

## NORTHCARE NETWORK

<b>POLICY TITLE:</b> Unexpected Loss within NorthCare Network	<b>CATEGORY:</b> Personnel	
<b>EFFECTIVE DATE:</b> 1/1/15	<b>BOARD APPROVAL DATE:</b> 4/22/15	
<b>REVIEW DATE:</b> 9/24/24	<b>REVISION(S) TO POLICY STATEMENT:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>OTHER REVISION(S):</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>RESPONSIBLE PARTY:</b> Human Resources Specialist	<b>CEO APPROVAL DATE:</b> 10/1/24 Megan Rooney, CEO	

### **APPLIES TO**

NorthCare Network Personnel

### **POLICY**

It is the policy of NorthCare Network to ensure an orderly, effective, and caring response in the event that a staff member experiences an unexpected loss consistent with a trauma informed organization.

### **PURPOSE**

This procedure is designed to provide guidelines to assist NorthCare Network in the event a staff member experiences an unexpected loss.

### **DEFINITIONS**

Unexpected Loss – In this policy, it is defined as a death or traumatic accident of a staff member or immediate family, such as spouse/significant other, child, and parent.

### **REFERENCES**

N/A

### **HISTORY**

NEW POLICY: 1/1/15

REVISION DATE: 12/20/16, 10/9/17, 9/18/18, 8/6/19, 11/16/23, 9/24/24

REVIEW DATE: 4/14/15, 2/19/16, 12/20/16, 10/9/17, 9/18/18, 8/6/19, 6/25/20, 3/31/21, 1/26/22, 2/15/23, 11/16/23, 9/24/24

CEO APPROVAL DATE: 4/14/15, 3/7/16, 1/4/17, 11/6/17, 10/2/18, 8/6/19, 7/6/20, 4/6/21, 2/1/22, 3/7/23, 12/5/23, 10/1/24

BOARD APPROVAL DATE: 4/22/15

### **PROCEDURES**

#### A. Immediate Notification of the Unexpected Loss

The person notified of the event should respond quickly by notifying his/her immediate supervisor and/or CEO, who will then notify the following:

1. Chief Executive Officer
2. Leadership Team
3. Human Resources Specialist
4. Medical Director, when appropriate

The Leadership Team will establish a plan to ensure timely and consistent communication of the unexpected loss to the staff, governing board, and network providers, as appropriate.

Other Tasks to consider:

1. Schedule and organize debriefing as appropriate within 24-48 hours.
2. Assess staff coverage and reassign if necessary.
3. Prepare staff for fielding calls of inquiry.
4. Notify IT that the staff person's voice mail, computer access, etc. may need to be changed.
5. Arrange for personal belongings to be collected and given to staff member or family as requested or deemed appropriate.
6. Arrange for NorthCare equipment such as computer, monitor, key fob, etc. to be collected from family.
7. Keep staff informed of support activities or events related to the unexpected loss.