RISK MANAGER

JOB DESCRIPTION

Job Title: Risk Manager

Grade: Administration Grade VII

Reports To: Chief Executive/Deputy Chief Executive

Supervision of: Staff assigned to the Risk Management Department

Purpose of Post:

The post holder will be responsible for the professional management of a comprehensive health and safety/risk management programme and, in particular, for the introduction and/or implementation of measures to ensure the Hospitals obligations under prevailing health and safety legislation and the relevant sections of the National Safer Better Healthcare Standards are met in full.

To ensure a proactive approach to Incident and Risk management across the Hospital with consistent application of the Hospitals Risk and Incident Management Policies and Guidance. This will involve implementation of the Hospital Risk and Incident management policy and guidance, including:
- Risk Assessment process
- Risk registers
- Incident management – develop and support systems and processes for incident management including communication and escalation of serious incidents (internally and to external agencies e.g., Clinical indemnity scheme)
- Monitoring on incident management activity system and processes
- Tracking Implementation of Major reports/investigations recommendations
- Sharing of Learning across the organisation through defined process
- Preparation of risk and incident activity and assurance reports.

Main Duties and Responsibilities:

- Undertake duties appropriate to the grade as assigned by the Chief Executive and/or Deputy Chief Executive.

- Keep up to date with health & safety legislation and guidelines and advise Hospital management on legislative developments which may affect Safety, Health and Welfare at Work.

- Be familiar with the National Standards for Safer Better Healthcare and participate in the self assessment process,
Establish appropriate structures and processes in relation to risk reporting, incident management and Health and Safety within the Hospital.

Review the Hospital’s Safety Statement and related policies/procedures/guidelines, in consultation with relevant personnel and with due regard to prevailing legislation, and make recommendations to the Deputy Chief Executive as considered necessary.

Coordinate the development and review of relevant/required risk and incident management policies, procedures and guidelines.

In conjunction with appropriate staff, assist in identification of potential risk through risk assessment, analysis of accidents/incidents and near miss incidents, periodic safety inspections and/or audits. Make recommendations to reduce, prevent or eliminate risks identified.

Maintain a risk audit database and liaise with department heads in relation to issues arising.

Enter all accidents/incidents/near miss incidents onto the national Clinical Indemnity Scheme computer database and generate reports.

Coordinate the claims management function.

Provide quarterly and ad hoc reports to the Chief Executive and Deputy Chief Executive highlighting trends in relation to accidents/incidents.

Liaise with the Hospital’s external Safety Consultants on all aspects of Health, Safety and Security.

Make arrangements for health and safety training as required.

Maintain records of all health and safety training.

Participate on the Hospital’s Health, Safety and Security Committee and Major Emergency Planning Committee.

Be familiar with all aspects of implementation of the Hospital’s Risk Management Strategy, Fire Plan and Major Emergency Plan.

Promote an awareness of Health & Safety in the workplace.

Participate on project teams seeking to initiate and improve services.
- Co-operate with the maintenance and future development of ICT systems within the Hospital.

- Any other risk management related duties as may be assigned from time to time by the Chief Executive/Deputy Chief Executive Officer.

- Promote and maintain a safe working environment for all staff and ensure that all Risk Management & Health & Safety strategies, policies and procedures are implemented.

**Confidentiality:**

In the course of your employment you may have access to, or hear information concerning, the medical or personal affairs of patients and/or staff, or other health service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required.

*This job description outlines the main duties and responsibilities of the post and is not intended to be exhaustive. It is subject to review and amendment to reflect the changing needs of the Hospital service.*

*The extent and speed of change in the delivery of health care is such that adaptability is essential at this level. The incumbent will be required to establish, maintain, enhance and develop their professional knowledge, skills and aptitudes in order to respond to a developing service situation.*