

Charleston/Dorchester Community Mental Health Center

RISK MANAGEMENT POLICY

Policy:

It is the policy of the Charleston/Dorchester Community Mental Health Center to provide a systematic review of all adverse incidents and reported risks in order to protect the safety and well-being of consumers, visitors, and staff. The Risk Management Committee will perform this review and submit an annual report to the Center Director.

Procedure:

1. Risk Management Committee members shall be appointed by the Center Director for a term of one (1) year. The committee shall include representatives of professional, clinical, and administrative staff, e.g., a physician, a registered nurse, the consumer advocate, an admin/support person, etc.
2. The Center Director shall appoint a chairperson who will ensure confidentiality of the review process and assume responsibility for the submission of an annual report.
3. The Committee will meet at least quarterly at prescheduled dates and times and minutes (that preserve confidentiality) will be maintained of all proceedings.
4. The Committee will receive, monitor, and review all risk management reports, including "Adverse Incident" reports routed through the Center Director and applicable reports from the Center Health and Safety and Emergency Preparedness committees. The Committee may request additional information as necessary to complete a review.
5. The Committee will make recommendations to the Center Director regarding corrective action, policy initiation, procedural changes, or to request a Quality of Care Review Board.
6. An annual risk management report will be submitted to the Center Director and reviewed by the Management Team and Board of Directors.



Thomas G. Hiers, Ph.D.
Executive Director

9/22/99
Date