

Appendix I

Risk Management Committee Terms of Reference

PURPOSE

To identify areas of actual or potential risk and to correct situations or problems which may give rise to events or incidents of potential liability for the health service, its patients, visitors, employees, physicians and other health care providers, whilst minimising the adverse impact, financial or otherwise to the Cayman Islands Health Services Authority, its patients and its staff.

POLICY

The CIHSA will have a planned and systematic process to identify, reduce and/or mitigate the probability that losses will occur in the health care setting.

The risk management program will involve a multidisciplinary and proactive approach.

The committee will solicit advice from Legal Counsel on all risk management issues and critical incidents

OBJECTIVES

1. To conduct regular risk assessments, in order to identify areas of potential risk, with the assistance of the HSA's Brokers and/or insurers.
2. To ensure that all staff are aware of the incident reporting policy and process by offering in-service sessions annually.
3. To provide continuing education in the form of in-service programs regarding medico-legal and risk management related subjects.
4. To initiate special seminars or conferences for target audiences in response to particular risk management problems as required.
5. To ensure regular inspections of facilities and the work environment by a designated inspection team.
6. To ensure prompt reporting of critical incidents to the Insurers using the appropriate format for notification.
7. To ensure the Health Services Authority maintains adequate liability insurance coverage by reviewing potential exposure and coverage annually.

Reviewed February 28, 2018

MEMBERSHIP

Chief Executive Officer
Medical Director
Chief Financial Officer
Chief Nursing Officer
Director of Corporate Services
Quality Assurance/Risk Manager (Secretary)
Risk Manager (Govt.)
Legal Advisors

MEETINGS

The Risk Management committee will meet at least quarterly.

MINUTES & AGENDAS:

Minutes and agenda will be prepared for each meeting. Minutes will be circulated to each committee member.

Confidentiality regarding patient information and identified risks are to be maintained by the committee.