



POLICY and PROCEDURE

Title:	Risk Reporting and Process	No. 11
Area:	Clinic	
Date Effective:	1/5/2017	Date Ratified: 3/5/2017
Date Reviewed:	1/10/2020	Next Review Date: 1/10/2023

Purpose:

- To ensure the prompt reporting, investigating and management of all “risks” in the clinic. This process shall ensure the safety of all staff, students and general community in the clinic for either medical or professional reasons.

Policy:

- All “risks” shall be reported immediately to the Clinic Manager, Senior Clinic Staff and either the Clinical Supervisor or the Unit Assessor.

Procedure:

- The originator of the identified “Risk” must ensure the “Incident, Accident & Hazard Reporting” form is completed, dated, signed and forwarded to the Clinic Manager.
- The Clinic Manager must note the risk and allocate an investigation number. This investigation should commence no later than 24 hours after initial notification. This should be conducted by the Clinic Manager in conjunction with the Clinical Supervisor, Unit Assessor or Clinical Co-coordinator, at the discretion of the Clinic Manager.
- The Workplace Health & Safety Officer (WHSO) and the Clinic Manager must contact all relevant authorities and/or personnel in regards to the notification.
- A full investigation outlining what steps are to be taken must be noted on the register by the Clinic Manager.
- The Clinic Manager shall forward to the Director of Clinical Services, Workplace Health & Safety Officer of the School and the Supervisor of the area affected.
- The Director of Clinical Services shall direct any further investigations or enquiries including outcome for noting.
- The findings of the investigation must be noted by the Clinic Manager and all identified risks must be followed until completion.
- This shall be recorded on the Risk Register which must be tabled at all Clinic Operation Meeting for discussion.

YOUR PERSONAL SAFETY SHALL BE THE PRIORITY AT ALL TIMES

Related Legislation:

Infection Control AS4187
Workplace Health & Safety Act 2011
National Safety & Quality and Health Service
Standards
Privacy & Personal Information Act 1998
Health Records & Information Privacy Act 2002

Reference / Consulting Body:

Clinic Operations Committee
Clinical Governance Committee