

	<p><b>STARBRIDGE POLICIES &amp; PROCEDURES MANUAL</b></p>
<p>SECTION:</p>	<p><b>Incident Review Committee Membership and Training (Incident Management)</b></p>
<p>SITE(S) / PROGRAM(S):</p>	<p>All Sites/Programs Certified or Funded by OPWDD</p>
<p>President/CEO Approval:</p>	<p>Date Approved: 5/22/2024</p>
<p>Board of Directors Approval: (Meeting Minutes)</p>	<p>Date Approved: 5/22/2024</p>
<p>Date(s) Revised:</p>	

The Incident Review Committee (IRC) shall be chaired by a staff member who is knowledgeable of Starbridge and the Office of People with Developmental Disabilities (OPWDD) regulations. Members are appointed by the President/CEO. The IRC membership will include representatives of major service departments of Starbridge and will also include members meeting the following criteria:

- a) At least two professional staff
- b) A representative of the agency’s Board of Directors
- c) A physician, physician’s assistant, nurse practitioner, or Licensed Registered Nurse
- d) A person who receives services that are under the oversight of the OPWDD
- e) A person who serves as an advocate for a person with developmental disabilities

In the event that a required member leaves the committee, the agency will diligently pursue a replacement member. If the agency is struggling to replace the required member the agency shall document its periodic efforts to obtain the specified members.

**Training:**

Members of the IRC shall be trained prior to participation in an IRC meeting and on an annual basis thereafter. Training will include indentifying potential conflicts of interest, definitions of substantiated and unsubstantiated for reports of abuse/neglect, and the IRC Member Code of Ethics.

**Limitations:**

The President/CEO shall not serve as a member of the committee, but may be consulted by the committee in its deliberations.

Quality Improvement department representatives will not be counted as members of the IRC due to routinely completing investigations.

No committee member may participate in the review of any Reportable Incident / Notable Occurrence, in which his or her testimony is incorporated, that involves an individual in a personal relationship with the employee, spouse or other immediate family member was directly involved, or which he or she investigated or participated in the investigation. Such members

may, however, participate in committee deliberation regarding appropriate corrective or preventive action.

Any committee member who recognizes a potential conflict of interest in his or her assignment shall report this information to the committee chairperson and recuse him or herself from participating in committee review of the Reportable Incident / Notable Occurrence in question.

No committee member may participate in the review of a Reportable Incident / Notable Occurrence, if such committee member is the immediate supervisor of staff directly involved in the event or situation. Such member may, however, participate in committee deliberation regarding appropriate corrective, preventive or remedial action.

## **PROCEDURES TO FOLLOW WHEN APPOINTING AND TRAINING IRC MEMBERS**

### **STAFF RESPONSIBLE**

### **PROCEDURES**

Executive Leadership  
Team,  
President/CEO

1. Identifies staff person qualified to chair Incident Review Committee.

IRC Chairperson

1. In conjunction with the President/CEO, identifies committee members to be appointed by the President/CEO.
2. Provides initial training regarding expectations, purpose, and function of the IRC, definitions of substantiated and unsubstantiated for reports of abuse/neglect, and the IRC Member Code of Ethics for staff selected for committee membership.
3. Completes IRC Member Code of Ethics and training for all members on an annual basis.

Quality Improvement  
Department

1. Members of the Quality Improvement department will present their investigations of Reportable Incidents / Notable Occurrences and give additional information regarding the investigative report. However, they are not considered to be members of the IRC.