensure the committee's assigned responsibilities are completed in a proper and timely manner.

4.3.11 Inform Chief Clinical Nutrition Services of any constraints hindering accomplishment of assigned duties.

4.3.12 Follow up on accomplishment of duties assigned to committee members.

4.3.13. Maintain records of the committee.

4.4 Responsibilities of Committee Member:

4.4.1 The member of a committee is expected to contribute time and effort towards the achievement of the committee functions.

4.4.2 Attends the committee meetings.

4.4.3 Notifies the coordinator of justified absence, within a reasonable time before any scheduled meetings.

4.4.4 Complies with confidentiality requirements of issues, as applicable.



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4.4.5 Actively contributes/communicates his/her ideas during meetings to achieve committee objectives.

4.5 Delegation of Membership:

4.5.1 All committee members must attend the meetings except when officially absent. A permanent delegation of membership may be accepted only if justified in advance and accepted by the coordinator in a formal memorandum, and approved by Chief Clinical Nutrition Services.

4.5.2 If a member is not able to attend a committee meeting due to unavoidable circumstances, a temporary replacement shall be arranged by the committee coordinator.

4.5.3 During an official leave of a committee member, committee coordinator may recommend the appointment of another person to act on behalf of the absent member.

4.5.4 The member has no right to delegate membership authority.

4.6 Absenteeism-Members who are absent for no valid reason for two or more consecutive meetings may be reported to Chief Clinical Nutrition Services to take the necessary disciplinary action.

4.7 Meetings-Meetings should be conducted in a timely, professional, and orderly manner taking into consideration the requirements set out below.

4.7.1 Meetings will not become official unless called to order by the committee's coordinator.

4.8 Agenda-The agenda is prepared by committee's coordinator as applicable, and should contain the topics to be presented or discussed at the meeting.

4.8.1 The agenda should be distributed to the members at least one day prior to regular/special meetings.

4.8.2 Unfinished business should be included in the agenda of the next meeting as old business for further discussion, prior to new business.



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4.8.3 The urgent or important items should come before those of less importance.

4.8.4 It should include the date, time the meeting will start, time allocated for each item and adjournment.

4.8.5 The members should adhere to the agenda in order to take up any particular item of business out of its proper order.

4.9. Minutes-Minutes provide as a reference for Clinical Nutrition Department.

4.9.1 Components of Minutes of Meeting:

4.9.1.1 Heading-Consists of the Committee name; the date, time and venue of the meeting; the nature of meeting whether regular, special or adjourned.

4.9.1.2 Attendance-The name of Committee coordinator and the one who recorded the proceedings are indicated. The names of members and guests listed in two groups as being either present or absent (apologies).

4.9.1.3 Call to Order-The time the coordinator calls everyone's attention as the meeting officially starts is indicated.

4.9.1.4 Date, Time and Venue of Next Meeting-With the quorum, being all in favor, the coordinator states the schedule of the next meeting and records it.

4.9.1.5 Time of adjournment-With no other business to discuss, the coordinator declares adjournment and the exact time is recorded.

4.9.2 Proceedings:

4.9.2.1 Reading and Approval of Previous Minutes-This section should clearly state any corrections or amendments and the approval status.

4.9.2.2 Reports-Reports as required from previous meeting are presented. The subjects and names of members who gave reports are indicated.

4.9.2.3 Old Business-Unfinished discussion of or motion on various matters on earlier meetings.



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4.9.2.4 New Business-To be presented to members who may show their approval and disapproval through postpone action until they have had time to come to a decision.

4.9.2.5 Other Business-Business arising that is not included in the Agenda.

4.9.3. Guidelines in taking, preparing and distributing minutes:

4.9.3.1.1 The coordinator should prepare the minutes immediately after the meeting.

4.9.3.1.2 The coordinator must record members' attendance, and all actions, proceedings and discussions accurately.

4.9.3.1.3 Formal language is used, and in the active voice, not passive, for more direct and definite statements e.g. The Committee approved the Minutes rather than The Minutes were approved by the Committee.

4.9.3.1.4 Fonts used must be in readable size and form (Calibri, size 12).

4.9.3.1.5 The Committee coordinators are responsible for the review and approval of the minutes. This is done when it is read during the next meeting. The coordinators must ensure that corrections made have been noted in appropriate places and, if approved, the minutes should be signed (with full signatures of the committee coordinators and members) on the last page and initialed on all pages. The Committee then submits the Minutes and its recommendations to the Chief Clinical Nutrition Services as applicable, for approval.

4.9.3.1.6 For Committee Meeting Minutes, each page of the minutes should clearly display in the header: the Title of the Committee; date of the meeting; and the number of pages as a means of identification and to ensure all pages are accounted for.

4.9.3.1.7 Minutes of the meeting must be distributed to members prior to the next meeting, and should be presented as the first item on the agenda.



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4.9.3.1.8 An exact copy of the official approved minutes of the Committee should be properly kept for future reference (soft copies) under the responsibilities of committee coordinators and Admin Assistance.

4.10 Debate-In order to reach a mature decision on proposals submitted to a committee, exchange of thoughts through debate is encouraged. Debate must be fundamentally impersonal and Discussion must be relevant to the subject.

4.10.1 The coordinators open the agenda items for discussion in an orderly manner giving ample opportunity for members to speak. Reasonable time should be given by the Chairman for the discussion of each item.

4.10.2 No member can make address the meeting unless permission is granted by the coordinator.

4.10.3 All discussion should be addressed through the coordinators and must never be directed to any individual.

4.10.4 Members should not interrupt the speakers and/or disturb the meeting. Side conversation between members is considered as out of order.

4.10.5 The coordinator has the responsibility of controlling and expediting debate. When the debate appears to the coordinators as finished, he/she should initiate closing of the debate.

4.11 Points of Order-It is the duty of the coordinator to enforce the rules and orders of the Committee, without debate or delay.

4.11.1 A Committee Report should be as brief, clear and accurate as possible and should usually include the following:

4.11.1.1 Statement of question, subject or work assigned by the Committee, and any important instructions given to it.

4.11.1.2 A brief explanation of the methodology or how the Committee carried out its work, and the number of man hours consumed to accomplish its tasks.



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4.11.1.3 A description of the work that the Committee performed in the case of a deliberative or investigative committee, its findings and conclusions.

4.11.1.4 A committee report should be presented to the Committee by the coordinator of the Committee, and thereafter be opened for comment, questions and discussion.

4.11.1.5 A committee report and/or recommendations can only be amended by the Committee. No approval of a Committee report should be given individually and separately by Committee Members without a meeting.

4.11.2 A member who has reservations may indicate the portion with which he/she does not agree and sign the report signifying approval of the remainder.

4.11.3 The final report, after being approved by the Committee, must be signed by the coordinator and the Members before submittal to Chief Clinical Nutrition Services.

4.11.4 The report, after being submitted by the coordinator to Chief Clinical Nutrition Services may be referred back to the Committee for further study, modification or recommendation.

4.12 Adjournment-Time of adjournment is normally fixed on the agenda. However, adjournment may take place before or after such time.

4.12.1 The announcement of adjourning a meeting is the responsibility of the coordinator. It is the coordinator's duty to interrupt a speaker or the consideration of business and to state that the time fixed to adjourn has arrived.

4.12.2 Business that was interrupted by adjournment of a meeting comes up as the first item under old business at the next meeting.

4.12.3 Members should not leave their seats until the coordinator has declared the meeting adjourned.



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5. Equipment/Forms:

5.1 Samples of Format used in Committee Meetings:

5.1.1 Committee Formation Order.

5.1.2 Agenda.

5.1.3 Minutes of Meeting in Portrait Style.

5.1.4 Minutes of Meeting in Landscape Style.

6. Related References:

6.1 Robert's Rules of Order, Robert, Henry, London: Scott, Foresman & Co., 1981.

6.2 APP Number 1418-21: NGHA Committee Guidelines.

7. Appendices:

7.1 Committee Formation Order

7.2 Agenda

7.3 Minutes of Meeting in Portrait Style

7.4 Minutes of Meeting in Landscape Style

8. Recommendations:

None