

Leamington Mennonite Home
Long Term Care

**QUALITY & RISK MANAGEMENT
POLICY AND PROCEDURE**

CATEGORY: Quality & Risk Management - Administrative	SUBJECT: Administrative Risk Management Plan	SECTION: L POLICY: 1
DATE: July 12, 2022	Administrator's Signature: _____	

ADMINISTRATIVE RISK MANAGEMENT PLAN

POLICY:

In accordance with the overall Risk Management Framework, the Risk Management Plan is developed to monitor potential risk across all departments within the Home, while ensuring the safety of residents and staff.

PROCEDURE:

The Office Manager or designate will:

- 1) Utilize the Risk Management Schedule and identify the months in which the activities will be completed throughout the year.
- 2) Upon completion of the Annual Operating Plan, modify the Risk Management Plan to incorporate new goals/objectives as applicable.
- 3) Update the Risk Management Schedule once an activity has occurred.
- 4) Develop and implement corrective actions for areas that do not meet standards by utilizing the completed departmental audit forms or completing a Risk Management Action Plan form.
- 5) Evaluate outcomes and report at monthly Leadership & Quality Meetings.