

College of Nursing



RISK MANAGEMENT



PREFACE

The manual to Risk Management is designed to support the major areas in the college of nursing at University of Dammam. To develop and maintain appropriate management in the areas of; nursing curriculum, staff members, financial planning, nursing building, nursing laboratories, environmental safety, the nursing reputation, departmental meetings, and the policy of nursing college to risk management within their organization.

This manual will help the faculty, administrator and personnel learn knowledge, strategies, objectivity and decisively utilize risk management to the major activities in the college of nursing as an integral component in health care profession.

The Contributors

ACKNOWLEDGMENTS

The contributors recognize the personnel as well as the student are active participants who assumes a collaborative role in the implementation process of risk management.

Risk Management

The contributors have prepared this work for the welfare of the college of nursing, University of Dammam.

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TABLE OF CONTENTS

	Topics	Page
Preface		Ii
Acknowledgment		Iii
The Contributors		Iv
Introduction		6
	Risk Management of Nursing College	6
	Part I	
	A. Curriculum of Nursing College and Risk Management	9
	B. Staff Members and Risk Management	16
	C. Financial Planning and Risk Management	20
	Part II	
	D. Nursing Building and Risk Management	23
	E. Nursing Laboratories and Risk Management	27
	Part III	
	F. Environmental Safety and Risk Management - Principles of Environmental Safety	40
	G. Nursing Reputation and Risk Management	62
	H. Department Meetings and Risk Management	64
	I. Policy of Nursing College and Risk Management - Major Activities of Nursing College in Risk Management	67 68
	- Approaches of Risk Management	72
	- Action Plan for the College of Nursing	73
	- Contact Information in Case of Inquiry	74
	- Department or Committee Responsibilities	75
	- Guide for Determination of Risk Exposure	76
	- Probability Categories of Risk Exposure	77
	- Risk Management Worksheet	80
	- Executive Summary	81
APPENDICES		82
Bibliography		92

RISK MANAGEMENT

Introduction

RISK MANAGEMENT OF NURSING COLLEGE

Risk management is an integral component of a healthcare firm's standards business practice. Healthcare Providers Serve Organization and Nurses Service Organization are responsible for providing professional agents with the elements of risk management plan.

The purpose of the risk management program is to protect patients, staff members and visitors from inadvertent injury. The program is also designed to protect the organization's financial assets and intangibles, such as reputation and standing in the community.

The risk management plan is a primary tool for implementing the organization's overall risk management program. It is designed to provide guidance and structure for the organization's clinical and business services that drive quality patient care while fostering a safe environment.

The focus of the risk management plan is to provide an ongoing, comprehensive, and systemic approach to reducing risk exposures. Risk management activities include identifying, investigating, analyzing, and evaluating risks, followed by selecting and implementing the most appropriate methods for correcting, reducing, managing, transferring and/ or eliminating them.

The risk manager is empowered by the governing body to implement the functions and activities of the risk management program with assistance of the care and administrative staffs. The governing body has overall responsibility for the effectiveness of the program and providing the necessary resources. The governing body's responsibilities are supported through regular written and verbal communications regarding risk management activities that may affect the organization's finances.

The risk management program is formally addressed through designated committees, such as the risk management committee, and quality/performance improvement committee.

OBJECTIVES OF THE RISK MANAGEMENT PROGRAM:

- ↻ Promoting the quality of patient care, in collaboration with quality / performance improvement activities.
- ↻ Enhancing patient satisfaction.
- ↻ Minimizing the frequency and severity of adverse events.
- ↻ Supporting a non- punitive culture that promotes awareness and empowers staff to identify risk- related issues.
- ↻ Enhancing patient safety through participation in National Patient Safety Goals, organizational safety strategies and other patient safety initiatives.
- ↻ Enhancing environment safety for patient, visitors and staff through participation in environment of care-related activities.
- ↻ Utilizing risk management strategies to identify and minimize the frequency and severity of near misses, incidents and claims.
- ↻ Managing adverse events and injuries to minimize financial loss.
- ↻ Evaluating systems that can contribute to patient care, error or injury.

- ↗ Educating stakeholders on emerging and known risk exposures and risk reduction initiatives.
- ↗ Achieving requirements promulgated by accrediting organizations.
- ↗ Complying with state-specific scope of practice, applicable laws, regulations and standards.

OBJECTIVES OF THE RISK MANAGEMENT COMMITTEE:

- Identify nursing college risk.
- Evaluate and prioritize the risk.
- Select different strategies to manage the risk- develop and implement nursing college plan.
- Monitor and update the risk management plans.

PART 1

A. CURRICULUM OF NURSING COLLEGE AND RISK MANAGEMENT

What is?

In education, a curriculum is broadly defined as the totality of student experiences that occur in educational process (Jon, 2008). The curriculum may be integrated to the planned interaction of students with instructional content, materials, resources, and processes for evaluating the attainment of educational objectives.

Curriculum in nursing college pertains to teaching materials relates specifically to patient safety, safety culture, management of adverse events, and the code of ethics and standers.

The extended practice includes the objectives for students to provide competent nursing care to individuals and families who are experiencing health related – needs, competent care is inclusive of “safe” care. Specifically, this implements preventive strategies related the safe and appropriate use of medication, it implements other preventive and therapeutic interventions safely (e.g. positioning, managing intravenous therapies, oxygen administration and wound care), and uses safety measures to protect self and colleagues from injury or potentially abusive situations (e.g. aggressive clients, appropriate disposal of sharp, lifting devices). Extended Practice also includes the objective that students "apply legal, ethical and professional standards that guide the practice of nursing , specifically, the nurse practices nursing according to agency and college policies, recognizes and reports unsafe unethical illegal practices, questions, recognizes and reports errors (own and others), and takes action to minimize harm arising from adverse events.

Goal

- ☑ Developing a powerful flexible curriculum that will improve the students' professional values, attitudes and skills related to patients' safety and delivery care system.

Learning Objectives

- ☑ To help identify, prevent and manage adverse events.
- ☑ To utilize evidence and information in managing risks.
- ☑ To communicate effectively for patient safety.
- ☑ To utilize an ethical issues in dealing with arising risks.
- ☑ To promote continuing educational training programs related to safety risks management.

Objective (1) Identifying, preventing and managing adverse events.			
Aim: To achieve patients safety and avoids the occurrence any hazards.			
Overview		Metrics	
Duration	One academic year	Students achieved the required information for managing safety risks.	
Cost			
Starting Date	Beginning of each semester up to the end annually.		
Responsibility for Implementation	Dean and Risk management committee		
Project Calendar 2013—2018			
TASKS and Input Metrics	Start and Ending Years	2013	2018
1. Recognizing, reporting and managing adverse event.	2013-18	—————▶	
2. Managing safety risks.	2013-18	—————▶	
To achieve these tasks the curriculum in nursing college include the related topics in all nursing courses for undergraduate and post graduate students such as :			

<ul style="list-style-type: none"> ↳ Fundamental of nursing one and two (6 credits for each) that are offered in second year. ↳ Medical surgical nursing one and two (7 credits for each), psychiatric and mental health nursing (7 credits) and obstetrics and gynecology nursing(7 credits) that are offered in third year. ↳ Community health nursing (7 credits)) that is offered in fourth year. (Appendix 1) ↳ Infection control courses that are offered in all nursing specialties post gradually. 			
Objective (2) Using evidence and information in managing risks.			
Aim: Apply the best available evidences in nursing practices for achieving safety.			
Overview		Metrics	
Duration	One academic year	Students apply the most recent information technology in managing risks.	
Cost			
Starting Date	Beginning of each semester up to the end annually.		
Responsibility for Implementation	Dean and Risk management committee		
Project Calendar 2013—2018			
TASKS and Input Metrics	Start and Ending Years	2013	2018
1. Employing best evidences-based practice in different nursing specialties.	2013-18	—————→	
2. Using information technology to enhance safety.	2013-18	—————→	
To achieve these tasks the curriculum in nursing college include the related topics in all nursing courses for undergraduate and post graduate students such as : ↳ Information technology for			

<p>nurses (2credits) that is offered in first year.</p> <p>↪ Introduction to nursing research and evidence based practice (3 credits) and nursing informatics (2 credits) that are offered in fourth year.</p> <p>↪ Nursing research and evidence based practice. (2credits),nursing informatics(1 credit), that are offered post gradually.</p>			
<p>Objective (3) Communicate effectively for patient safety.</p>			
<p>Aim: To manage risk safety by using an appropriate communicating approaches.</p>			
<p style="text-align: center;">Overview</p>		<p style="text-align: center;">Metrics</p>	
<p>Duration</p>	<p>One academic year</p>	<p>Students exhibit a healthy communicating manner for achieving risks safety.</p>	
<p>Cost</p>			
<p>Starting Date</p>	<p>Beginning of each semester up to the end annually.</p>		
<p>Responsibility for Implementation</p>	<p>Dean and Risk management committee</p>		
<p>Project Calendar 2013—2018</p>			
<p>TASKS and Input Metrics</p>	<p>Start and Ending Years</p>	<p>2013</p>	<p>2018</p>
<p>1. Being a team player & showing leadership.</p>	<p>2013-18</p>	<p>—————→</p>	
<p>2. Identifying the human factors.</p>	<p>2013-18</p>	<p>—————→</p>	
<p>3. Recognizing the complex organizations</p>	<p>2013-18</p>	<p>—————→</p>	
<p>4. Providing a continuity of care</p>	<p>2013-18</p>	<p>—————→</p>	

5. Managing fatigue & stress.	2013-18	→	
<p>To achieve these tasks the curriculum in nursing college include the related topics in all nursing courses for undergraduate and post graduate students such as :</p> <ul style="list-style-type: none"> ↳ Human relation and communication skills (2credits) that is offered in first year. ↳ Nursing management & leadership (7 credits) that is offered in fourth year. ↳ Quality improvement (2credits) that is offered post gradually. 			
Objective (4) Utilizing an ethical issues that is related to Islamic culture in dealing with arising risks.			
Aim: <i>To follow the rules and regulations in managing the arising risks in different settings.</i>			
Overview		Metrics	
Duration	One academic year		
Cost			
Starting Date	Beginning of each semester up to the end annually.		
Responsibility for Implementation	Dean and Risk management committee		
Project Calendar 2013—2018			
TASKS and Input Metrics	Start and Ending Years	2013	2018
1. Preventing a wrong site , procedures and patient	2013-18	→	

treatment.			
2. Carrying out the medication safely.	2013-18	→	
Objective(5) Promoting a continuing educational training programs regarding a safety risks management.			
Aim To achieve a safety risks management in different nursing settings.			
Overview		Metrics	
Duration	One academic year	Students exhibit an advanced approaches in their safety risks management.	
Cost			
Starting Date	Beginning of each semester up to the end annually.		
Responsibility for Implementation	Dean and Risk management committee		
Project Calendar 2013—2018			
TASKS and Input Metrics	Start and Ending Years	2013	2018
1. Developing a periodically workshops and conferences regarding the safety risk management in different nursing settings.	2013-18	→	
2. To achieve these tasks, the nursing college carried out certain workshops and conferences such as, women health, first aids and infection control. (Appendix 2).	2013-18	→	

References:

1. <https://en.wikipedia.org/wiki/Special:BookSources/9781412961417>
2. Wiles, Jon (2008). *Leading Curriculum Development*. p. 2. ISBN 9781412961417.
3. Adams, Kathy L.; Adams, Dale E. (2003). *Urban Education: A Reference Handbook*. pp. 31–32. ISBN 9781576073629.

B. STAFF MEMBERS AND RISK MANAGEMENT

What is?

A staff member is an employee who is a member of staff of personnel who assist their superior in formulating out a designated task, e.g. “the hospital has an excellent nursing staff.”

Whereas, the human resources are a multidimensional in nature; they are defined as the knowledge, skills, creative abilities, talents aptitudes obtained in the population.

Human resources management scope is a very wide aspect that is concerned with manpower planning, recruitment, selection, placement, transfer, promotion, training & development, incentives and productivity. Accordingly, the main goal of nursing college regarding staff members & risk management is,

Goal

Promoting an efficient and adequate staff members in all nursing specialties of nursing college that are selected from different universities and following a documented standard criteria.

Learning Objectives

- ☑ Developing a documented standard criteria for staff members selection
- ☑ Effectively selecting the required staff members from different universities who are fulfilling the documented standard criteria.
- ☑ Establishing periodical educational training programs for the development of staff members in different nursing specialties at nursing college.

Objective (1): Developing a documented standard criterion for staff member's selection.			
Aim: To determine the essential required criteria that are parallel with the job description of staff members of nursing college.			
Overview		Metrics	
Duration	One academic year	The documented standard criteria for staff member's selection of nursing college are available.	
Cost			
Starting Date	Beginning of each semester up to the end, annually.		
Responsibility for Implementation	Risk management committee		
Project Calendar 2013—2018			
TASKS and Input Metrics	Start and Ending Years	2013	2018
1. The developed staff members of management committee in nursing college established the needed standard for newly comers' selection.	2013-18	→	
2. Develop a questionnaire to collect the staff members' opinions regarding the established standard.	2013-18	→	
3. Analysis the data of questionnaire.	2013-18	→	
4. Finalized the established standard according to the collected questionnaire's results.	2013-18	→	
5. Carry out a symposium to orient all staff members in the nursing college about the established standard.	2013-18	→	
6. Document the established standard for selecting the newly comers' of staff members. (Appendix 3)	2013-18	→	
Objective (2) Effectively selecting the required staff members from different universities who are fulfilling the documented standard criteria.			
Aim: To promote the adequate number of staff members, students ratio to enhance the students ' education and performance.			
Overview		Metrics	

Duration	One academic year	The adequate numbers of staff members that are matching with the student's ratio are selected.	
Cost			
Starting Date	Beginning of each semester up to the end annually.		
Responsibility for Implementation	Dean and Risk management committee		
Project Calendar 2013—2018			
TASKS and Input Metrics	Start and Ending Years	2013	2018
1 The committee determines the actual students' numbers in all levels of the nursing college.	2013-18	→	
2. Accordingly, the committee determines the needed number of staff members from different nursing specialties.	2013-18	→	
3. The committee sends a letter to different universities for assigning the required staff members.	2013-18	→	
4. Interviewing the assigned staff members from different universities to select who fulfilling the preset standard criteria.	2013-18	→	
Objective (3) Establishing a periodical educational training program for the development of staff members in different nursing specialties at nursing college.			
Aim: .To raise the efficiency and standard of staff members 'performances.			
Overview		Metrics	
Duration	One academic year	Staff members in nursing college are attending work -shops and conferences for updating their knowledge.	
Cost			
Starting Date	Beginning of each semester up to the end annually.		
Responsibility for Implementation	Risk management		

	committee		
Project Calendar 2013—2018			
TASKS and Input Metrics	Start and Ending Years	2013	2018
1 The committee is arranging a variety of nursing workshops	2013-18	————→	
2. The majority of staff members in nursing college are attending the established workshops and conferences, periodically.	2013-18	————→	

References:

1. Thesaurus dictionary (2015). The Free dictionary/ Farlex.
2. <http://www.thefreedictionary.com/staff+member>

C.FINANCIAL PLANNING AND RISK MANAGEMENT

What is?

Financial planning is a series of steps or goals used by individual or business, the progressive and cumulative attainment of which are designed to accomplish a goal. In the context of business, a financial plan can also refer to an annual projection of income and expenses for a school, division or department (Walters and Robert, 1970).

Financial resources must be adequate for the programs and services offered and efficiently managed in keeping with program requirements and institutional priorities. Budgetary processes should allow for long term planning over at least a three-year period. Effective systems must be used for budgeting and for financial delegations and accountability providing flexibility for managers at different levels in the institution combined with institutional oversight and effective risk management.

Goal

- Promoting a financial planning and management processes that should be independently verified risk assessment.

Learning Objective

- To promote an adequate financial support to meet the requirements of nursing college.

Objective (1): To Promote an adequate financial support to meet the requirements of nursing college.			
Aim: To determine the essential requirement in all nursing departments & administrative issues of nursing college.			
Overview		Metrics	
Duration	One academic year	(a) Availability of an adequate financial support in nursing college.	
Cost		(b) Keeping the adequate financial spare in nursing colleges to verify the risk management of finance.	
Starting Date	Beginning of each semester up to the end, annually.		
Responsibility for Implementation	Risk management committee		
Project Calendar 2013—2018			
TASKS and Input Metrics	Start and Ending Years	2013	2018
1. Determine all financial support to meet the requirements of nursing college.	2013-18	→	
2. Faculty are involved in the process of budget development through input regarding budget amounts needed for committees and instructional support.	2013-18	→	
3. the additional college budget is allocated by the University to cover the additional instructional and related costs associated with the students enrolment.	2013-18	→	
4. Review by the Dean indicated that the administrative, student services, and secretarial staffs are adequate for needs.	2013-18	→	

Reference:

1. Meigs, Walter B. and Robert F. *Financial Accounting*, 4th ed. (McGraw-Hill Book Company, 1970) pp. 187-188.

PART 2

D.NURSING BUILDING AND RISK MANAGEMENT

What is?

The building of nursing college has been established on a safety based strategy that is designed to protect all personnel on the college, when visiting different sites or carrying out fieldwork. This applies to staff, students and visitors alike and has implications for day to day activities as well as special or unusual events.

If incidents occurred, many of which could have been prevented by implemented an effective healthy and safety program such as, separate room that has been constructed in nursing college for practicing and training of students for hand washing technique and scrubbing to achieve the infection control for all nursing procedures.

Goal

- To achieved a safety building design of nursing college at University of Dammam.

Learning Objectives

- To help Maintain the life safety building design at nursing college, University of Dammam.
- To enhanced evacuation of buildings during emergency at nursing college, University of Dammam.
- To assure enough spaces for a building commensurable with the number of students and faculty members at nursing college.

Objective (1): To Maintain the life safety building design at nursing college - University of Dammam.			
Aim: To prevent the occurrence of the hazards in different buildings at nursing college.			
Overview		Metrics	
Duration		(a) Life safety building design measures are maintained in all buildings at nursing college.	
Cost			
Starting Date	Start from the beginning of academic year up to its end annually		
Responsibility for Implementation	Dean , administrative personnel & risk management committee		
Project Calendar 2013—2018			
TASKS and Input Metrics	Start and Ending Years	2013	2018
1. Assure the safety constructive type that is should be fire resistance and suitable area separation.	2013-18	→	→
2. Construct a separate room for practicing and training of students in hand washing and scrubbing to achieve the infection control for all nursing procedures.	2013-18	→	→
3. Assure the emergency power services.	2013-18		
4. Maintain an exit illumination signs clear.	2013-18	→	→
5. Maintain exit discharge area free and clean.	2013-18	→	→
6. Maintain fire doors /	2013-18		

panic hardware unlocked and keep them in a good working order.		→	→
7. Test the fire alarm system and fire extinguishers periodically.	2013-18	→	→
8. Inspect the stand pipes and hoses periodically.	2013-18	→	→
9. Maintain elevator fire recall system in a working order, if exists.	2013-18	→	→
10. Test the elevator periodically.	2013-18	→	→
Objective (2): Enhance evacuation of buildings during emergency at nursing college - University of Dammam.			
Aim: To avoid the occurrence of disaster resulting from accidents at nursing college.			
Overview		Metrics	
Duration		The evacuation measures are followed & applied by responsible personnel at nursing college.	
Cost			
Starting Date	Start from the beginning of academic year up to its end annually		
Responsibility for Implementation	Dean , administrative personnel & risk management committee		
Project Calendar 2013—2018			
TASKS and Input Metrics	Start and Ending Years	2013	2018
1. Set the alarm sound for emergency or when an evacuation is ordered.	2013-18	→	→
2. Follow the evacuation plan to exit everyone nursing college building.	2013-18	→	→
3. Take the shortest and safest way out.	2013-18	→	→
4. Inform the Emergency Response Team (ERT) about any person who is still in the building.	2013-18	→	→
5. Follow the instructions of the ERT personnel and provide any useful information related to the	2013-18	→	→

emergency scene.			
6. Instruct all persons to avoid re – enter the building until the emergency is cleared by the ERT & until, it is instructed to do so.	2013-18		→
Objective (3): Assure enough spaces for a building commensurable with the number of students and faculty members at nursing college - University of Dammam.			
Aim: To avoid the occurrence of hazards resulting from students over crowdedness at nursing college.			
Overview		Metrics	
Duration		(a) The hazards that is resulting from students over crowdedness at nursing college are controlled.	
Cost			
Starting Date	Start from the beginning of academic year up to its end annually		
Responsibility for Implementation	Dean , administrative personnel & risk management committee		
Project Calendar 2013—2018			
TASKS and Input Metrics	Start and Ending Years	2013	2018
1. Determine the maximum student capacity per semester.	2013-18		→
2. Follow whether building renovations and update requests annually.	2013-18		→
3. Maintain adequate classrooms and equipped laboratories to meet the increased demand in different classes and new development in curriculum.	2013-18		→
4. Make sure that the college had enough seats to meet its requirements yearly.	2013-18		→
5. Monitor the percentage of the classrooms or lectures halls that currently need updating	2013-18		→

or repair.			
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References:

1. <http://uod.edu.sa/en/colleges/college-of-nursing>

E. NURSING LABORATORIES AND RISK MANAGEMENT

What is?

The primordial goal of nursing skills laboratories is to provide environment for student nurses to become competent with the nursing skills and thereby becoming a safe practitioner while working toward excellence in nursing.

College of Nursing utilizes the latest technology and innovation to prepare students to serve as a nursing profession in the healthcare industry. The college has ten laboratories with interactive computerized models that provide students with hands-on learning opportunities to exercise clinical skills. The resources of such laboratories enhance the realistic experiences that support critical thinking for both graduate & post graduate students.

Simulated learning experiences provide a mechanism to practice, develop, and apply nursing care in a safe interactive, and non threatening healthcare environment.

Goal

- Utilization of rules and regulation to achieve safety measures in nursing labs at nursing college.

Learning Objectives

- To maintain general safety guidelines.
- To maintain the cleanliness and arrangement of the labs.
- To maintain the safe use of equipments.

- ☑ To develop the caring attitude relevant to the latex materials.
- ☑ To follow the standard guidelines in cleaning needles and sharp objects.
- ☑ To provide a guidelines to contaminated needle stick hazardous exposure of blood or blood products.
- ☑ To provide a safe medication and fluid administration.
- ☑ To maintain physical safety during performing nursing procedures.
- ☑ To achieved a safe use of mannequins in nursing labs.

Objective (1): To maintain general safety guidelines				
Aim: To prevent arising any hazards in nursing labs .				
Overview		Metrics		
Cost		Rules& regulations in nursing labs for safety are achieved		
Starting Date	Start from the beginning of academic year up to its end annually.			
Responsibility for Implementation	Members of risk management committee and administrative personnel.			
Project Calendar 2013—2018				
TASKS and Input Metrics		Start and Ending Years	2013	2018
1. locked all labs unless the occupied one by faculty and/or student during class or practice		2013-18	_____	_____➔
2. Reported immediately to campus security		2013-18	_____	_____➔
3. Each faculty member will be responsible for her own security code.		2013-18	_____	_____➔
4. Students are expected to come to lab prepared by having read the scheduled lab objectives and assignments prior to the start of the lab period.		2013-18	_____	_____➔
5. Students should be knowledgeable of the care, handling, and proper use of equipment prior to using it in nursing laboratory		2013-18	_____	_____➔
6. Students should report pregnancies, recent injuries, illnesses, or surgeries, or communicable diseases to their instructors as soon as possible so that necessary precautions may be taken.		2013-18	_____	_____➔
7. A medical clearance from a physician is required to student with physical		2013-18	_____	_____➔

	injuries, illness, surgery or pregnancy who has a reported communicable disease will be allowed to practice or return demonstrate in clinical skills lab.				→
8.	Each student must submit evidence of a health examination , required laboratory studies and vaccinations as required by the college of nursing at time of admission to clinical nursing courses	2013-18			→
9.	Each student must submit a completed " change in health status " form each semester as well as any other requirements indicated by affiliating clinical agencies	2013-18			→
10.	A syllabus will be provided regarding each clinical nursing course with additional clinical safety guidelines, as appropriate.	2013-18			→
Objective (2) : To maintain the cleanliness and arrangement of the labs.					
Aim: To avoid spreading of contaminations					
Overview			Metrics		
Cost			Cleanness' & arrangement of labs are maintained		
Starting Date	Start from the beginning of academic year up to its end annually				
Responsibility for Implementation	Members of risk management committee and administrative personnel				
Project Calendar 2013—2018					
TASKS and Input Metrics		Start and Ending Years	2013	2018	
1. Each student should do the following: Clean-up after practicing skills		2013-18			→
2. Keep beds in appropriate position with linens straightened before leaving.		2013-18			→
3. Pick or wipe up all spills on floors		2013-18			→
4. Clean up any waste materials observed on the floor and place in trash containers.		2013-18			→
5. Replace manikins neatly in the bed.		2013-18			→
6. Return equipment to designated location. .		2013-18			→

7. Chairs should be replaced under the tables when leaving.	2013-18	_____	_____	➔
8. No eating or drinking in the labs.	2013-18	_____	_____	➔
9. Close all doors and cabinets when not in actual use.	2013-18	_____	_____	➔
10. Not use the clinical skills lab as a health center for ill students, staff, or faculty. .	2013-18	_____	_____	➔
11. Practice proper hand washing technique while utilizing skills lab	2013-18	_____	_____	➔
12. Wear gloves during any contact with body fluids.	2013-18	_____	_____	➔
13. Utilize gloves are utilized for practice and demonstration of skills	2013-18	_____	_____	➔
14. Utilize gloves are utilized for personnel using harsh disinfectants to clean the lab	2013-18	_____	_____	➔
15. The college of Nursing will provide sterile and non sterile gloves for faculty and students,	2013-18	_____	_____	➔
16. Not use the labs (skills and computer) as a social area or a conference room.	2013-18	_____	_____	➔
17. Report any misconduct occurring in the skills or computer laboratories	2013-18	_____	_____	➔
18. Turn off a cell phones and pagers while attending skill labs	2013-18	_____	_____	➔
Objective (3) To maintain the safe use of equipments.				
Aim: To avoid missing or misuse of equipments				
Overview		Metrics		
Cost		(a) Proper equipments lists are maintained		
Starting Date	Start from the beginning of academic year up to its end annually	(b)		
Responsibility for Implementation	Members of risk management committee and administrative personnel	(c)		
Project Calendar 2013—2018				
TASKS and Input Metrics		Start and Ending Years	2013	2018
1. No equipment or supplies can be taken out of the skills lab without Permission.		2013-18	_____	_____➔

2. The faculty, demonstrator or clinical instructor must log before and after borrowing equipment to another lab, Failure to log after mean that the equipment was not properly returned to its proper place.	2013-18		→
3. The logbook is in the custody of the person in charge of the Laboratory.	2013-18		→
4. Don't transfer anything (e.g. equipment, furniture, supplies) from one laboratory to another without asking permission from the person in charge of the laboratory.	2013-18		→
5. After permission has been sought, the Faculty, Demonstrator or Clinical Instructor must log first and sign after returning the equipment to its proper place	2013-18		→
6. In case equipment or manikin will be used outside the college of nursing campus permission should be sought from the person in charge of the Laboratory who in turn will inform the College Coordinator for final approval.	2013-18		→
7. Students are not allowed to manipulate any equipment without Faculty, or Clinical Instructors supervision.	2013-18		→
8. Never plug any equipment when in doubt of its electrical voltage.	2013-18		
9. Any equipment or furniture used should be returned clean, in proper form and in proper place ready for the next user.	2013-18		→
10. Should there be any loss, breakage. or malfunctioning of any equipment or furniture during the laboratory hours the faculty demonstrator or clinical instructor using the laboratory must submit a written incident report to the person in charge of the laboratory who in turn will submit the same to the Course Coordinator In charge of the Laboratories.	2013-18		→
Objective (4) To develop the caring attitude relevant to the latex materials.			
Aim: To prevent allergic reaction for students or faculty members from the			

latex materials				
Overview		Metrics		
Cost		Precaution for latex materials are achieved		
Starting Date	Start from the beginning of academic year up to its end annually			
Responsibility for Implementation	Members of risk management committee and administrative personnel			
Project Calendar 2013—2018				
TASKS and Input Metrics		Start and Ending Years	2013	2018
1. Some of the equipment in the CSLs contains Latex, If a student has a known sensitivity/allergy to latex, should be informed the skill lab coordinator		2013-18	—	→
2. The veins in the IV arms and pneumothorax bladders contain latex, Users who suffer from latex allergies should take precautions while using or handling the latex parts by wearing non-latex protective gloves .		2013-18	—	→
Objective (5) To follow the standard guidelines in cleaning needles and sharp objects.				
Aim: To avoid any harm from the sharp instruments				
Overview		Metrics		
Cost		(a) Precaution for sharp instruments are achieved		
Starting Date	Start from the beginning of academic year up to its end annually	(b)		
Responsibility for Implementation	Members of risk management committee and administrative personnel	(c)		
Project Calendar 2013—2018				
TASKS and Input Metrics		Start and Ending Years	2013	2018
In accordance with the Center for Disease Control (CDC), all sharps are to be handled safely and disposed of properly, In the event of		2013-18	—	→

a "clean" needle stick, these guidelines are to be followed:				
1. Inform the faculty immediately; render first aid as needed				
2. Wash hands with soap and water.		2013-18	—	→
3. Fill out the incident response form		2013-18	—	→
4. Notify the instructor to report event		2013-18	—	→
5. During invasive procedure, a clean needle stick may result in complications, The following are potential consequences: tenderness, minor bleeding and/or bruising at the puncture site; and infection,		2013-18	—	→
Objective (6) To provide a guidelines to contaminated needle stick hazardous exposure of blood or blood products.				
Aim: To avoid arising any hazards regarding the exposure to blood or blood products				
Overview			Metrics	
Cost			(a) The guidelines of contaminate d needle are available and followed by all staff members in nursing college	
Starting Date	Start from the beginning of academic year up to its end annually		(b)	
Responsibility for Implementation	Members of risk management committee and administrative personnel		(c)	
Project Calendar 2013—2018				
TASKS and Input Metrics		Start and Ending Years	2013	2018
Upon receiving a contaminated needle stick or exposure to hazardous blood or blood products, the student will:		2013-18	—	→
1. Report the incident to the clinical faculty member and the appropriate person in the lab.				
2. Have the wound inspected, cleansed, and dressed.		2013-18	—	→
3. Seek treatment intervention from King Fahd Hospital of the University or		2013-18	—	→

from a private health care provider within 2 hours of the exposure incident.				
<p>4. In responding to an incident in which a student experiences a contaminated needle stick or exposure to hazardous blood or blood products, the Faculty will:</p> <ol style="list-style-type: none"> 1. Confirm with the student that all of the above guidelines have been done. 2. Counsel the student as needed regarding follow-up and the most recent CDC protocols 3. Complete the College of Nursing's "Clinical Incident Report," (see attached form) and deliver it to the Coordinator for Student Affairs, and deliver it to the Coordinator for Student Affairs. 		2013-18		→
Objective (7) To provide a safe medication and fluid administration.				
Aim: To avoid arising any hazards regarding the exposure to blood or blood products				
Overview		Metrics		
Cost		(a) Safety precautions are practicing by students in skill labs at nursing college		
Starting Date	Start from the beginning of academic year up to its end annually	(b)		
Responsibility for Implementation	Members of risk management committee and administrative personnel	(c)		
Project Calendar 2013—2018				
TASKS and Input Metrics		Start and Ending Years	2013	2018
1. For all medication given in any simulation scenario, the student has to follow rules and regulations and guidelines including safety measures as if the medication was given to a living person		2013-18		→

2. All equipment and supplies for practice are to be reused unless otherwise instructed.	2013-18	→	→
3. Students should practice safe techniques while learning in the skills and computer labs, Standard precautions should be followed at all times.	2013-18	→	→
4. When breaking ampoules for practice, students should protect their fingers by using a gauze covering or an alcohol wipe and should break the ampoule in the opposite direction of their face.	2013-18	→	→
5. Needles provided for practice of injections are used at the skills laboratories only when faculty is present for assistance.	2013-18	→	→
6. Students must demonstrate safety precautions while utilizing needles during practice as instructed in class.	2013-18	→	→
7. Any irresponsible use of needles will result in disciplinary action.	2013-18	→	→
8. Students are to practice injections on the manikins provided in the skills lab.	2013-18	→	→
9. Students are never to recap needles and must discard used needles in the sharps disposal container provided in the skills lab.	2013-18	→	→
10. Needles and other sharp objects must not be discarded in the trash or left out openly in the lab at any time.	2013-18	→	→
11. Students may return demonstrate injections and venipuncture with a partner using sterile technique	2013-18	→	→
12. Each student will receive sterile equipment and will be directly supervised by a faculty member,	2013-18	→	→
13. Students will not be allowed to practice injections or venipuncture on each other without supervision of faculty .	2013-18	→	→
14. Informed consent must be read and signed by each student with one witness and a faculty signature, Any student requesting not to participate will receive their grade by demonstration on a manikin,	2013-18	→	→
15. Placebos (candy pieces, commercially	2013-18		

→

prepared practi-med and water) will be used for simulation of oral/topical medications, Old medicine bottles are labeled to use when simulating preparation of an actual medication order .				
16. I.V fluids with expired dates may be used for practice and demonstration unless obviously contaminated, These fluids are NOT for internal use, but for practice with manikins only,	2013-18			→
17. All IV fluids and tubing which have been used will be discarded at the end of each semester .	2013-18			→
Objective (8) To maintain physical safety during performing nursing procedures.				
Aim: To avoid arising complications regarding practicing in appropriate body mechanics.				
Overview		Metrics		
Cost		(a) Precautions of physical safety are achieved by students in practicing labs skills		
Starting Date	Start from the beginning of academic year up to its end annually	(b)		
Responsibility for Implementation	Members of risk management committee and administrative personnel	(c)		
Project Calendar 2013—2018				
TASKS and Input Metrics		Start and Ending Years	2013	2018
1. Students will be instructed to follow principles of body mechanics prior to practice and return demonstration of moving, lifting, and transferring skills.		2013-18		→
2. Should not lift another student who is too heavy without assistance.		2013-18		→
3. Practicing lifting techniques will not perform these procedures in a foolish or unsafe manner, Irresponsible behavior will result in the student's failure to pass that particular lab or dismissal from the lab for practice.		2013-18		→

4. Equipment needed for body mechanics practice (bed, Wheelchairs, stretcher, etc.) Will be kept in good working condition. Any broken part will be reported immediately to Skills Lab Coordinator. Dismissal from the lab for practice.	2013-18			→
5. The wheels of all equipment (wheelchairs, stretchers and beds) are to be locked during practice and return demonstration.	2013-18			→
Objective (9) To achieve a safe use of mannequins in nursing labs.				
Aim: To avoid occurrence of any damage in mannequins				
Overview		Metrics		
Cost		(a) Safety measures are followed by students in dealing with manikins in labs.		
Starting Date	Start from the beginning of academic year up to its end annually	(b)		
Responsibility for Implementation	Members of risk management committee and administrative personnel	(c)		
Project Calendar 2013—2018				
TASKS and Input Metrics		Start and Ending Years	2013	2018
1. Treat Manikins like a live person.		2013-18		→
2. Approach situations & scenarios as if they are a real situation		2013-18		→
3. Use gloves when handling all mannequins and parts		2013-18		→
4. Do not use Betadine or color pens on mannequins. .		2013-18		→
5. Use water & soap or alcohol swabs for cleaning. .		2013-18		→
6. Transfer of manikins should be done without pulling on arms, legs or the head.		2013-18		→

References:

1. <http://www.mercycollege.edu/images/uploads/pdfs/Nursing-Skills-Lab-Handbook-May-2012.pdf>

PART 3

F. ENVIRONMENTAL SAFETY AND RISK MANAGEMENT

What is?

The college of nursing is committed to protecting the health and safety of its staff members, employees, students, visitors, and the environment. So, all persons should be informed regarding potentially hazardous materials, equipment, and activities associated with their works. This is of great importance and may not be delegated. Environmental Safety will be achieved through the positive collaboration between all responsible administrative personnel, staff members and employees to prevent accidents and achieve compliance with environmental health and safety regulations.

Principles of Environmental Safety:

It incorporates four essential principles of safety.

- Practice Safety
- Be Concerned About the Safety of Others
- Prevent Accidents
- Respond to Emergencies

1. ***Practice Safety:***

Practicing safety means integrating safety seamlessly into everything could be done. Also it means that doing something in a right way, not in a quick way.

2. ***Be Concerned About the Safety of Others:***

Concern for safety includes alerting others in the area of an accident or emergency. This may consist of reminding a friend to wear safety glasses or pulling the fire alarm to evacuate a building. Everyone is responsible for reporting hazards and hazardous conditions.

3. ***Prevent Accidents :***

Prevention is the key to safety; therefore safety precautions should include correct materials acquisition and storage, proper ventilation, and proper grounding of equipment. Equipment should be

in good working order. This may include the ensuring of performing a periodic maintenance and keeping the work area neat and clean.

4. Respond to Emergencies:

Everyone must be prepared to respond quickly and effectively in an emergency, become familiar with the work area, available exits, and associated safety equipment such as eyewash stations, fire extinguishers, sinks, and spill kits. Just a few moments spent in training and learning the locations and use of these pieces of equipment prior to an emergency could save a life.

Goal # 1

To achieve the General Safety Practices in the College of Nursing, University of Dammam.

Learning Objectives

- ☑ To maintain safety measures for all needed practices in different settings at nursing college.
- ☑ To maintain a good housekeeping practices at college of nursing.
- ☑ To maintain the fire safety at college of nursing.
- ☑ To achieve the safety measures regarding the electrical equipment, extension cords, and multiple outlet strips at college of nursing.
- ☑ To prevent smoking in the different settings at college of nursing.
- ☑ To maintain the proper and healthy approaches in dealing with ergonomics considerations at college of nursing.

Objective 1a: Maintain Safety Measures For All Needed Practices In Different Settings at Nursing College.		
Aim: To Avoid The Occurrence of The Hazards In Different Settings In Nursing College.		
Overview		Metrics
Duration		Safety measures are maintained in all settings of nursing college
Cost		
Starting Date	Start from the beginning of academic year up to its end annually	
Responsibility for Implementation	Members of risk management committee and administrative personnel	
Project Calendar 2013—2018		

TASKS and Input Metrics	Start and Ending Years	2013	2018
1. Survey and anticipated hazards for all materials or equipment being used.	2013-18	—	→
2. Review the labels and manufacturer's information before unfamiliar chemicals, equipment, or new products are used.	2013-18	—	→
3. Train all employees when new hazards are introduced by new substances, processes, or equipment.	2013-18	—	→
4. Review the Material Safety Data Sheets (MSDSs) for product specific handling and storage information.	2013-18	—	→
5. Use the proper equipment, in good condition, and only for its intended use.	2013-18	—	→
6. Avoid using a box, chair, carton, shelves, or anything other than a ladder.	2013-18	—	→
7. Keep the emergency equipment (e.g. fire extinguishers, emergency eyewash/shower units, etc.) unobstructed and in a good working condition.	2013-18	—	→
8. Keep the first aid kits in designated areas and stocked in accordance with University Safety Policy.	2013-18	—	→
9. Posted the areas where hazardous materials are present.	2013-18	—	→
10. Avoid keeping the eating, drinking, or applying cosmetics in areas where hazardous materials (radioactive, biohazardous, or chemical) are used.	2013-18	—	→
11. Avoid storing food and drinks in the same refrigerator or freezer with hazardous materials.	2013-18	—	→
Objective 1b: Maintain A Good Housekeeping Practices at College of Nursing.			
Aim: To Promote An Appropriate Safety Environment For Housekeeping Practices.			
Overview		Metrics	
Duration		Good housekeeping practices are maintained by	
Cost			
Starting Date	Start from the beginning of		

	academic year up to its end annually	responsible personnel at nursing college.		
Responsibility for Implementation	Members of risk management committee and administrative personnel			
Project Calendar 2013—2018				
TASKS and Input Metrics		Start and Ending Years	2013	2018
1. Keep the work areas clean upon completion of operations or at the end of each workday.		2013-18	—	→
2. Maintain the floors free from tripping, slipping, and falling hazards (e.g. cords, cables, wires, equipment, and tools).		2013-18	—	→
3. Clean the spills immediately and accordance with appropriate facility emergency procedures.		2013-18	—	→
4. Not overload workbenches and shelves with unused equipment, chemicals, or other materials.		2013-18	—	→
Objective 1c: Maintain The Fire Safety at College of Nursing.				
Aim: To Promote Safety Measures That Avoiding Fire Occurrence at Faculty of Nursing.				
Overview		Metrics		
Duration		(a) Fire safety measures are maintained at nursing college.		
Cost		(b)		
Starting Date	Start from the beginning of academic year up to its end annually	(c)		
Responsibility for Implementation	Members of risk management committee and administrative personnel	(d)		
Project Calendar 2013—2018				
TASKS and Input Metrics		Start and Ending Years	2013	2018
1. Not permitted the halogen lamps.		2013-18	—	→

2. Not permitted the open fires.	2013-18			
3. Conduct the fire drills monthly in all residence halls.	2013-18	_____	→	
4. Test the Building fire alarms annually.	2013-18	_____	→	
5. Present the Fire extinguishers in designated locations and clearly labeled.	2013-18	_____	→	
6. Maintain the exits and corridors free from obstacles, hazards, and combustible materials.	2013-18	_____	→	
7. Maintain the combustible or flammable materials in a safe distance from heat sources or electrical equipment.	2013-18	_____	→	
8. Store the flammable materials in an approved manner, in accordance with University Safety Policy.	2013-18	_____	→	
9. Keep the exit signs visible and properly illuminated.	2013-18	_____	→	
10. The Fire rated doors, which include stair tower doors, should not be blocked open.	2013-18			
Objective 1d: To achieve the safety measures regarding the electrical equipment, extension cords, and multiple outlet strips at college of nursing.				
Aim: To Avoid The Occurrence Of Risk Regarding The Electrical Equipment, Extension Cords, And Multiple Outlet Strips At Faculty of Nursing				
Overview		Metrics		
Duration		The safety measures regarding the electrical equipment, extension cords, and multiple outlet strips are followed at college of nursing.		
Cost				
Starting Date	Start from the beginning of academic year up to its end annually			
Responsibility for Implementation	Members of risk management committee and administrative personnel			
Project Calendar 2013—2018				
TASKS and Input Metrics		Start and Ending Years	2013	2018
1. Maintain the access to electrical equipment (e.g. plugs and switches)	2013-18	_____		→

free from obstruction.				
2. Equipper the electrical apparatus with ground plugs or is properly grounded.	2013-18			
3. Keep the electrical cover plates in place on all switches and outlets.	2013-18	—	—	→
4. Use the Ground fault interrupters as needed.	2013-18	—	—	→
5. Locate the two prong appliances directly above flammable materials or sinks.	2013-18	—	—	→
6. Close the all current transmitting parts of electrical devices.	2013-18	—	—	→
7. Avoid handling the electrical connections with wet hands or when standing in or near water.	2013-18	—	—	→
8. Not bypassed the safety devices on electrical equipment.	2013-18	—	—	→
9. Disconnect the electrical equipment from electrical outlets or circuits when being adjusted, lubricated, moved, or cleaned.	2013-18	—	—	→
10. Maintain the electrical plugs, cords, and extension cords in good condition.	2013-18	—	—	→
11. Place the cords in areas where they are not exposed to physical damage and not run them through doorways or ceilings, or placed under carpets.	2013-18	—	—	→
Objective 1e: To prevent smoking in the different settings at college of nursing.				
Aim: To Avoid The Complications of Smoking To All Recipients At Faculty of Nursing.				
Overview		Metrics		
Duration		Smoking prevention rules are followed in all settings at nursing college.		
Cost				
Starting Date	Start from the beginning of academic year up to its end annually			
Responsibility for Implementation	Members of risk management committee and administrative personnel			
Project Calendar 2013—2018				
TASKS and Input Metrics		Start and	2013	2018

	Ending Years		
1. Prepare and hang signs elaborating the smoking rules.	2013-18	—————▶	
2. Set a penalty for persons who do not follow the smoking rules in the college.	2013-18	—————▶	
Objective 1f: To maintain the proper and healthy approaches in dealing with ergonomics considerations at college of nursing.			
Aim: To prevent The Occurrence of Hazards Resulting From Improper Approaches In Dealing With Ergonomics Considerations.			
Overview		Metrics	
Duration		Ergonomics considerations are followed in all settings at nursing college.	
Cost			
Starting Date	Start from the beginning of academic year up to its end annually		
Responsibility for Implementation	Members of risk management committee and administrative personnel		
Project Calendar 2013—2018			
TASKS and Input Metrics		Start and Ending Years	2013
			2018
<p>Improper arrangement of office furniture and equipment, repetitive activities, poor work postures, and can lead to long term health problems such as:</p> <ul style="list-style-type: none"> • Lower back strain • Carpal Tunnel Syndrome • Neck ache/strain • Eyestrain <p>1. Inform all academic staff, members, working personnel, employees, and students regarding the moving safety through:</p> <p style="margin-left: 40px;">a. Individuals do not attempt to carry a load that is more than can be carried safely.</p> <p style="margin-left: 40px;">b. Heavy items are not lifted higher than waist level.</p> <p style="margin-left: 40px;">c. Individuals always have a clear view over the load. If the load interferes with normal walking, help is obtained.</p>		2013-18	—————▶

d. Greasy, wet, slippery, or dirty objects are wiped clean before handling.			
2. Inform all academic staff members, working personnel, employees and students regarding the lifting safety through: a. Get firm footing. Keep feet apart and point the toes slightly outward. b. Bend the knees, not at the waist. c. Keep "leverage" in mind at all times. d. Tighten stomach muscles and lift with the legs. e. Keep the load close in to the body while keeping the back upright. f. Lift gradually and smoothly without jerking or twisting.	2013-18		→

Goal # 2

Following the Rules and Regulations of Emergency Procedures at Nursing College-University of Dammam

Learning Objectives

- ☑ To follow the basic rules for emergency fire safety.
- ☑ To utilize the basic rules for emergency spills of unidentified materials (highly toxic material or flammable materials).
- ☑ To encourage the responsible personnel in nursing college to develop and implement evacuation plans for all facilities in the college.

Objective 2a: To follow the basic rules for emergency fire safety.		
Aim: To Avoid The Occurrence of Fire on Different Settings At Nursing College.		
Overview		Metrics
Duration		The basic rules for emergency fire safety are followed by all personnel at nursing college
Cost		
Starting Date	Start from the beginning of academic year up to its end annually	
Responsibility for Implementation	Members of risk management committee and	

	administrative personnel			
Project Calendar 2013—2018				
TASKS and Input Metrics		Start and Ending Years	2013	2018
1. Releases of hazardous materials and other emergencies such as: a. Suspected fire, explosion, or other imminent danger b. Conditions that are immediately dangerous or have the potential to become immediately dangerous to life or health c. High levels of exposure to toxic substances.		2013-18	—	→
2. Never enter a room that is smoke filled.		2013-18		
3. Never enter a room if the top half of the door is warm to touch.		2013-18	—	→
4. If an individual’s clothing is on fire, extinguish the fire by rolling the person around on the floor, covering the person with a heavy cloth (blanket), or drenching the person in a safety shower if the shower is in the immediate area of the person. Remember “stop, drop, and roll.”		2013-18	—	→
5. Report any problems with fire alarms, fire extinguishers, or other fire protection devices to the Office of Physical Plant or appropriate maintenance staff.		2013-18	—	→
6. Follow these basic procedures for handling a fire or fire-related emergency in a University owned or occupied facility: a. Pull the fire alarm. b. Evacuate the area. c. Call ----- from a safe location. d. Notify environmental health safety and the unit Safety Officer as soon as possible.			—	→
7. Fire safety training, including fire extinguisher use, is provided to faculty, staff, and students by responsible personnel.		2013-18	—	→

Objective 2b: To utilize the basic rules for emergency spills of unidentified materials (highly toxic material or flammable materials).				
Aim: To Avoid Initiating Any Hazards Regarding Highly Toxic or Flammable Materials at Nursing College.				
Overview		Metrics		
Duration		The basic rules for emergency spills of unidentified materials are utilized by all personnel at nursing college.		
Cost				
Starting Date	Start from the beginning of academic year up to its end annually			
Responsibility for Implementation	Members of risk management committee and administrative personnel			
Project Calendar 2013—2018				
TASKS and Input Metrics		Start and Ending Years	2013	2018
1. Evacuate personnel from the spill area and alert all people in the vicinity of the spill.		2013-18	—	→
2. Isolate the spill area and close doors to the room where the spill occurred if it is safe to do so.		2013-18	—	→
3. Remove ignition sources and shut down equipment if it is safe to do so.		2013-18	—	→
4. Turn on exhaust equipment or open windows if it is safe to do so.		2013-18	—	→
5. Evacuation of the building is mandatory if chemicals or contaminants could enter the air circulation system of a building.		2013-18	—	→
6. Notify the responsible personnel and the unit Safety Officer as soon as possible.		2013-18	—	→
7. Fire safety training, including fire extinguisher use, is provided to faculty, staff, and students by responsible personnel.		2013-18	—	→
Objective 2c: To encourage the responsible personnel in nursing college to develop and implement evacuation plans for all facilities in the college.				
Aim: To Carry Out The Evacuation Plans For Facilities In A Suitable and Definite Time at Nursing College				
Overview		Metrics		

Duration		Evacuation plan for facilities are developed and implemented by all personnel at nursing college.		
Cost				
Starting Date	Start from the beginning of academic year up to its end annually			
Responsibility for Implementation	Members of risk management committee and administrative personnel			
Project Calendar 2013—2018				
TASKS and Input Metrics		Start and Ending Years	2013	2018
1. Develop and implement evacuation plans for nursing college. These plans include exit routes, designated staging areas (“areas of refuge”) within the building for physically challenged individuals, designated staging locations outside the building, and procedures to account for building occupants.		2013-18	—	—▶
2. Evacuations of buildings can occur for several reasons. a. If the building alarm sounds, leave the building immediately using the nearest exit. b. If located on an upper floor, use the stairway to leave the building. c. Elevators may be used only during building evacuations for non-fire emergencies.		2013-18	—	—▶
3. Some individuals may require physical assistance during building evacuations.		2013-18	—	—▶
4. Once outside the building, go to the designated staging location and do not re-enter the building until directed to do so by nursing college, or other emergency response personnel.			—	—▶

Goal # 3

Achieve the facility maintenance, utilities, and construction safety at Nursing College-University of Dammam.

Learning Objectives

- To achieve the main rules of equipment care and its use.
- To maintain the safety of electrical circuits.
- To achieve the main rules of receiving and storing operations.
- To promote the maintenance of the light fixtures.

Objective 3a: To achieve the main rules of equipment care and its use.				
Aim: To Carry Out The Main Rules And Principles Regarding The Equipments Care And Uses at Nursing College.				
Overview		Metrics		
Duration		The main rules of equipment, care and uses are followed by all personnel at nursing college.		
Cost				
Starting Date	Start from the beginning of academic year up to its end annually			
Responsibility for Implementation	Members of risk management committee and administrative personnel			
Project Calendar 2013—2018				
TASKS and Input Metrics		Start and Ending Years	2013	2018
1. Tools and equipment are kept in a clean and repaired condition. All equipment is inspected before and after use to discover any possible safety defects. Equipment needing repair is reported immediately to the responsible personnel.		2013-18	→	→
2. Equipment is operated by appropriately trained employees only.		2013-18	→	→
3. Electric tools are grounded or double insulated in an approved manner, and control switches are placed at a convenient point.		2013-18	→	→
4. Tractors or other equipment with power take-off shafts are guarded. This equipment is shut off before the		2013-18	→	→

operator dismounts to make any repairs or adjustments.				
5. Individuals use extreme caution when using powder-activated or pneumatic driven equipment.	2013-18	_____	_____➔	
6. Tools are only used for the purposes for which they were designed.	2013-18			
7. Tools are kept sharp and properly lubricated.	2013-18	_____	_____➔	
8. Tools are not carried by the cord or yanked to disconnect from the receptacle.	2013-18	_____	_____➔	
9. Work is secured by using clamps or a vise.	2013-18	_____	_____➔	
10. Guards and safety shields are in place for machines and equipment with rotating or moving parts.	2013-18	_____	_____➔	
11. Pressurized or vacuum machinery is shielded and protected against bumping and overheating.	2013-18	_____	_____➔	
Objective 3b: To maintain the safety of electrical circuits.				
Aim: To Promote Safety Measures Regarding Electrical Circuits In Different Settings at Nursing College.				
Overview		Metrics		
Duration		Safety of electrical circuits is carried out by all personnel at nursing college.		
Cost				
Starting Date	Start from the beginning of academic year up to its end annually			
Responsibility for Implementation	Members of risk management committee and administrative personnel			
Project Calendar 2013—2018				
TASKS and Input Metrics		Start and Ending Years	2013	2018
1. Electrical vault rooms are not used for storage and are locked at all times.		2013-18	_____	_____➔
2. Authorized personnel only may work on electrical panels, alter existing wiring, or install electrical wiring.		2013-18	_____	_____➔
3. No electrical panel, switch, or wiring is left open without protection. Workers		2013-18		

	red-tag, closes, and/or seals these items when not working in the immediate vicinity.			
	4. Proper clearance (three feet) is maintained to allow access to and operation of all electrical panels and switchgear.	2013-18	—	→
	5. Work is not conducted on electrical circuits or equipment with wet clothing or shoes, or while hands or feet are immersed in water. GFI-protected circuits are required on electrical outlets installed near water-use areas.	2013-18	—	→
	6. Individuals do not work alone where electrical hazards exist.	2013-18	—	→
Objective 3c: To achieve the main rules of receiving and storing operations				
Aim: To Prevent Arising Any Hazards That May Develop From Improper Receiving or Storing Operations at Nursing College.				
Overview		Metrics		
Duration		The main rules of receiving and storing operation are maintained and followed by all personnel at nursing college.		
Cost				
Starting Date	Start from the beginning of academic year up to its end annually			
Responsibility for Implementation	Members of risk management committee and administrative personnel			
Project Calendar 2013—2018				
TASKS and Input Metrics		Start and Ending Years	2013	2018
	1. Appropriate tools are used when opening boxes or crates.	2013-18	—	→
	2. Heavy materials are stored on bottom shelves and light material on top.	2013-18	—	→
	3. Items are not stacked too high.	2013-18		
	4. Lighting is adequate in storage and receiving areas.	2013-18	—	→
	5. All cylinders, including empties, are to be adequately secured by a strap rack, heavy gauge chain, or clamp to prevent them from falling while in use, being	2013-18	—	→

transported, or being stored.				
Objective 3d: To promote the maintenance of the light fixtures.				
Aim: To Prevent The Arising Accidents From Improper Procedures of Light Fixtures at Nursing College.				
Overview		Metrics		
Duration		Maintenance of the light fixtures is followed by personnel at nursing college.		
Cost				
Starting Date	Start from the beginning of academic year up to its end annually			
Responsibility for Implementation	Members of risk management committee and administrative personnel			
Project Calendar 2013—2018				
TASKS and Input Metrics		Start and Ending Years	2013	2018
1. Maintenance staff is contacted when a light bulb is broken off in the socket. The light bulb is replaced with a light bulb of the same wattage and type.		2013-18	—	—▶
2. Individuals use caution when handling all fluorescent tubes; they contain mercury and phosphorus. Used fluorescent tubes are treated as hazardous waste, and are not to be disposed of in trash receptacles.		2013-18	—	—▶
3. Safety glasses or goggles are worn for eye protection when changing fixtures. Individuals wear goggles when it is necessary to stand directly below a person working overhead.		2013-18	—	—▶
4. All electrical currents are shut off when working on light fixtures. Lockout and tag out procedures are followed when required.		2013-18	—	—▶

Goal # 4

Regulation of both the storage and safety disposal practices of chemical and hazardous material at Nursing College-University of Dammam

Learning Objectives

- ☑ To utilize the main rules for storage of chemical and hazardous material.
- ☑ To maintain a safety measures when dealing with waste disposal.
- ☑ To achieve a good working condition with personal protective equipment.
- ☑ To utilize the rules and regulation to achieve the laboratory safety.

Objective 4a: To utilize the main rules for storage of chemical and hazardous material.				
Aim: To Avoid The Occurrence of Hazardous Regarding The Storage of Chemical Materials at Nursing College.				
Overview		Metrics		
Duration		(a) The rules for storage of chemical and hazardous materials are followed by all personnel at nursing college.		
Cost				
Starting Date	Start from the beginning of academic year up to its end annually			
Responsibility for Implementation	Members of risk management committee and administrative personnel			
Project Calendar 2013—2018				
TASKS and Input Metrics		Start and Ending Years	2013	2018
1. Chemical containers, including safety cans and wash bottles, are labeled with contents, capped, and in good condition. Contents label should include full name of material; formula and abbreviations are not sufficient. The original label should be defaced if it is not consistent with the current contents.		2013-18	→	→
2. Chemicals are dated upon receipt.		2013-18	→	→
3. An updated annual chemical inventory		2013-18		

→

is maintained.				
4. Chemicals are not stored on, above, or next to a desk.	2013-18			
5. Corrosive chemicals are not stored above eye level.	2013-18	_____	→	
6. Chemicals are segregated by hazard.	2013-18	_____	→	
7. Excess solvents are stored in approved safety cans or solvent storage cabinets.	2013-18	_____	→	
8. Approved safety cans are equipped with self-closing lids, and flame arrestors are intact.	2013-18	_____	→	
9. All containers are kept closed except when in use.	2013-18	_____	→	
10. All containers of hazardous materials that are stored in fifty-five-gallon containers or larger are required to be stored in secondary containers if there is the potential for release of the material to the soil, storm water, drains, etc.	2013-18	_____	→	
Objective 4b: To maintain a safety measures when dealing with waste disposal.				
Aim: To Prevent Arising Hazardous From Improper Removal of Chemical Wastes at Nursing College.				
Overview		Metrics		
Duration		Safety measures regarding chemical waste disposal are followed at nursing college.		
Cost				
Starting Date	Start from the beginning of academic year up to its end annually			
Responsibility for Implementation	Members of risk management committee and administrative personnel			
Project Calendar 2013—2018				
TASKS and Input Metrics		Start and Ending Years	2013	2018
1. Hazardous chemical waste is disposed of in accordance with University Safety Policy.		2013-18	_____	→
2. Evaporation of chemicals in chemical fume hoods or other means, if not part of an experimental procedure, is not acceptable.		2013-18	_____	→
3. Waste chemicals are not poured down		2013-18	_____	→

the drain to the sanitary sewer unless conducted in accordance with University Safety Guideline or with approval from responsible personnel.				
4. Chemical, infectious, and radiological waste containers are labeled and chemical compositions specified.	2013-18			
5. Biohazard disposal containers are properly used.	2013-18	—	→	
6. Infectious waste is disposed of in accordance with University Safety Policy.	2013-18	—	→	
Objective 4c: To achieve a good working condition with personal protective equipment.				
Aim: To Promote Safety Measures Regarding The Proper Use of A Personal Protective Equipments at Nursing College.				
Overview		Metrics		
Duration		A good working condition with personal protective equipments is maintained in different settings at nursing college.		
Cost				
Starting Date	Start from the beginning of academic year up to its end annually			
Responsibility for Implementation	Members of risk management committee and administrative personnel			
Project Calendar 2013—2018				
TASKS and Input Metrics		Start and Ending Years	2013	2018
1. Glove use is selected according to hazard.		2013-18	—	→
2. Eye protection/chemical splash goggles are worn where appropriate.		2013-18	—	→
3. Respiratory protection is not used unless specifically approved by responsible personnel.		2013-18	—	→
4. Other personal protective equipment (PPE) is provided as needed.		2013-18	—	→
Objective 4d: To utilize the rules and regulation to achieve the laboratory safety.				
Aim: To Promote The Laboratory Safety at Nursing College.				
Overview		Metrics		
Duration		The rules and		

Cost		regulations regarding laboratory safety are utilized by all personnel at nursing college.		
Starting Date	Start from the beginning of academic year up to its end annually			
Responsibility for Implementation	Members of risk management committee and administrative personnel			
Project Calendar 2013—2018				
TASKS and Input Metrics		Start and Ending Years	2013	2018
1. Explosion-proof or “explosion safe” refrigerators or freezers only are used to store flammable materials. Non-explosion proof refrigerators or freezers are labeled “No Flammables Allowed.”		2013-18	—	→
2. Glass Dewar's are wrapped or shielded. .		2013-18	—	→
3. Vacuum pump belt guards are in place.		2013-18	—	→
4. Pressurized or vacuum apparatus is shielded and safeguarded against bumping or overheating. This equipment is checked for leaks or other damage before using.		2013-18	—	→
5. Damaged glassware (including chipped, etched, or cracked) is not used in the laboratory.		2013-18	—	→
6. Laboratories review hazardous operations in advance of beginning work and prepare specific standard operating procedures.		2013-18	—	→
7. Laboratory personnel are not to work alone where the risk of personal injury is high, unless other personnel are aware of their presence and can come quickly to aid.		2013-18	—	→

Reference:

1. <http://uod.edu.sa/en/colleges/college-of-nursing>

G. NURSING REPUTATION AND RISK MANAGEMENT WHAT IS?

What is?

Reputation, even of a moderate sort, is desirable to have it, it is entirely natural for nurses to make great and continuous efforts to secure it. They are struggling to have a good name and image for avoiding a harm to nursing college. Considering how much a risk, if realized, would make nursing college look in the newspaper.

Goal

- Promoting a public trust and positive insight to nursing profession regarding to nursing reputation.

Learning Objectives

- To promote a positive insight to nursing profession regarding to nursing reputation.

Objective 1: To promote a positive insight to nursing profession regarding to nursing reputation.				
Aim: To determine the essential steps to improve the nursing reputation of nursing college..				
Overview		Metrics		
Duration	One academic year	(a)Availability of an adequate financial support in nursing college.		
Cost				
Starting Date	Beginning of each semester up to the end, annually.			
Responsibility for Implementation	Risk management committee			
Project Calendar 2013- 2018				
TASKS and Input Metrics		Start	2013	2018

	and Ending Years		
1. Increase a positive insight to nursing profession regarding to nursing reputation.	2013-18	→	
2. Nurses should struggle to have a good name and image for avoiding harm to nursing college.	2013-18	→	

Reference:

1. nursing@uod.edu.sa

H. DEPARTMENT MEETINGS AND RISK MANAGEMENT

What is?

Department meetings are meetings where members of staff of different departments come together to discuss, plan and review their work, making sure everything is in order based on their prescribed objectives in the agenda.

Steps to Effective Departmental Meetings:

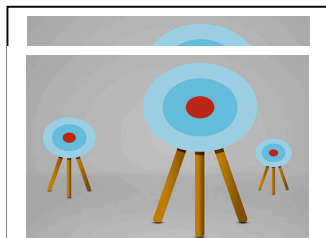
- ☑ **Make every meeting matter.** Decide if a meeting is needed and invite only the necessary people. Massive amounts of valuable time are



wasted simply because managers think that face-time is important, or because they've become accustomed to a particular routine. E-mails are usually sufficient to give your team an update or a status report. But if you need instant feedback from all participants, then

e-mail will not be as efficient as a face-to-face meeting

- ☑ **Define goals and distribute agenda in advance.** Create a structure for your meeting. Just stating the ideal result often inspires participants



and makes meetings more productive. At the very least, it underscores a feature that every meeting needs: a goal. Before the meeting even begins, make sure everyone understands the objectives by writing an agenda.

- ☑ **Own your meeting, take charge and keep your meeting moving**



forward. Good meetings are products of good leadership. Take charge and make it clear that you intend to keep the discussion timely, useful, and relevant. Show your colleagues that you respect their time by making sure a clock or timer

is visible to all. Staying on topic is also key to maintaining a schedule. If the conversation runs off the rails, refocus the group by saying something like: "Interesting, but I don't think we're advancing our goals here. If I could, I'd like to return to the agenda."

- ☑ **Get the constructive input you need from everyone present.** Since the point of a meeting is two-way communication, it's crucial to get honest input from everyone. It's the meeting leader's responsibility to



make sure everyone is heard. To build consensus or come to a group decision, avoid wearing your opinion on your sleeve; it's easy for a leader to stifle a discussion if everyone assumes the outcome is already determined. Avoid the temptation to dismiss ideas immediately — even when they're terrible.

- ☑ **Close with an Action plan,** try to make sure that everyone leaves knowing the next step. Also end the meeting by asking everyone whether they thought the meeting was useful and, if not, what could be done better next time. Do a follow-up debriefing on your own to improve your meeting

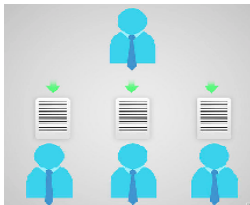


techniques.

- ☑ **Keep track of progress of things decided during the meeting.** Also keep the group updated about the developments. This will help you in organizing the next meeting more effectively.



- ☑ **Make sure that your meeting didn't happen in isolation** by letting the right people know what was decided and what will happen next. It's easy to walk out of a meeting room, go back to your desk, and immediately forget every change, decision, and new idea that your group came up with. Make sure you have a system to keep



track of what was decided and what assignments everyone agreed to take on so you can follow up and keep things moving, even if you don't send out complete meeting minutes.

Goal

- To develop an efficient and effective departmental meetings.

Learning Objectives

- To make every meeting matter.
- To define goals and distribute agenda in advance.
- To take charge and keep meeting moving forward.
- To get constructive input needed to everyone present.
- To close with an action plan.
- To keep track of progress of things decided during the meeting.
- To make sure right people know what was decided during the meeting and what will happen next.

References:

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I. POLICY OF NURSING COLLEGE AND RISK MANAGEMENT

WHAT IS?

Introduction

Risk management policy is an integral component of healthcare firm's standards practice. Health providers serve nursing college services that are responsible for providing professional agents with elements of risk management policy.

The purposes of the risk management policy is protect staff members, employees , administrative staff and students from inadvertent injury as well as shorting in staff members and curriculum problems. The policy is also designed to protect the faculty's financial assets and intangibles, such as reputation and standing in the community.

The management policy is tool for implementing the nursing college overall risk management program. It is designed to provide guidance and structure for the faculties clinical and services that drive quality patient care while fostering a safe environment. The focus of the risk management policy is to provide an ongoing, Comprehensive, and systemic approach to reducing risk exposures. Risk management activities include identifying, investigating, analyzing, and evaluating risks, followed by selecting and implementing the most appropriate methods for correcting, reducing, managing, transferring and/ or eliminating them.

The risk manager is empowered body to implement the functions and activities of the risk management policy with assistance of the care and administrative staffs. The governing body has overall responsibility for the program and providing the necessary resources. The governing body's responsibilities are supported through regular written and verbal communications regarding risk activities that may affect the nursing college's finances.

The risk management policy is formally addressed through designated committee, such as the risk management committee, and quality management committee.

Purpose

The Risk Management Policy is designed to support the mission and vision of College of Nursing, University of Dammam. It provides direction to the Faculty to identify high risks and understand its impacts on all activities as academic curriculum, Staff members, financial resources, building of nursing college, nursing labs, different aspects of safety and reputational, as well as to ensure that Nursing College risks are appropriately managed. All departments of the Nursing College of University of Dammam are covered by this policy.

Risk or Incident

Risk is defined as an event that has a probability of occurring, and could have either a positive or negative impact on different activities in nursing college (academic curriculum, Staff members, financial planning & management resources, building of nursing college, nursing labs, and different aspects of safety and reputational).

Major Activities in Nursing College – Risk Management

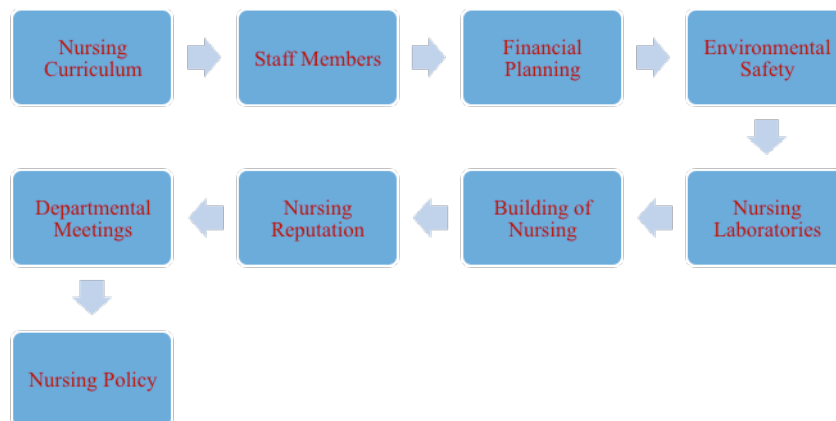


Figure 1. Major activities in nursing college Risk Management

Nursing Curriculum

Curriculum in nursing college pertains to teaching materials relates specifically to patient safety, safety culture, management of adverse events, and the code of ethics and standers.

The extended practice includes the objectives for students to provide competent nursing care to individuals and families who are experiencing health related – needs, competent care is inclusive of “safe” care. Specifically, this implements preventive strategies related the safe and appropriate use of medication, it implements other preventive and therapeutic interventions safely.

Staff Members:

Human resources management scope is a very wide aspect that is concerned with manpower planning, recruitment, selection, placement, transfer, promotion, training & development, incentives and productivity. Accordingly, the main goal of nursing college regarding staff members & risk management is promoting an efficient and adequate staff members in all nursing specialties of nursing college that are selected from different universities and following a documented standard criteria.

Financial Planning and Management Processes:

Financial resources must be adequate for the programs and services offered and efficiently managed in keeping with program requirements and institutional priorities. Budgetary processes should allow for long term planning over at least a three-year period. Effective systems must be used for budgeting and for financial delegations and accountability providing flexibility for managers at different levels in the institution combined with institutional oversight and effective risk management.

Building of Nursing College

The building of nursing college has been established on a safety based strategy that is designed to protect all personnel on the college, when visiting different sites or carrying out fieldwork. This applies to staff, students and

visitors alike and has implications for day to day activities as well as special or unusual events. If incidents occurred, many of which could have been prevented by implemented an effective healthy and safety programmed such as, separate room that has been constructed in nursing college for practicing and training of students for hand washing technique and scrubbing to achieve the infection control for all nursing procedures.

Nursing Laboratories:

College of Nursing utilizes the latest technology and innovation to prepare students to serve as a nursing profession in the healthcare industry. The college has ten laboratories with interactive computerized models that provide students with hands-on learning opportunities to exercise clinical skills. The resources of such laboratories enhance the realistic experiences that support critical thinking for both graduate & post graduate students.

Simulated learning experiences provide a mechanism to practice, develop, and apply nursing care in a safe interactive, and non-threatening healthcare environment.

Environmental Safety

The college of nursing is committed to protecting the health and safety of its staff members, employees, students, visitors, and the environment. So, all persons should be informed regarding potentially hazardous materials, equipment, and activities associated with their works. This is of great importance and may not be delegated. Environmental Safety will be achieved through the positive collaboration between all responsible administrative personnel, staff members and employees to prevent accidents and achieve compliance with environmental health and safety regulations. Principles of environmental safety incorporates four essential principles of safety; practice safety, be concerned about the safety of others, prevent accidents and respond to emergencies.

Nursing Reputation

Reputation, even of a moderate sort, is desirable to have it, it is entirely natural for nurses to make great and continuous efforts to secure it. They are struggling to have a good name and image for avoiding a harm to nursing

college. Considering how much a risk, if realized, would make nursing college look in the newspaper.

GOALS

- ☑ Developing a powerful flexible curriculum that will improve the students' professional values, attitudes and skills related to patients' safety and delivery care system.
- ☑ Promoting an efficient and adequate staff members in all nursing specialties of nursing college that are selected from different universities and following a documented standard criteria.
- ☑ Promoting a financial planning and management processes that should be independently verified risk assessment.
- ☑ Achievement of safety building design at nursing college, university of Dammam.
- ☑ Utilization of rules and regulation to achieve safety measures in all nursing laboratories.
- ☑ Achievement of the general safety practices at nursing college-university of Dammam.
- ☑ Following the rules and regulations of emergency procedures at nursing college-university of Dammam
- ☑ Achieve the facility maintenance, utilities, and construction safety at nursing college-university of Dammam.
- ☑ Regulation of both the storage and safety disposal practices of chemical and hazardous material at nursing college-university of Dammam.
- ☑ Promoting a public trust and positive insight to nursing profession regarding to nursing reputation.

APPROACHES OF RISK MANAGEMENT

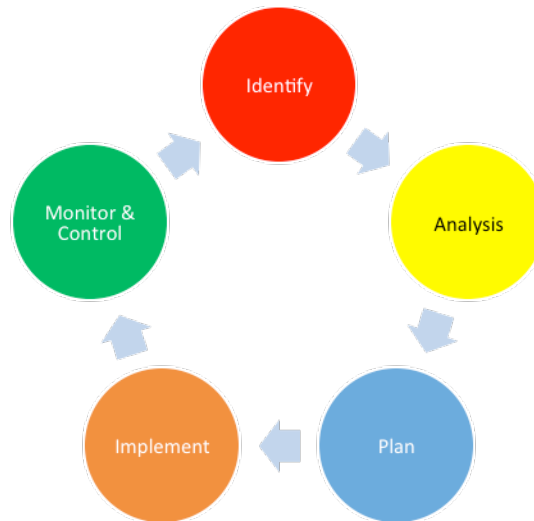


Figure 2. Risk Management Model in the College of Nursing, University of Dammam.

➤ Risk Identification

During risk identification, the sources of risk, potential risk events, and symptoms of risk are identified.

➤ Risk Analysis

During risk analysis, the value of opportunities to pursue vs. the threats to avoid, and the opportunities to ignore vs. the threats to accept are assessed.

➤ Planning

During planning, risk management and contingency plans are developed.

➤ Implement

Implement the action plan.

➤ Risk Monitoring and Control

ACTION PLAN FOR THE COLLEGE OF NURSING

Identification	Analysis	Planning	Implement	Monitoring and Control
1) Identify the type of risk. 2) Record the risk.	<ul style="list-style-type: none">▪ Determine risk classifications.▪ Determine risk impact.▪ Determine risk probability.▪ Determine risk timeframe.▪ Determine risk exposure.▪ Determine risk severity.	<ul style="list-style-type: none">▪ Review recommended mitigation & measurements.▪ Develop the action plan.	<ul style="list-style-type: none">▪ Implement the action plan.	<ul style="list-style-type: none">▪ Track action plan & provide feedback.▪ Re-assess risk.▪ 3-report risk status.

Figure 3. Shows the action plan for implementation in the college of nursing.

CONTACT INFORMATION IN CASE OF INQUIRY

Contact	Phone	E. mail/ College of Nursing	Address
Dean, College of Nursing	+966 13 3330235	nursing@uod.edu.sa	College of Nursing University of Dammam P.O. Box 1982 Dammam 31441 Kingdom of Saudi Arabia
Committee, Risk Management	+966 13 3330235	nursing@uod.edu.sa	
Committee, Quality Management	+966 13 3330235	nursing@uod.edu.sa	
Website: http://uod.edu.sa/en			

Figure 4. The contact information in case of inquiry.

**THE DEPARTMENT OR COMMITTEE RESPONSIBILITIES
IN NURSING POLICY- RISK MANAGEMENT**

Role	Responsibilities
Dean of nursing College	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Responsible for ensuring that a Nursing college wide risk management system is established, implemented and maintained in accordance with this policy. <input checked="" type="checkbox"/> Assignment of responsibilities in relation to risk management.
Compliance of risk management committee.	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensuring the necessary risk assessments are being performed. <input checked="" type="checkbox"/> Establish formal risk management plan. <input checked="" type="checkbox"/> Present project risks as required to senior management. <input checked="" type="checkbox"/> Ensure risk mitigation deadlines are calculated as efficient as possible, established and adhered to. <input checked="" type="checkbox"/> Develop and report progress for risk management tasks. <input checked="" type="checkbox"/> Act as liaison to ensure effective communication between the agencies and the nursing college technology authority.
Department Chair, and/or appropriate level staff.	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Actively pursue the identification of risks. <input checked="" type="checkbox"/> Report identified risks. <input checked="" type="checkbox"/> Completing the risk management worksheet may be assigned to the appropriate level of management or staff.
Nursing college employees, and students.	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Responsible for adhering to the administrative policies of the nursing college.

Figure 5. Shows the responsibility of the committee in nursing policy.

College of Nursing: Risk Worksheet Assessment:

All of College of Nursing's activities carry potential risks and benefits. It must consider the potential impact of college actions, to determine whether should undertake or continue the activity, and to determine how nursing college can perform the activity to maximize the benefits and minimize the risks.

Guide for Determination of Risk Exposure

Probability Category	Moderate Probability In Percentage	Description
Very high	0.90	Risk event expected to occur.
High	0.70	Risk event more likely than not to occur.
Probable	0.50	Risk event may or may not occur.
Low	0.30	Risk event less likely than not to occur.
Very low	0.10	Risk event not expected to occur.

Figure 6. Shows the rankings of risk exposure in college of nursing.

Goal

The evaluation of “rankings of risk exposure” is to identify the type(s) of impact that could occur and the level of risk associated with the respective impact.

PROBABILITY CATEGORIES OF RISK EXPOSURE

Area of activities					
	Very high	high	Moderate Probability	Low	Very low
Staff members	Risk event expect to affect significantly on staff members in all nursing specialties.	Risk event more likely to occur or not, & will affect on Staff members in all nursing specialties.	Risk event may or may not affect on Staff members in all nursing specialties.	Risk event is less likely to affect on Staff members in all nursing specialties.	Risk event is not likely to effect on staff members in all nursing specialties.
Nursing Curriculum	Risk event expect to cause an Extensive effect on a powerful flexible curriculums in all courses.	Risk event more likely to occur or not, & will affect on a powerful flexible curriculums in all courses.	Risk event is may or may not affect on a powerful flexible curriculums in all courses.	Risk event Is less likely to affect on a powerful flexible curriculums in all courses.	Risk event is not likely to affect on a powerful flexible curriculums in all courses.
Building of Nursing College	Risk event expect to cause an Inappropriate and unsafely building design of nursing college,	Risk event is more likely to occur or not, & will cause Inappropriate and unsafely building design of nursing college,	Risk event is more likely to occur or not, & will /or not cause to certain extent Inappropriate and unsafely building design of nursing college.	Risk event is less likely to cause Inappropriate and unsafely building design of nursing college.	Risk event is not likely to cause Inappropriate and unsafely building design of nursing college.
Nursing	Risk event expect to	Risk event is more likely to	Risk event is more likely to	Risk event college &	Risk event is not likely to

Laboratory	cause a Positive significant absence of rules and regulations to achieve safety measures in nursing labs	cause a absence of rules and regulations to achieve safety measures in nursing labs	occur or not, & will /or not cause absence of rules and regulations to achieve safety measures in nursing labs	departmental property damage. absence of rules and regulations to achieve safety measures in nursing labs	cause a absence of rules and regulations achieve saf measures in nursing lab
Environment al Safety	expect to cause a Positive absence of rules and regulations to achieve a Positive storage and safety disposal practices of chemical and hazardous material and emergency procedures.	Risk event is more likely to occur or not, & will cause absence of rules and regulations to achieve a Positive storage and safety disposal practices of chemical and hazardous material and emergency procedures.	Risk event is more likely to occur or not, & will /or not cause absence of rules and regulations to achieve a Positive storage and safety disposal practices of chemical and hazardous material and emergency.	Risk event is less likely to cause an absence of rules and regulations to achieve a safety disposal practices of chemical and hazardous material and emergency.	Risk event not likely to cause an absence of rules and regulations to achieve safety dispo practices of chemical at hazardous material an emergency.

<p>Financial</p>	<p>Risk event expect to cause -Losing qualification for college funding. Major college -wide property damage. -Major departmental property damage.</p>	<p>Risk event is more likely to occur or not, & will cause college & departmental property damage.</p>	<p>Risk event is more likely to occur or not, & will /or not cause college & departmental property damage.</p>	<p>Risk event is less likely to cause college & departmental property damage.</p>	<p>Risk event is not likely to cause an college & departmental property damage.</p>
<p>Nursing Reputation</p>	<p>Risk event expect to cause Extensive media exposure & Significant loss of public trust</p>	<p>Risk event is more likely to occur or not, & will cause loss of public trust</p>	<p>Risk event is more likely to occur or not, & will /or not cause loss of public trust</p>	<p>Risk event is less likely to cause loss of public trust</p>	<p>Risk event is not likely to cause an loss of public trust</p>

References:

1. <http://uod.edu.sa/en/colleges/college-of-nursing/contact>

EXECUTIVE SUMMARY

A risk may have one or more causes and, if it occurs, lead to one or more impacts. Risk management includes processes for risk management, e.g. identification, analysis planning, implementation, monitoring and control. Many of these processes are updating annually as new risks can be identified at any time. When a risk is identified, it's first assessed to ascertain the probability of occurring, of impact to the schedule, cost, and quality, and then prioritized.

The probability of occurrence, number of probability categories of risk exposure to which they impact the nursing college will be the basis for assigning the risk priority. The rankings of risk exposure of nursing college will simply be a "very high," "high", "moderate probable", " low ", and " very low " Standard.

Frequency levels = very Low, 0.10%; low, 0.30%, probable, 0.50%, high, 0.70%, very high, 0.90%. The goal of evaluating “rankings of risk exposure” is to identify the type(s) of impact that could occur and the level of risk associated with the respective impact.

All identifiable risks should be entered into a risk register, and documented as a risk statement. As part of documenting a risk, two other important items need to be addressed. The first is risk assessment that can be taken to lessen the probability of the event occurring. The second is an action plan, or a series of activities that should take place either prior to, or when the event occurs. The action plan frequently have a cost. Sometimes the cost of managing the risk can exceed the cost of assuming the risk and incurring the consequences. It is important to evaluate the probability and impact of each risk against the management strategy cost before deciding to implement a action plan. Action plans implemented prior to the risk occurring are pre-emptive actions intended to reduce the impact or remove the risk in its entirety.

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