

TRAINING AND DEVELOPMENT IN RISK MANAGEMENT

A number of training and development events are available with attendance required as follows:

1	Session	Who to attend
1	<u>Risk Management</u>	
	Brief introduction to the Trust's Risk Management Policies and how to report adverse events.	All new staff (mandatory) as part of Trust Induction
	- computer based training	
2	<u>Risk Assessment</u>	
	Identification, analysis, evaluation and management of risk including legal requirements and guidance on completion of Trust paperwork.	Risk Co-ordinators (every 3 years) Directorate Management Teams through Directorate 3:3 meetings All managers and Heads of Service (recommended)
	Delivered by the Head of Risk/Patient Safety Facilitator, and Health and Safety Advisor	Information Asset Administration Staff Other interested staff (optional)
3	<u>Incidents , Claims and Complaints – Managing investigations and supporting staff</u>	
	<u>Investigating and learning from adverse events – root cause analysis techniques</u>	Directorate Managers and Directorate Senior Nurses Other interested staff – (optional)
	Delivered by Head of Risk/Patient Safety Facilitator/Head of Complaints /Head of Litigation	
4	<u>Risk Management Update: The Assurance Framework and Risk Registers Workshop</u>	
	Delivered by Head of Risk and Executive Lead for Risk	Trust Board Annual Update
5	<u>Consent to Examination and Treatment</u>	
	Computer based training	Mandatory for any member of staff delegated to seek consent (with 3 yearly update) Bespoke sessions can be arranged for individual departments.

Please contact the Risk Management Department on ext. 4829 for information on any of the above.

Risk Management training has been identified for all staff members and is contained with the Trust's Core Mandatory and Statutory Training Table. Training shall be coordinated by the Risk Management department, who also coordinate the capture of attendance on the MLE or within the dept as appropriate.

The training process, attendance, and follow up of non attendees shall be monitored by the Risk Management team. Areas of particular concern are fed back to the Clinical Risk Group for escalation and action.