

	<b>Dimensions:</b> <b>Safety</b>	<b>HAO Standard:</b> <b>3.5</b>	<b>Policy:</b> <b>Safety #14</b>
	<b>Original Approval Date:</b> <b>April 21, 2003</b>	<b>Date Revised:</b> <b>February 2, 2009</b>	<b>Revision Approval Date:</b> <b>August 31, 2009</b>

**TOPIC:                    RISK MANAGEMENT**

**POLICY STATEMENT:**

NNPCN (N/PS) strives to prevent risk related to the volunteer hospice visiting service. The hospice has clear personnel policies and procedures for paid staff and volunteers that contribute to effective management of all hospice activities.

**PROCEDURE:**

1. The Board of Directors employs a competent and experienced administrator to oversee and facilitate the hospice's operations. The Board entrusts the Program Administrator to plan, develop, implement and evaluate the hospice's policies, services and operations. The administrator reports to the Board on these activities.
2. The by-laws describe the organizational structure of the hospice as a legal entity and stipulate the roles and responsibilities of the Board of Directors.
3. The Board of Directors assumes ultimate responsibility and accountability to the community for effective and efficient management of the hospice and the delivery of services.
4. The Program Administrator orients all new Board members regarding fiduciary responsibilities, statutes and laws governing the hospice, policies and procedures, by-laws and liability insurance coverage.
5. The hospice provides sound financial management of its resources through:
  - Board review of monthly Treasurer's reports
  - Finance/Executive Committee recommendations and reports, eg: budget and insurance coverage
  - Appointing a licenced public accountant annually to produce an audited financial statement

6. The Executive Committee identifies and weighs potential risks and decides on further action. Meetings are held regularly at the call of the Chair.

**REVISION HISTORY:**

<b>DATE mm/dd/yyyy</b>	<b>REVISED BY</b>	<b>REVIEW ONLY (✓)</b>	<b>COMMENTS / MODIFICATIONS</b>	<b>BOARD APPROVAL DATE: mm/dd/yyyy</b>