Chapter Title	Chapter #		Subject #
Clinical	C		392.2
Subject Title **Employee Sentinel Event**	Adopted 4/16/12	Last Revised 6/30/2020	Reviewed 4/16/12; 2/16/14; 3/9/17; 8/12/19; 6/30/2020

PROCEDURE

Application

This procedure shall apply to staff and contractual providers of The Right Door for Hope, Recovery and Wellness.

1.0 Purpose

The purpose of this procedure is to establish a process for reviewing and responding to identified employee sentinel events.

2.0 Employee Sentinel Events

When a Sentinel Event occurs (death or significantly serious injury or illness) with an employee of The Right Door for Hope, Recovery and Wellness, the CEO or designee shall be notified. The CEO will make the decision if the event is appropriate for the following action.

2.1 The CEO or designee will notify managers/supervisors of the staff event. The CEO or designee will dictate the notification processes to supervisors/managers for notifying their staff of the event.
- Consideration should be provided to those closest to the staff that died/were injured to be informed in a more personal way.

2.2 Consideration shall be given to those community members that should be directly notified by the agency and the persons served who had direct contact with the individual.

2.3 The CEO shall identify management staff to arrange debriefing. Attention will be given to the locations that this will take place.

2.4 Managers/Supervisors shall follow through with any further information such as funeral plans and make the information available to staff.

Kerry Possehn, Chief Executive Officer	Date		

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