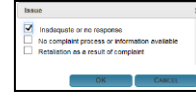


## Entering Risk

- To enter a new risk, go to *My Workspace>New> Risk*
- Move between data fields using the **mouse**, **TAB** or **SHIFT TAB** keys
- DO NOT** enter data with **CAPS LOCK** on
- Complete all fields/buttons that are displayed in **YELLOW**. The case cannot be saved unless these fields are completed
- Tool tips** may appear when you put your mouse over some of the fields to help you with entering the risk

**Policy Links**  may appear next to some fields, which you can click on to take you to an external website.

- When choosing values from a multi select field, ensure you click the check box and not the text.



- Field content can be deleted by highlighting everything in a field and pressing the **DELETE** key.
- Press **Submit** after you have completed the Risk.

### Risk Entry

Submit this form to record the risk.  
You will be able to modify this page once it is submitted.

**Details**

Risk name

Description

Reference

**Risk Status**

Risk status Open

Date opened        Next review date

Reminder period        Reminder date

**Risk Classification**

Reporting level Systemic (DoH)       State significant?  Yes  No

**Classifications**

Category

Sub-category

Clinical impact?  Yes  No

**Risk Ownership**

Hospital and Health Service

Facility

Ward / Unit

Service / Stream

Division

**Key Personnel**

Risk owner

Risk coordinator

Identified by System Manager (Manager)        On behalf of

Reported to

**Catalysts/Causes**

**Consequences**

**Details:** Users are required to enter a **Risk Name** and **description** and a **reference** if known. The **Risk Name** field has a character limit of 300.

**Risk Status:** Enter the dates relevant to the risk by using the calendar picker or typing the date in the date field using DD/MM/YYYY format.  
A **reminder period** can be set. Click on the drop down to select frequency. A reminder will be sent to the relevant risk owner based off the reminder date and period.

**Risk Classification:** Users are required to select the **Category** and the **Sub-category** relevant to the risk

**Risk Ownership:** Click the drop down in each field to populate the relevant location information.

**Key Personnel:** Select the person icon to have a list of all RiskMan users present. Select the relevant user to populate each field. If a user is named in any of these fields, that user will be alerted to the risk once saved.

**Catalyst/Causes:** Click the **“add catalyst”** button to populate information to describe circumstances or scenarios that may bring about a risk exposure.

**Consequence:** Click the **“add Consequence”** button to populate information to describe negative consequences that the risk may present.

**Inherent Risk**

Where did we start from?

Consequences

Inherent risk

Primary impact

Likelihood

Score

**Inherent Risk:** Click the “Consequence” or “Likelihood” drop down that will present pop-ups to select the relevant criteria. Once the criteria have been selected the **Inherent risk, score** and **primary impact** will automatically populate.

**Controls**

Add Control

**Controls:** Click the “add Controls” button to populate information to describe the controls that will be put in place to minimise the risk.

**Assessment**

Progress Of Risk Controls

Control assessment

Management plan

What is the current Risk Rating?

Consequences

Risk rating

Primary impact

Priority

Likelihood

Risk Score

**Assessment:** Click the “Consequence” or “Likelihood” drop down that will present pop-ups to select the relevant criteria’s. Once the criteria’s have been selected the **risk rating** and **score** will automatically populate.

**Action Plan**

Add Action

**Actions:** Click the “add Actions” button to populate information to describe the specific activities to manage this risk.

**Projected Risk Rating**

What risk level can we tolerate?

Consequences

Acceptable risk

Primary impact

Likelihood

Score

**Project Risk Rating:** Click the “Consequence” or “Likelihood” drop down that will present pop-ups to select the relevant criteria. Once the criteria has been selected the **acceptable risk, score** and **impact** will automatically populate.

**Sources Of Assurance**

Add Source of Assurance

**Source of Assurance:** Click the “add Source of Assurance” button to populate information to describe the assurance management process.

**Journals**

Add New Journal Entry

**Journal:** Users are able to add information that is relevant to the individual Risk such as general comments or assign tasks.

**Documents**

Add Document

**Documents:** Documents maybe uploaded to the risk if the document is not relevant anywhere else within the form such as images or diagrams.


<p><b>Submit and Clone</b></p> <p>Clone details from this Risk to a new Risk. These Risks will be linked.</p> <p><input type="button" value="Submit and Clone"/></p>	<p><b>Submit</b></p> <p>Submit this Risk. RiskMan will check if you have completed all the mandatory fields.</p> <p><input type="button" value="Submit"/></p>
--	---

**Submit and Clone:** Copies the current version of the record and links the records together  
**Submit:** Saves the current record

## Reviewing Records

Once a Risk Manager has submitted a risk, a Supervisor will be notified via email that will include a direct link to the relevant record for review.

Alternatively users may enter the ID number into the “Go To” function to be directly taken to a record if known.

1. Press the  icon on the menu or press **ALT-G**
2. Select **Item = Risk** and enter the **ID**
3. Press **Enter** or click the **Go** button
4. If you have permission to the risk it will open

To open a record within the list page, click on its respective **ID** ①

## Who else needs to know about the risk?

As the Risk Manager, users have the discretion to distribute records to other users that will allow that user permission to view the record.

### How to identify who has access to a record:

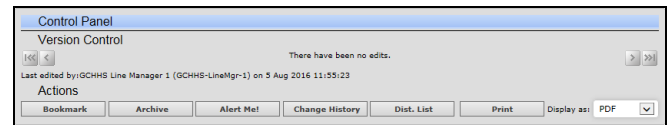
The **Review History** at the bottom of the risk will indicate to you who has been notified of, edited or viewed the risk. If required create a **distribution list** to notify other users of the risk.

### How do I let others know of the risk?:

If, after reading the risk and looking at the **Review History**, you think other users within your organisation should be notified of the risk, you can create a **Distribution List (details below)**

## Risk Control Panel

The Control Panel contains various functions (depending on the user’s permissions) to assist with managing the current record.



Options within the Control Panel are:

### BOOKMARK

Places the Risk into your **Bookmarked Items** list, available via the *My Workspace > Reminders & Alerts* page. You may wish to bookmark the Risk as one you would like to follow-up later, or requires further information before investigations are underway.

To Bookmark a Risk, click on the **Bookmark** ① button

## How do I view my bookmarked records?

All your bookmarked Risks will be listed in your **Bookmarked Items** ① list under the

*My Workspace > Reminders & Alerts* page

1. To open the Risk click the **Notification Date** ② link
2. To remove the bookmark, click the **Bookmark** button on the **Control Panel**

### ARCHIVE

If Supervisors have completed a record and no longer require the record to be shown in the “Entered Risks” list, the record can be “**Archived**”.

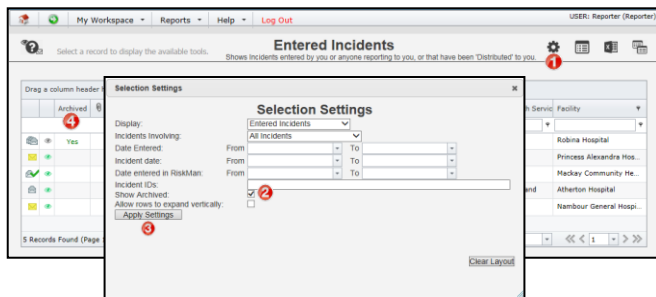
To Archive a Risk, click on the **Archive** ① button

**To archive records from your Entered Risks page**

1. Check mark ❶ the record(s) that you would like archived
2. Press the **Archive** icon ❷. The Risk(s) will be hidden from your Entered Risk List

**How do I view an archived record?**

1. Enter **Selection Settings** by clicking on the icon ❶
2. Click **Show Archived** ❷ and press **Apply Settings** ❸
3. An **Archived** ❹ column will display, indicating which records have been archived. Archived records can still be opened and modified if required.



**ALERT ME**

**What does the “Alert Me” function do?**

The “Alert Me” function, when activated, will notify you of any changes to the Risk (except changes to the Journals and Documents).

1. To setup a Personal Alert click on the **Alert Me** ❶ button
2. Select the duration the alert is to remain
3. Press **Save** ❸

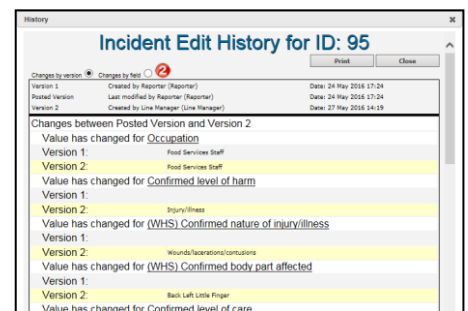
**CHANGE HISTORY**

**How do I view the changes that have been made to a record?**

Each time changes are made to a record, a new version of that record is created; this ensures the original version is kept intact. The record you are viewing is the most current version.

1. Click on the **Change History** ❶ button in the **Control Panel** of the opened Risk
2. The **Risk Edit History** window will open displaying the changes **by version** or **by field** ❷. You will only be able to view the changes on fields that you have permission to view in the Risk

*Note: The Risk Edit History will not display any changes to Journals or Document as there is no history. Only the current versions of the Journals and Documents are available on any version of an Risk*



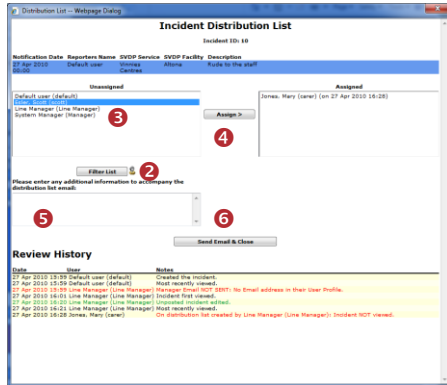
**DISTRIBUTION LIST**

1. Click on the **Dist List** ❶ button
2. Search for the users using the **Filter List** ❷ option e.g. filter by the user’s first or last name
3. Highlight the user in the **Unassigned List** ❸ and press **Assign** ❹
4. Repeat steps 2-3 if more users are to be notified
5. **Recommended:** Enter a **comment** ❺ explaining why the selected users are being distributed the Risk. These comments will appear on the email that is sent to the

nominated users and can also be accessed from the Review History of the Risk

6. Press **Send Email & Close** ⑥

**Note:** *If there are already users in the Assigned list when you are creating a Distribution list, it means that the users have not yet read the Risk – do not delete them from the list, as this could negate their permissions to the Risk. Only the newly added users will receive the email*



**PRINT**

**Can I print a copy of the record?**

A copy of the current version of the record can be printed from an opened record in different formats e.g. PDF

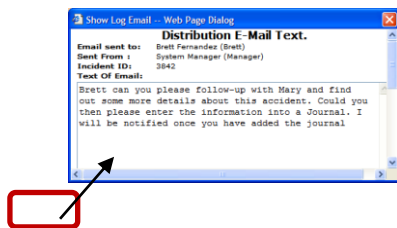
1. In the Control Panel, select an **output format** ①
2. Press **Print Preview** ②

- When you click on the link it will take you to the **Assigned Risk - Unviewed** Listing page. You can open the Risk from this page by clicking on the Risk ID.
- Once you have read all your distributed Risk the “Risk review required” message will disappear

**Can I view comments sent in a Distribution List?**

The sender/receiver via the Review History of the Risk can view the comments included in a distribution list email

To view the comments click on the [<Email>](#) link in the Review History



**What happens when you are distributed an Record?**

1. If you have an email address in your User profile you will be sent an email notification with a link to the Risk
2. If you have unread distributed Risks
  - An **Risks For Review** message will appear at the top of your RiskMan system (see example below)