



Perinatal Steering Committee Charter

Purpose

The purpose of the Perinatal Steering Committee (Committee) of the University of New Mexico Hospital (UNMH) is to provide collective oversight and review of issues including standardization of processes, medical standards, quality assurance, research, ancillary services involvement, and policies related to the inpatient Women's Services areas while advancing the mission of UNMH. The Committee serves as the governing body for Women's Services area protocols and procedures in the inpatient setting and as the operations hub for the alignment of strategic initiatives across inpatient units.

Composition

- **Chair:** Executive Medical Director of UNMH Women's Services
- **Co-Chair:** Executive Director of UNMH Women's Services
- **Mandatory (voting) Members:**
 - UNMH Women's Inpatient Units Dyad partners: Geographic Medical Directors / Designee and Unit Directors / Designee for the following areas
 - Labor and Delivery / OB Triage
 - Mother Baby Unit
 - Women's Special Care
 - UNM SOM Chiefs / Designees
 - Midwifery
 - Maternal Child Health Program Director
 - Maternal Child Health Clinical Service Director
 - General OB/GYN
 - Maternal-Fetal Medicine
 - Obstetric Anesthesiology
 - General Pediatrics
 - UNMH Inpatient Advanced Practice Provider Director of Specialty and Psychiatric Services / Designee
 - UNMH Inpatient Units dyad partners: Geographic Medical Directors / Designee and Unit Directors / Designee*
 - NBICU
 - Zia Newborn Nursery

- Designee voting must be designated in writing.

*When NBICU / ICN agenda items arise; dyads to be notified at least one week in advance

- **Mandatory (non-voting) Members:**
 - Administrative Assistant for Executive Director of UNMH Women's Services
 - UNMH OB Quality and Safety Officer
 - UNMH Pharmacy Representative
 - UNMH Infection Control Representative
 - OB Triage Coordinator
- **Ad Hoc (non-voting) Members:**
 - Unit Based Educators for UNMH Women's inpatient areas
 - RN Supervisors for UNMH Women's inpatient areas
 - UNMH Executive Director/Designee of Advanced Practice Providers
 - UNMH Women's Outpatient Units dyad partners: Medical Directors / Designee and Unit Directors / Designee
 - Women's Health Clinics
 - Maternity & Family Planning Clinics
 - Milagro Clinic
 - Women's Imaging & Outreach Clinics
 - UNMH Clinical Services Chiefs/UNM SOM Chairs and Leadership
 - UNMH ACNO for Women's and Children's Services
 - UNMH ACMO for Children's Services
 - Anesthesiology clinical services chief/chair
 - Family and Community Medicine clinical services chief/chair
 - OB/GYN clinical services chief/chair
 - Pediatrics clinical services chief/chair
 - UNM SOM Learners
 - Interested Residents or Fellows
- A member may qualify to be a Member under multiple of the aforementioned descriptions.

Decision Making

- At all meetings the presence of a majority of the voting members shall be necessary and sufficient to constitute a quorum.
- Except as otherwise provided by law, the act of a majority of the voting members present at a meeting at which there is a quorum shall be the act of the Committee.

- Acts of the Committee shall not supersede UNMH Policies and/or UNMH Medical Staff Bylaws.
- Any decisions or acts considered by the Committee that extend beyond inpatient Women's Services shall be undertaken in collaboration with UNMH leadership.

Meetings

- The Perinatal Steering Committee shall meet monthly or as needed, at least 10 times per year.

Committee Responsibilities

The Committee shall have the responsibility to:

- Consult with, review, and advise management and make recommendations as to the UNMH inpatient Women's Services areas clinical operations related to standardization of processes, medical standards, quality assurance, research, ancillary services involvement, and policies, and, to the extent necessary or required, monitor corrective actions undertaken to bring UNMH into compliance with any legal, operations, or clinical requirements.
- Provide oversight of the care provided in UNMH inpatient Women's Services areas including through regular review of quality reporting and review and approval of clinical guidelines and policies. The following workgroups/committees/ leaders will report to the Committee on a schedule as determined by the Committee Chair and co-Chair:

Committee	Leader
Maternal-Child Health Committee	Chair of MCH Committee
Patient Safety Review Committee	Chair of PSR Committee
AIM Bundles	Leads of each Bundle
Root Cause Analysis (RCA) as conducted	Unit Leadership from unit where event occurred
Quality, Regulatory and Accreditation Activity, quarterly, with updates on any surveys or visits as well as changing regulations	Quality and Safety Officer and Unit Leadership
Patient and Family Advisory Committee, semi-annually	Program Manager, Patient and Family Advisory Committees
Patient Grievances and Complaints, quarterly	Director of Patient Relations
Other project reviews and reports as directed by the Committee	Chair / co-Chair of workgroup

- Regularly report to the UNMH leadership on the Committee's activities as appropriate.

Adoption of Charter

This Charter was adopted on December 14th, 2022.