

Leamington Mennonite Home  
Long Term Care

**QUALITY & RISK MANAGEMENT  
POLICY AND PROCEDURE**

<b>CATEGORY:</b> Quality & Risk Management Activities – Leadership	<b>SUBJECT:</b> Leadership Risk Management Plan	<b>SECTION:</b> F <b>POLICY:</b> 1
<b>DATE:</b> July 12, 2022	<b>Administrator's Signature:</b> _____	

**Leadership Risk Management Plan**

**POLICY:**

The Risk Management Plan is developed to monitor potential risk in all departments within the Home while ensuring the safety of residents.

**PROCEDURE:**

The QRM Lead will:

- 1) Review each Risk Management Schedule with departmental managers and identify when each of the activities will be completed throughout the year.
- 2) Ensure each departmental Risk Management Plan is reflective of any new goals or objectives after the Operational Planning process is complete.
- 3) Monitor the activities of the Risk Management Schedule for each department monthly during the Leadership & Quality Meeting. Completion will be indicated by placing an "X" in the months the activities occurred.
  - Ensure consultation on the Home's Emergency Management Plan with Residents'/Family Councils and other stakeholders as required
  - Ensure Emergency Code/Procedure Practice/Drills in place per required schedule
- 4) Submit the completed Risk Management Plan quarterly to Administrator by the second week following the end of each quarter (April, July, October, and January) along with minutes of the Leadership & Partnership Quality Management Meetings.
- 5) Report on the status of activities, findings, and any follow up to the Administrator.