

RISK MANAGEMENT IN THE HPSS 2003/04 - SELF-ASSESSMENT TABLE

Criteria	Assessment Score
1. Board level responsibility for risk management is clearly defined and there are clear lines of individual accountability for managing risk throughout the organisation, leading to the board.	
2. The organisation's senior management has defined and documented its strategy for managing risks, including objectives for, and its commitment to, risk management. The risk management strategy is relevant to the organisation's strategic context and its goals, objectives and the nature of its business. Management ensures that the strategy is understood, implemented and maintained at all levels of the organisation.	
3. A committee structure is in place, which supports the risk management accountability arrangements within the organisation and ensures that all significant risks are properly considered and communicated to the board.	
4. An agreed process for reporting, managing, analysing and learning from adverse incidents is in place, in accordance with HPSS guidance.	
5. An agreed process for reporting, managing, analysing and learning from complaints and claims is in place, in accordance with HPSS guidance.	
6. A risk management process, based on the requirements of AS/NZS 4360:1999 and covering all risks, is embedded throughout the organisation at all levels, including the board, with key indicators being used to demonstrate performance. The whole system of risk management is continuously monitored and reviewed by management and the board in order to learn and make improvements to the system.	
7. All employees, including members of the board, clinicians, managers, bank, locum and agency staff, together with, where relevant, contractors and volunteers are provided with appropriate risk management training.	
8. The board receives independent assurance(s) that a risk management system is in place that meets the requirements of this standard.	
TOTAL:	0
AVERAGE SCORE:	

Descriptor	Score
<ul style="list-style-type: none"> • No compliance anywhere in the organisation with any of the requirements set by the criterion 	0
<ul style="list-style-type: none"> • A low degree of organisation-wide compliance with the requirements set by the criterion. • Demonstrable evidence that a start has been made towards compliance in some or all parts of the organisation. • Low percentage of compliance by professional people as part of the self-assessment process 	1-29
<ul style="list-style-type: none"> • A moderate degree of organisation-wide compliance with the requirements set by the criterion. • Demonstrable evidence that work is ongoing across most parts of the organisation to achieve compliance, although some directorates or departments may be in the very early stages of compliance. • Medium percentage of compliance by professional people as part of the self-assessment process. 	30-69
<ul style="list-style-type: none"> • Substantive organisation-wide compliance with all requirements set by the criterion. • Demonstrable evidence that most parts of the organisation are meeting most of the requirements set by the criterion. • Only minor non-compliance issues requiring, in the main, minor action(s). • High percentage of compliance by professional people as part of the self-assessment process. 	70-99
<ul style="list-style-type: none"> • Full compliance across the whole organisation with all requirements set by the criterion 	100