

Quality Impact Assessment (QIA)

1. DETAILS		
CIP No. (ref. CIP tracker)		
Scheme Title:		
Month of Delivery: <i>NB: QIA sign-off must precede this date.</i>		
Project Lead:		
Directorate:		
Project Overview and Objectives: <i>The overview should provide sufficient information without the need to refer to other documentation</i>		
Financial Benefits (savings in £000s) Recurring/Non-recurring:	FYE:	PYE:

2. RAPID ASSESSMENT (to be completed for all CIPs):																																																											
If you answer YES to any of these questions a <u>full impact assessment</u> is required – please complete section 3 below	Is the scheme going to impact on workforce? Y/N																																																										
	Is the scheme going to impact on service delivery? Y/N																																																										
	Is the financial benefit over £50k? Y/N																																																										
	Does the initial risk review for the overall project score 4 or above (circle matrix below)? Y/N																																																										
	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="2" rowspan="2"></th> <th colspan="5">RISK ASSESSMENT MATRIX – LEVEL OF RISK</th> </tr> <tr> <th colspan="5">Consequence</th> </tr> <tr> <th rowspan="2">Likelihood</th> <th></th> <th>Negligible 1</th> <th>Minor 2</th> <th>Moderate 3</th> <th>Major 4</th> <th>Catastrophic 5</th> </tr> </thead> <tbody> <tr> <td>Rare 1</td> <td>1</td> <td style="background-color: #00ff00;">1</td> <td style="background-color: #00ff00;">2</td> <td style="background-color: #00ff00;">3</td> <td style="background-color: #00ffff;">4</td> <td style="background-color: #00ffff;">5</td> </tr> <tr> <td>Unlikely 2</td> <td>2</td> <td style="background-color: #00ff00;">2</td> <td style="background-color: #00ffff;">4</td> <td style="background-color: #00ffff;">6</td> <td style="background-color: #ffff00;">8</td> <td style="background-color: #ffff00;">10</td> </tr> <tr> <td>Possible 3</td> <td>3</td> <td style="background-color: #00ff00;">3</td> <td style="background-color: #00ffff;">6</td> <td style="background-color: #ffff00;">9</td> <td style="background-color: #ffff00;">12</td> <td style="background-color: #ff0000;">15</td> </tr> <tr> <td>Likely 4</td> <td>4</td> <td style="background-color: #00ffff;">4</td> <td style="background-color: #ffff00;">8</td> <td style="background-color: #ffff00;">12</td> <td style="background-color: #ff0000;">16</td> <td style="background-color: #ff0000;">20</td> </tr> <tr> <td>Certain 5</td> <td>5</td> <td style="background-color: #00ffff;">5</td> <td style="background-color: #ffff00;">10</td> <td style="background-color: #ff0000;">15</td> <td style="background-color: #ff0000;">20</td> <td style="background-color: #ff0000;">25</td> </tr> </tbody> </table> <p style="margin-top: 5px;">Key:</p> <table style="width: 100%; text-align: center;"> <tr> <td style="width: 25%;">Low Risk 1-3</td> <td style="width: 25%;">Moderate Risk 4-6</td> <td style="width: 25%;">High Risk 8-12</td> <td style="width: 25%;">Extreme Risk 15-25</td> </tr> </table>			RISK ASSESSMENT MATRIX – LEVEL OF RISK					Consequence					Likelihood		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5	Rare 1	1	1	2	3	4	5	Unlikely 2	2	2	4	6	8	10	Possible 3	3	3	6	9	12	15	Likely 4	4	4	8	12	16	20	Certain 5	5	5	10	15	20	25	Low Risk 1-3	Moderate Risk 4-6	High Risk 8-12	Extreme Risk 15-25
				RISK ASSESSMENT MATRIX – LEVEL OF RISK																																																							
		Consequence																																																									
Likelihood		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5																																																					
	Rare 1	1	1	2	3	4	5																																																				
Unlikely 2	2	2	4	6	8	10																																																					
Possible 3	3	3	6	9	12	15																																																					
Likely 4	4	4	8	12	16	20																																																					
Certain 5	5	5	10	15	20	25																																																					
Low Risk 1-3	Moderate Risk 4-6	High Risk 8-12	Extreme Risk 15-25																																																								
	Is a full QIA required? Y/N <i>(If NO, please send a signed copy of this report to the PMO – if YES please complete section 3)</i>																																																										
	NB: both rapid assessments and full QIAs require DSN and CD/Exec lead and Head of Department signatures																																																										
Print Name and Title:	Signature:																																																										

3. FULL IMPACT ASSESSMENT:				
All sections must be complete	Impact Details (include mitigation / control – <i>do these measures address the risk?</i>) SCORE EACH RISK LISTED	Consequence	Likelihood	Score
Risk to Patient Safety <i>Does the project have the potential to impact on the safety of patients, staff or any other person?</i>	Risk:			
	Mitigation:			
Risk to Clinical Effectiveness <i>Have clinicians been involved in developing the project? Is there evidence to support the project (case studies, best practice, NICE guidelines etc.)?</i>	Risk:			
	Mitigation:			
Risk to Patient Experience – <i>Consider healthcare environment, dignity and respect of patients, families and carers etc. waiting times, access to services, equality and diversity</i>	Risk:			
	Mitigation:			
Overall risk score:				
Scores over 12 must be added to the Directorate Risk Register		Datix reference:		
Benefit for patients:				
Key Quality Indicators (KQIs):	<i>(detail any performance measures or KPIs that will be used to monitor the impact of this scheme)</i>			
Interdependencies with/support required from other departments: <i>Eg. Other directorates/IT/HR etc.</i>	<i>(Provide overview and discussion with other areas)</i>			

