

# Assessing and Managing Risk in Healthcare Settings Workshop



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## Aims

The aims of the workshop are to help staff responsible for assessing and managing risk in their services to:

- know what's involved in meaningfully assessing and managing risk in clinical and non-clinical services
- carry out risk assessment and management properly, including acting effectively on risks and issues.

## Learning objectives

The objectives of the workshop are to help staff to:

- explain the meaning of the terms and concepts routinely used in risk assessment and risk management correctly to other staff
- know types of risks and risk situations applicable to healthcare services that are identified in the literature and help colleagues identify risks in a healthcare environment
- distinguish between current issues that are affecting the ability of the service to provide safe services and future risks
- express each risk properly, considering causes and consequences of the situation
- analyse risks properly, using a risk scoring system and available evidence, to the extent possible
- help colleagues make decisions on handling risks to mitigate their effects, to the extent possible
- decide when and how to escalate risks
- maintain and act on a risk register
- know how and when to carry out a failure mode and effects analysis (FMEA)
- plan improvements to current systems for risk assessment and management.

## Format

The workshop leader makes brief presentations and leads the participants through the work needed to achieve the stated objectives. The participants, working in small teams, identify and assess risks, decide on appropriate and effective actions on risks, identify when an FMEA might be helpful to mitigate risk, and plan improvements to current risk assessment and management systems.

## Materials

Each participant receives an 84–page reference book, *Assessing and Managing Risk in Healthcare Settings*, and an *Assessing and Managing Risk Workbook* that structures the practical work carried out in the workshop. Certificates of participation in the workshop are provided.

## Certification

This workshop is Certified as conforming to Continuing Professional Development (CPD) requirements in the UK by The CPD Certification Service.