
Policy Number:	127
Policy Name:	RISK MANAGEMENT POLICY
Reviewed by:	Nursing Faculty
Last Review Date:	01/19/2024

The role of Risk Manager will be assigned by the CNPD Dean. The Undergraduate and Graduate Nursing Chairs and CNPD Dean are responsible for monitoring and evaluating risk and quality management activities and functions within the Department of Nursing. The Dean and Chairs ensure that a routine, systematic method of monitoring and analyzing risk management/quality assurance data is implemented. The Department of Nursing follows the policies, procedures, and other guidelines published by the University of North Dakota Office of Safety. To minimize risk factors, the Undergraduate and Graduate Nursing Chairs may appoint ad hoc committees as indicated for the purpose of developing procedures and protocols.

Complete and accurate minutes shall be prepared and maintained for each annual review conducted within the scope of the risk management functions and activities. The minutes will serve as a recording tool and a "feedback loop" to show conclusions, recommendations, actions, and effectiveness of the actions taken. All risk management minutes and documentation shall be maintained in the Office of the Dean consistent with section 32-12.2-12 of the North Dakota Century Code. Access to the risk management file will be restricted to administrative academic faculty and the committee members on request. Section 32-12.2-12 of the North Dakota Century Code reads as follows:

32-12.2-12. State agency loss control committee records and meetings privileged and exempt from open records and open meetings law.

The records of any state agency loss control committee addressing any pending or reasonably predictable claim are exempt from section 44-04-18 and are not open records under section 6 of article XI of the Constitution of North Dakota unless the director of the office of management and budget determines disclosure will not prejudice any pending or reasonably predictable claim and the meetings of any loss control committee of a governing body are not public meetings subject to section 44-04-19 and section 5 of article XI of the Constitution of North Dakota. The records and communications at meetings of the committee regarding any pending or reasonably predictable claim are privileged and are not subject to subpoena or discovery or introduction into evidence in any civil action. The records of the committee include all information, data, reports, or records created by or made available to the committee. Any information, data, report, or record otherwise available from original sources is not confidential or immune from discovery or use in any civil action merely because it was presented or considered during the proceedings of the committee. A person who testified before the committee or who is a member of the committee may testify as to matters within that person's knowledge but may not be asked about the records of, the testimony before, or the discussions of the committee. This section does not relieve any person of any liability incurred as a result of actions reviewed by the committee.

Approved by Nursing Faculty: R 03/20/2018; R 3/24/23; **R 01/19/2024**