

Risk management checklist

- Allocate responsibility for risk management processes in the practice
- Recognise that everyone in the practice is actually responsible for risk management
- Document the incident or near miss in a risk register
- Apply the risk management process: identify, analyse, evaluate, prioritise and treat the risks
- Clinical and non-clinical risks are identified and managed accordingly
- Notify Avant and seek advice from the Medico-legal Advisory Service
- Establish an ongoing process/structure for monitoring and reviewing your risk
- Continually communicate and consult with all stakeholders
- Develop a 'whole-of-practice' risk management culture