

THE ROLE OF THE RISK CO-ORDINATOR

ROLE PURPOSE

To assist the Departmental Manager in the identification, analysis, evaluation, reporting and management of both clinical and non-clinical risk within their speciality/work area.

KEY TASKS

1. To attend training offered by the Trust in Risk Assessment (mandatory every 3 years).
2. To be **fully** conversant with this policy and procedure and the other Trust strategies/policies and procedures that relate to Risk Management (see Appendix G).
3. To act as a communication link person between the various risk specialists, manager/Head of Service/work colleagues.
4. To advise and assist colleagues within their speciality/work area on matters relating to Risk Management.
5. In collaboration with their manager/Head of Service to ensure that risks in their speciality/work area are identified, analysed, evaluated, recorded, reported and managed in accordance with this policy and procedure.
6. To maintain and develop the Departmental Risk Register on Datixweb as per the Risk Management Policy and Procedure and to communicate this with the wider team.
7. To attend meetings with the Head of Risk and other risk specialists for communication/update training/sharing good practice. If unable to attend to arrange for another work colleague to deputise and attend in their place.

NOTE

It is the **responsibility** of the Departmental Manager to **ensure** that risks in their speciality/work area are identified, analysed, evaluated, recorded, reported and managed in accordance with this policy and procedure.

Where they are not the risk co-ordinator themselves they may seek **assistance** from their appointed risk co-ordinator but the **responsibility** for ensuring good risk management is taking place remains with the manager of the department/service.