

SAMPLE COMMITTEE PROCESS

NOKED (Project Review Brief)

The Next of Kin Education Project is a non-profit effort* dedicated to increasing patient care and safety in hospitals nationwide. The Project does this by giving patient care staff the tools they need to locate an unconscious patient's emergency contact information, perform next of kin notifications and obtain informed consent, quickly and easily. NOKEP communicates the importance of the new law, not only to patients and their families, but to the hospitals themselves, by reducing their own legal and malpractice liability.



NOKR Executive Team/Operations

Presented to the NOKR board for review, consideration, and also as needed to the appropriate Committee for review, impact study, benefits, risk, ethic, goal congruent.



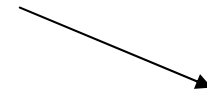
NOKR BOARD

Presented to the board for review and consideration, assigned to Collaboration Committee for review, impact, benefits, risk, ethic, goal congruent.



Collaboration Committee

The Collaboration Committee shall evaluate and report to the board on all matters relating to mergers, acquisition, partnering, and or acquiring other non profit organization's stated purposes is consistent with NOKR's organizational vision and mission. The Collaboration Committee shall coordinate its efforts with, and assist, the Finance and Ethics Committee, (Also education and accreditation).



Budget, Finance, and Investing Committee.

The Finance Committee shall in general be responsible to oversee the preparation of all statements, reports, returns and audits of the Corporation's finances, and to oversee the investment of the various funds of the Corporation. The Finance Committee shall also submit recommendations to the Board for the selection of auditors, accountants and investment managers.

Ethics Committee.

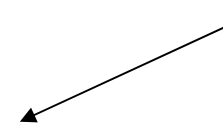
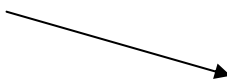
The Ethics Committee shall evaluate and report to the board on all matters relating to conflicts of interest and or violations of NOKR's tax-exempt status.

Programs/Education Committee.

The Programs/Education Committee shall evaluate and create programs, workshops, conferences, partner with an US academic or research institution, and develop educational and training curriculum for the Corporation consistent with its organizational vision and mission; and develop programs designed to increase volunteers and associate membership.

Accreditation Committee.

The Accreditation Committee shall evaluate and report to the board on all matters relating to accreditation, training, and testing as need or required by government agencies and or mandates, and coordinate its efforts with, and assist, the Programs/Education Committee



Collaboration Committee (Report)

Each appropriate Committee Chair person reports their findings to the Collaboration Committee. The Collaboration Committee Chair person shall report to the board and submit recommendations and/or resolutions for board approval.



NOKR BOARD (Review)

The board reviews the Collaboration committee's report, resolution and votes or requests additional information.



NOKR BOARD (Resolution)

The board votes and the resolution is passed.

The NOKED project is approved and forward to the NOKR executive team/operations for implementation.

The Next of Kin Education Project

Mission

The Next of Kin Education Project is a non-profit effort* dedicated to increasing patient care and safety in hospitals nationwide. The Project does this by giving patient care staff the tools they need to locate an unconscious patient's emergency contact information, perform next of kin notifications and obtain informed consent, quickly and easily. NOKEP communicates the importance of the new law, not only to patients and their families, but to the hospitals themselves, by reducing their own legal and malpractice liability.

The Next of Kin Education Project is a Project of NOKR, Inc. a 501(c)(3) organization. Contributions to NOKEP are tax deductible.

Background

When Hospitals began asking us the best ways to perform notifications and to comply with the new California and Illinois laws, we realized that there needed to be an easy-to-use system, to provide hospitals with the materials they need to successfully deal with challenges surrounding unconscious patients.

That's why we created the Seven Steps Information Kit. [The downloadable Kit](#), is filled with articles written by top clinical experts. It gives hospitals concise, easy to follow benchmarks -- everything they need to train nurses and physicians to perform next of kin notifications quickly and easily in every situation. The Kit includes our Seven Steps to Successful Notification System, training tools and sample chart pages that hospitals can adapt for use in their patient's charts. It was specially created to promote patient health, safety and satisfaction, while helping hospitals reduce their own legal and malpractice liability. To make the system even more effective, you can purchase specialty designed chart pages to track an unconscious patient's progress through the notification process, giving staff members the real time data they need at every stage as well as a documented record of what steps have been taken. Designed to be used with a hospital's current charting system, the chart pages can be used to input patient information right on the computer, giving hospitals a hard copy documented record that can be printed and put into the patient's chart. It can also be scanned and saved as part of a computerized patient record. Thanks to the Project's corporate sponsors, the Information Kit is being sent to 100,000 key executives including hospital administrators, risk managers, nurses and physicians at hospitals nationwide, free of charge.

Seven Steps are also available for purchase on items that personnel continually come in contact with, like mouse pads, mugs, posters, bookmarks and screen savers. Even though Seven Steps to Successful Notification Tools will protect every unconscious patient who is brought into an emergency room, our Project is specially designed to have a vital impact in two under-served communities -- senior citizens and the economically disadvantaged. Statistically, senior citizens are more likely than other age groups, to end up in the emergency room, from serious illness, stroke, heart attack, accidents, Alzheimer's or dementia. Since many seniors live alone or may not spend as many hours in the workplace, they are also more likely to be brought into the hospital alone, without a spouse, friend or family member present. Currently senior citizens are 39 million strong in this country and the U.S. Census Bureau officials estimate that by 2030, that number will nearly double to 76 million.

Economically disadvantaged communities also have special notification needs. Not only are uninsured patients or patients without regular medical care more likely to become suddenly or seriously ill, they may also have situations that, if not handled correctly, can make NOK notification difficult. If a patient doesn't have a personal physician or insurer, their emergency contact information can be more difficult to find. Or what about patients whose family members cannot speak English, or don't have a telephone or an address? The Project is helping hospitals nationwide bridge that gap, and better serve their community.

But providing hospitals with a tool kit is only one way that our Project to help you safeguard the people you love. After Hurricane Katrina, the Tsunami and the London bombings, we joined forces with other emergency specialists to bring families everywhere, steps they can take in 15 minutes or less to make all of their emergency information accessible and ready to go.