

Organizational Risk Assessment for Long-Term Care and Retirement Homes

Worksheet / Fillable Form

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Instructions

This form may be used to help you list identified risks for transmission of infections in the long-term care and retirement home, analyze them, and develop a plan to manage those risks for each area of your health care setting.

For guidance on how to conduct an organizational risk assessment (ORA) and a sample, please refer to the [Best Practice Infection Prevention and Control Organizational Risk Assessment \(ORA\) for LTCH/RH](#).

Use Steps 1 through 5 to note your risks and provide details of your ORA plan. Use these steps to note all your organizational risks.

Area / Department:

Date ORA was conducted:

Person(s) conducting ORA:

1. First name:

Last name:

Position:

2. First name:

Last name:

Position:

3. First name:

Last name:

Position:

Comments / additional information:

Objectives and scope of ORA:

Step 1. Identify Risks

Who could be exposed and how can they be exposed?

Step 2. Analyze the Risk

What could increase this risk of transmission and are there any control measures in place to prevent this transmission?

Contributing factor(s):

Control measure(s) in place:

Step 3. Assess the Risk

What is the likelihood and severity of this risk and the impact of transmission?

Risk Level Definitions:

High (H):

High likelihood and high severity

Associated action:

**IMMEDIATE ACTION
REQUIRED**

Medium (M):

Either likelihood or severity is high

Associated action:

**Make efforts to further reduce
the risk**

Low (L):

Low likelihood and low severity

Associated action:

**Monitor and reduce the risk
when feasible**

Step 4. Manage the Risk

Can the risk be mitigated or reduced?

What additional control measures are needed?

Step 5: Develop an Implementation Plan

Complete this section for each risk identified above in Step 1.

Identify the Risk

(fill in one of the risks noted from Step 1)

Level of Risk:

(from Step 3)

Strategies / Control Measures

List all strategies / control measures required to mitigate the risk.

Who is responsible and key decisions makers

Note positions and roles that will be required for approvals and implementation.

Measure of Compliance

For each control measure, define measurable criteria to ensure control measures are implemented as it should be (e.g., Hand hygiene audits completed monthly, other audits of practice).

Resources

List the resources needed to complete the strategies / control measures identified.

Timelines

Indicate milestones and schedule for implementation.

Evaluation Plan

Identify how control measures will be monitored to ensure they achieve the intended outcomes.

Step 5: Develop an Implementation Plan

Complete this section for each risk identified above in Step 1.

Identify the Risk

(fill in one of the risks noted from Step 1)

Level of Risk:

(from Step 3)

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