

# **RISK MANAGEMENT STRATEGIES CHECKLIST**

## **I. When Making Referrals**

- Select Competent and Properly Credentialed Providers**
- Check with Licensing Agencies**
- Develop Written Service Agreements**
- Request Written Progress Reports**
- Require Court Testimony**
- Document the Reasons for the Referral**
- Ongoing Review and Evaluation of their Work**
- Avoid Providers with Histories of Regulatory Violations**

## **II. Through Continuing Education**

- Review Current Professional Literature**
- Attend Professional Workshops and Seminars**
- Participate in “Advanced Practice” Seminars**
- Participate in Peer Education or Consultation Groups**
- Use Ongoing Supervision and Consultation**
- Adhere to All Certification Requirements**

## **III. Impaired Colleagues**

- Bring the Problem to Someone’s Attention**
- Don’t Reinforce the Impaired Colleagues Behavior**
- Management (and Union) Develop a Corrective Action Plan**
- Emphasize the Consequences of Failing to Address the Problem**
- Monitor and Provide Feedback about the Progress of the Plan**
- Consider an Employee Assistance Program**
- Explore Outside Help if Necessary**