

RISK MANAGEMENT PLAN/PROGRAM

Facility	Policy #	Effective Date	Revised Date
Regulatory Reference Source			
State Operations Manual F-Tag #			
CFR Reference			
MDS Version 3.0			

*(NOTE: This sample plan can be utilized as a starting point for the facility and should **not** be construed as complete/ comprehensive or indicative of the elements included in **all** facility risk management plans. Risk Management plans should be adapted to each facility according to the programs offered, types of residents served, and facility layout.)*

Policy

It is the practice of the facility to develop, implement, and maintain a program concerned with factors in the environment that create a threat to the health and safety of residents, employees, and visitors.

Purpose

The purpose of the Risk Management Program is to identify, analyze, control, finance and manage risks for our residents, employees, visitors, community and protect the company against financial loss. It is concerned with the delivery of quality services to its residents, therefore, improving quality of care and protecting the financial assets of the facility.

Scope

The Risk Management Program is directed at minimizing the frequency and severity of losses to the facility through risk control and risk financing measures. The program should be interdisciplinary in an effort to work toward the common goals of improving quality of care and reducing losses.

Objectives

The facility Risk Management Program may include the following objectives:

1. Identification of high risk areas or incidents, both actual and potential, in relation to resident, employee and visitor safety.
2. Investigation of incidents to determine the root cause of the incident and implementation of corrective action to reduce any future risk.

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3. Preserve witness information regarding the circumstances of the incident.
4. Set priorities according to risk potential.
5. Immediate intervention in events of resident, employee or visitor injury.
6. The planning and development of programs to reduce exposure to residents, employees and visitors.
7. Ensuring that documentation is adequate in the clinical record and risk management files. Education for staff regarding appropriate documentation is necessary.
8. The development of a system of policies and procedures that will assist in ensuring the provision of quality care.
9. Monitoring activities designed to ensure that the desired results have been achieved and sustained.
10. The development of a centralized and readily accessible data bank concerning risk management material.
11. Forecast potential risks based upon environmental factors, types of residents, facility location, etc.
12. Establishing and maintaining communication with appropriate committees and departments.

Reporting System

The results of any risk management information should be reported through a Quality Assurance Committee or subcommittee. Quality Assurance and Risk Management are inter-related and complimentary to one another since both programs are developed and implemented to improve resident care.

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Responsibility

The Risk Management Program is the ultimate responsible of the Administrator however he/she may designate a facility Risk Manager to administer the functions of the program.

SAMPLE