The Board Checklist

Thirteen yes-or-no questions on your duty of care to the people you send into the field.
A yes means you can put the document, the name or the record on the table today. Ten minutes.

BEFORE ANYONE LEAVES		YES	NO
1	Is one named person accountable for the medical side of the program? Yes means: a name and a written scope	☐	☐
2	Is there a written program a board member could read in twenty minutes? Yes means: one document, dated in the last two years	☐	☐
3	Does a physician review and sign off on the program? Yes means: named, in writing, within twelve months	☐	☐
4	Is every traveler medically screened by someone qualified to judge? Yes means: a form, criteria and a named reviewer	☐	☐
5	Do you know what care is available at every destination? Yes means: nearest capable facility, time to reach it, how to evacuate	☐	☐

WHILE THEY ARE IN THE FIELD		YES	NO
6	Has every team leader been trained for the medical side of the role? Yes means: a course built on your program, with a dated roster	☐	☐
7	Does the leader know who to call, in what order, at 2 a.m.? Yes means: a one-page sequence, numbers tested in the last six months	☐	☐
8	Is it written down who decides on evacuation, and on what basis? Yes means: a named decision-maker and the criteria	☐	☐
9	Do you know what your assistance and insurance contracts cover, and what they don't? Yes means: someone read them this year and can say in two sentences	☐	☐
10	Is there a plan for the first-hour calls to the family, the office and the insurer? Yes means: who calls whom, and who speaks for you	☐	☐

AFTER THEY COME HOME		YES	NO
11	Is every medical incident, including the minor ones, written up in a standard record? Yes means: a form, a place it lives, more than zero from last year	☐	☐
12	Does someone review incidents and change the program because of them? Yes means: a dated review and a change that followed	☐	☐
13	Has the board seen a report on the medical program in the last year? Yes means: a page in the board packet	☐	☐

YOUR SCORE

Count the yeses. Most organizations score 3 to 6.

11–13	You have a program. Check 3, 12 and 13 — that is where good programs slip.
7–10	Pieces of a program, with exposure in the gaps: no physician, no evacuation rule, no after-action loop.
6 or fewer	Vendors and good intentions. Most organizations are here.

The duty exists either way. The score is what you cannot yet show.

Bring the page to the board briefing — ninety minutes, no charge. Request it at pageiiipartners.com/duty-of-care.