

Risk Management Checklist – Worked Example [Date]

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Instructions on how to use the checklists in the 'Practice Support Manual' (PSM) are provided. Note that a 'blank' Risk Management checklist is also provided for use in your practice.

Dental Practice Name:	The Scottish Dental Practice
Overall Responsibility for Checklist:	John Smith
Year:	2014

	Team Member Responsible	Date to be Completed	Documentation Storage Site	Completed?	Comments	Review Date
Risk Management System						
Discuss risks with staff	JS	February 2014	Minutes of discussion in staff meetings folder	✓	Discussed risks at staff meeting, so all aware of concept of risk and to raise any concerns	February 2015
Conduct a risk assessment of the practice	JS	February 2014	In policies folder, and minutes of discussion in staff meetings folder	✓	Discussed results of risk assessment with staff and agreed timelines and individuals to address issues identified	February 2015
Have in place policies for health and safety, radiation protection, communication with patients, ethical practice, record-keeping, complying with the Disability Discrimination Act, and dealing with medical emergencies ^{PI}	RD (H&S and emergencies), CC (radiation protection); JT (communication); AB (ethics, DDA); TA (record-	August 2014	In policies folder		Review practice policies and update where necessary	August 2015

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	keeping)					
Discuss practice policies with staff, and record in meeting minutes	SG	September 2014	To be kept in meetings folder		Discuss at staff meeting after policies updated	September 2015
Conduct audit (15 hours in 3-year period) and significant event analysis	CC	December 2014	To be kept in audit folder (copy also to be sent to NES)			December 2015
Significant Event Analysis and Incident Reporting						
Put in place a system for recording and investigating incidents	SG	February 2014	Form in policies folder	✓		February 2015
Ensure staff are aware of the system	SG	February 2014	Minutes of discussion in staff meetings folder	✓	Discussed at staff meeting in February 2010	February 2015
Reporting for Public Safety						
Have in place a practice policy for protecting the public	JS	March 2014	In policies folder	✓		March 2015
Ensure staff are aware of the system and their duty to protect patients	JS	April 2014	Minutes of discussion in staff meetings folder	✓	Discussed at staff meeting in April 2010	April 2015
Continuity Planning						
Identify major incidents and put in place continuity plans for each	SG	August 2014	To be kept in policies folder and emergency box			August 2015

^{PI} – Health Board practice inspection item