Specialty: Maternity

													Risk Scoring After Mitigating	Action put in pl	ace		To Be Completed by C Lead on behalf of CC)/ Service Manag	
SaTH Risk ID	Risk Identified	Accountable	Clinician	Date form	Next Review	Date	Mitigating acti	tions	Quality Indicators)	KPI Assurance - Sources and Reporting to	Impact on Patient Safety		Impact on Clinical Effec	tiveness	Impact on Patient Ex	Diele	Approved By	Comments
3a TT RISK ID	NISK Identified	Lead	completing QIA	completed	Date	updated	Completed with Monitoring	Actively On-going	Quality illustrators)	monitor quality indicators)	Describe Risk C	L Risk Score	Describe Risk	C L	Risk Score Describe Risk	C L Risk Score	Арргочей ву	comments
001	Familiarity of anaesthetic staff across both sites with obstetrics and paediatric anaesthesia	Head of Midwifery	Head of Midwifer	15/10/2018	01/09/18	15/10/2018	within iden rotati recon Revi paedi	view current capacity and knowledge in departments. entify training needs and implement tion programme prior to infiguration of services view and develop obstetric and dilatric anaestheic rotas cruit to identified rota gaps	Clinical incidents	Trust and W&Cs governance structures	Anaesthetist attending a pregnant woman or child may not have up to date knowledge and experience	2	6 Unexpected poor clinical outcome for patient	3 2	Poor experience for patient and their 6 family/carers and increased worry and anxiety	3 2 6	6	
002	Transfer of pregnant mother from Planned Care Site Urgent Care Centre to Consultant Led Unit on the Emergency Site	Head of Midwifery	Head of Midwifen	15/10/2018	01/09/18	15/10/2018	transf follow in wo Exte existi includ staff, Amt discus carrie	ude medicai, midwirery and support f. ibulance transfer pathway ussions and practice runs to be ied out. nsult with the public to raise reness of configuration of services in	Audit of ambulance arrival and transfer times Quality patient walk around Complaints Datix incident monitoring	●Trust and W&Cs governance structures	Inter hospital transport for women in labour to be developed and agreed.	2	Speed and efficiency and safety of the transfer may have clinical impact	3 2	General anxiety for women and their relat 6 from the Planned Care Site locality regard the relocation of the Consultant Led Unit	ves 2 3 6	6	
003	External transfer of mother and neonate from Planned Care Site MLU to Consultant Led Unit at Emergency Site.		Head of Midwifen	15/10/2018	01/09/18	15/10/2018	transf follow in wo Exter existir includ staff, Amt discus carrie	ude medical, midwitery and support f. bulance transfer pathway ussions and practice runs to be ied out. sult with the public to raise reness of configuration of services in	Audit of ambulance arrival and transfer times Quality patient walk around Complaints Datix incident monitoring	●Trust and W&Cs governance structures	Inter hospital transport for women in labour to be developed and agreed.	2	Speed and efficiency and safety of the transfer may have clinical impact	3 2	General anxiety for women and their relat of from the Planned Care Site locality regard the relocation of the Consultant Led Unit		6	
04	Internal transfer of mother from Emergency Care Site MLU to Consultant led unit.	Head of Midwifery	Head of Midwifery		01/09/18		transf follow in wo be inc SOP a and s •Prac staff unit	istandard Operating Procedure for sfer of women to be written and wined by all staff and teams involved oman's care. • internal transfer will included in existing transfer policy and and to include medical, midwifery support staff. scritce transfer runs with all clinical if between MLU and consultant led		Trust and W&Cs governance structures	Lack of staff awareness of the agreed process for transfer 2	3	Speed and efficiency and safety of the transfer may have clinical impact	3 2	e Privacy and Dignity of patient is not maintained during transfer	3 3 9	7	
005	Admission to treatment time for mothers transferred from all peripheral MLU to the consultant led unit on the Emergency Care Site.	Head of Midwifery	Head of Midwifery	,	01/09/18		into fi service Ami finalisi obste Midi guide NLS Midw Stat Will bu Will bu	nbulance transfer times to be lised with dummy runs to new tetric unit. ddle grade review times- and	Audit of ambulance arrival and transfer times Datix incident monitoring Patient feedback		Increased journey time may impact on maternal and foetal well being	3	Increased journey time may impact on maternal and foetal well being	3 3	Increased anxiety and discomfort of transl for mothers, families and midwives	er 3 3 9	9	
006	Service continuity whilst staff are receiving training for service delivery within the Consultant Led Unit at the Emergency Care Site.	Head of Midwifery	Head of Midwifery	15/10/2018	01/09/18	15/10/2018	 Orga 	velop training programme. ganise additional capacity to cover ing requirements in clinical areas	Complaints Datix incident monitoring	Trust and W&Cs governance structures	Reduction in staffing levels 3	2	Reduction in staffing levels, especially experienced and senior midwives	4 2	8 Increased anxiety for women	3 2 6	7	
007	Retention of workforce during and after reconfiguration	Head of Midwifery	Head of Midwifery	15/10/2018	01/09/18	15/10/2018	teams •Com •High	mms & Engagement Strategy ghlighting non-redundancy policy otected travel	Vacancy rate Agency expenditure Sickness rates Pay expenditure Compliance of national standards	Centre process for monitoring of risks and incidents - monthly report to Risk Management Group and Care Group Board	Insufficient staff to deliver clinical model 2	3	Insufficient staff to deliver clinical model effecting clinical outcomes	2 3	6 insufficient staff to deliver clinical model	2 3 6	6	
008	Administration capacity requirements not yet scoped	Head of Midwifery	Head of Midwifer	15/10/2018	01/09/18	15/10/2018	requir •Revi and Fi •Devi	view future requirements during Task	Compliance to national standards including Health & Safety	Trust and W&Cs governance structures	Negative impact from poor administration on patient care and clinical management 2	3	Inadequate capacity and facilities to support of the service, leading to less effective outcomes.	2 3	Poor experience for patient and their 6 family/carers and increased worry and anxiety	2 3 6	6	
7009	The reconfiguration of Hospital services may have a adverse impact on patients from certain sections of our communities	Head of Midwifery	Head of Midwifery	, 15/10/2018	01/09/18	15/10/2018	Clinical adjacencies determined, W&C need to be colocated with emergency services e.g. critical care and act (E CQLA Clinical senate approval of proposed model - Stuture Fit programme board and CG board approval to proceed to public consultation Future - State	sess the impact of a policy or	Patient feedback	Trust and W&Cs governance structures IIA & EQIA recommendations implementation Clinical strategy group governance structure	Negative impact on patient care and clinical outcomes.	2	Clinical staff of inappropriate skill performing procedures/making decisions	3 2	6 Delayed access and inappropriate management of care	3 2 6	5	

Completed by Lead manager/Clinician

Approved by Lead Clinician

Date:_____

Approval	Date:
(CMO or Chief Nurse)	

Specialty: Neonates

	Specialty. Neonates													Risk Scoring After Mit	igating Actio	on put in p	lace				Chief (or Clinic	leted by Centre al Lead on behalf Nurse/Centre or
																					Service Mana	ger/Finance lead
SaTH Risk ID	Risk Identified	Accountable Lead	Clinician completing QIA	Date Form Completed	Next Review	Date updated		ng actions	Quality Indicators	KPI Assurance - Sources and Reporting to monitor quality	Impact on Patie		Risk	Impact on Clinical Ef		Risk	Impact on Patier		Risk		Approved By	Comments
					Date		Completed with Monitoring	Actively On-going		indicators)	Describe Risk	C L	Score	Describe Risk	C L	Score	Describe Risk	C L	Score	Score		
NNU 001	The Principle of 'Scoop and Run' from the colocated MLU to neonates will need to be embedded if the Neonatology Unit is relocated.	CD for Neonatology	CD for Neonatology	15/10/2018	01/03/19	15/10/18		Adopt current pathways from peripheral MLUs The rotation of midwives that currently occurs will be enhanced to ensure knowledge transference. Triaruns of process will be undertaken prior to move. Discussion with WMAS will continue to develop robust process and guidance through the Transfer and Triage Group	Review meetings. Findings and	Minutes of NNU and Centre Governance Meetings	Delays in Neonates arriving at NNU may adversely affect outcome	5 2	10	Impact only likely on the rare occasions that any delay encountered	4 1	4	Parents may feel concern in relation to observation of any delay	1	4	6		
NNU 002	Improved access to neonatal trained staff by Trauma Team for babies born as a result of trauma presenting at the Emergency Care Site as a result of services being colocated in the future.	CD for Neonatology	CD for Neonatology	15/10/2018	01/03/19	15/10/18		Colocation of the Neonatal unit to the emergency take will reduce the risk of trained expertise not being available. Continue training for ED Doctors, midwives and others e.g.: NLS and stabilisation training,	Discussion of all Term or unexpected admissions to NNU already forms part of Governance processes and	All unexpected and term admissions to NNU are discussed through Centre Governance Processes. Discussion will involve consideration of travel time if neonates presented to MLUs. Such cases will have a multidisciplinary approach	Delays in obtaining formal neonatal care in trauma situations are likely to have an adverse effect on clinical outcome for children born under 35 weeks gestation	5 1	5	This is likely to be a very rare occurrence which is improved through the colocation of both services.	5 1	5	This is likely to be a very rare occurrence, and as such will have limited effect on patient experience, other than for those directly involved	1	4	5		
NNU 003	Safe Neonatal baby transfer to the Neonatal unit.	CD for Neonatology	CD for Neonatology	15/10/2018	01/03/19	15/10/18		Adopt existing agreed process for the transfer of a Neonate from an outlying MLU and apply it to the reconfigured service model. For example, Planned Care Site transfer from MLU or UCC.	Clinical Incidents. Complaints. Serious untoward incident Patient outcome Patient feedback LMS outcome implementation	Minutes of NNU & governance	Transferring potentially unstable neonates between sites.	4 3		LOS may deteriorate which may adversely affect capacity.	2 2	4	May cause distress and anxiety to patients and their families.	2 2	4	5		
NNU 004	Retention of workforce during and after reconfiguration	CD for Neonatology	CD for Neonatology	15/10/2018	01/03/19	15/10/18		Staff support sessions with HR and SSG teams. Comms & Engagement Strategy Highlighting non-redundancy policy Protected travel	Sickness rates Pay expenditure	Centre process for monitoring of risks and incidents - monthly report to Risk Management Group and Care Group Board	Insufficient staff to deliver clinical model	2 3	6	Insufficient staff to deliver clinical model effecting clinical outcomes	2 3	6	Insufficient staff to deliver clinical model	2 3	6	6		
NNU 005	Administration capacity requirements not yet scoped	CD for Neonatology	CD for Neonatology	15/10/2018	01/03/19	15/10/18		Audit of current demand and capacity requirements Review future requirements during Task and Finish Group sessions Develop future administration areas with Technical team and SSG	Compliance to national standards including Health &	Trust and W&Cs governance structures	Negative impact from poor administration on patient care and clinical management	2 3	6	Inadequate capacity and facilities to support the service, leading to less effective outcomes.	2 3	6	Poor experience for patient and their family/carers and increased worry and anxiety	2 3	6	6		
	Completed by Lead manager/Clinician	-				-		Date:		-												
	Approved by Lead Clinician	-						Date:		=												
	Approval (CMO or Chief Nurse)	=				:		Date:		=												

Specialty: Paediatrics

														Risk Scoring After Mitigating Action put in	place				Lead on behalf of CC)/Se Service Manager	nior Nurse/Centre or /Finance lead
SaTH Risk ID	Risk Identified	Accountable Lead	Clinician	Date Completed	Next Review	Date Updated	Mitigating action	ctions	Quality Indicators	KPI Assurance - Sources and Reporting to monitor quality indicators)	Impact on Patient Safety	у		Impact on Clinical Effectiveness		Impact on Patient Expe	rience	Average Risk	Approved By	Comments
PA001	Safe transfer arrangements for a child from the Planned Care Site Urgent Care Centre to the Emergency Department or Inpatient Unit a the Emergency Care Site.	CD Paediatrics	CD Paediatrics	17/10/2018	Date 01/09/18	17/10/18	UCC designed stabilise particular stabilise particular stabilise particular support (A sufficient particular support support (A sufficient particular support	esign to include a resuscitation area to patients prior to transfer. be trained in Advanced Paediatric Life (APLS) and sufficient numbers to enable it presence on each shift rentation of effective triage and transfer	Clinical incidents		Clinical Deterioration of Patient During Transfer 3	2 6	ir	Delay in initiating required non urgent npatient diagnostics and treatment may 3 ancrease LOS	9	Raised Anxiety levels may become apparent when a transfer is part of a Clinical pathway	2 3	6 7		
PA002	Insufficient numbers of paediatric trained nurses on the Planned Care Site's Urgent Care Centre	CD Paediatrics	CD Paediatrics	17/10/2018	01/09/18	17/10/18	ensure one "Paediatric	tric Awarenese Modules")	ompleted. •Rotations operationalised.	Care Group process for monitoring of risks and incidents in line with Trusts Governance processes	There may be delays for Paediatric patients who require paediatric expertise getting 3 that care.	3 9	P	Patient safety and wellbeing and impact on 3 3	12	Raised Anxiety levels may become apparent when delays apparent in receiving formal paediatric care	2 3	6 9		
PA003	Availability of appropriately skilled Pharmacy staff specialising in Paediatric Oncology	CD Paediatrics	CD Paediatrics	17/10/2018	01/09/18	17/10/18	regards to •Workforc	orce recruitment and retention plan to	Clinical Incidents. Complaints. Serious untoward incident	Care Group process for monitoring of risks and incidents in line with Trusts Governance processes	Delay in patients receiving treatment and reduction in pharmacy input into the MDT.	3 9	P	Patient safety and wellbeing and impact on 3 3	6	Any delays may cause distress to patients and their families	2 3	5 6		
PA004	Retention of workforce during and after reconfiguration	CD Paediatrics	CD Paediatrics	17/10/2018	01/09/18	17/10/18	Comms 8 Highlighti	hting non-redundancy policy ted travel	Vacancy rate Agency expenditure Sickness rates Pay expenditure Compliance of national standards	Centre process for monitoring of risks and incidents - monthly report to Risk Management Group and Care Group Board	Insufficient staff to deliver clinical model 2	3 6		nsufficient staff to deliver clinical model 2 3	6	Insufficient staff to deliver clinical model	2 3	6 6		
PA005	Administration capacity requirements not yet scoped	CD Paediatrics	CD Paediatrics	17/10/2018	01/09/18	17/10/18	requiremei • Review fu Finish Grou • Develop f	future requirements during Tack and	ompliance to national standards schuding Health & Safety	Trust and W&Cs governance structures	Negative impact from poor administration on patient care and clinical management	3 6	li s o	nadequate capacity and facilities to support the service, leading to less effective 2 subtromes.	6	Poor experience for patient and their family/carers and increased worry and anxiety	2 3	6 6		
PA006	The reconfiguration of hospital services may have a adverse impact on patients from certain sections of our communities	CD Paediatrics	CD Paediatrics	17/10/2018	01/09/18	17/10/18	Clinical adjacencies determined, WSC. Inneed to be colocated with emergency services e.g. critical care and acute surgery Clinical senate approval of proposed model Future Fit programme board and CCG board approval to proceed to public consultation emergenacy Lead mitigat Impact Assess th those peop Equality Assess th those peop Equality Assess th those peop Equality Assess th those peop Future Fit programme por perganacy Equality Assess th those peop Equality Assess th th those peop Equality Assess th those peop Equality Assess th the people peop Equality Assess th the people people Equality Assess th the p	roup and Trust participation in Future Fit gation highlighted through Equality Assessment (EQJA) the impact of a policy or decision on mopple belonging to one or more of the	nonitoring	Trust and W&Cs governance structures IN & EQIA recommendations implementation Clinical strategy group governance structure	Negative impact on patient care and clinical 2 outcomes.	2 4		Medical staff of inappropriate skill serforming procedures/making decisions 3 2	6	Delayed access and inappropriate management of care	3 2	6 5		
Completed by Le	ad manager/Clinician									Date:					1					
Approved by Lea	d Clinician									Date:										
Approval (CMO or Chief N	urcal									Date:										
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Specialty: Gynaecology

															Risk Scoring After M	litigating Actio	n put in place				To Be Completed by Centre behalf of CC)/Senior Nu	
				Clinician					ing actions		KPI Assurance - Sources and Reporting to monitor	Impact on Pa	tient Safety		Impact on Clinical Effectiv	veness	Impact on Patient E	xperience		Average		
	SaTH Risk ID	Risk Identified	Accountable Lead	completing QIA	Date Completed	Next Review Date	Date Updated	Completed with Monitoring	Actively On-going	Quality Indicators)	quality indicators)	Describe Risk	C L	Risk Score		C L	Risk Score Describe Risk	С	L	Risk Score	Approved By	Comments
G	Y001	Reduced risk of not receiving prompt treatment in gynaecological cases that require acute surgery/ urological input as a result of being colocated.	CD for gyanecology	CD for gyanecology	17/10/2018	01/09/18	17/10/18		Current configuration of these service separates these specialities. **Duplication of rotas to provide emergency cover of control to the place clinical interaction to take place. **Task & Finish Group programme to address key elements.	Clinical governance outcome monitoring	Monitor cases requiring surgical/urology input via dashboard.	Delayed and inappropriate management	4 2	8	Medical staff of inappropriate skill performing procedures/making 4 decisions	1	4 Delayed and inappropriate management	4 1	1	4 5		
G	Y002	The reconfiguration of Women & Children services may have a adverse impact on patients from certain sections of our communities	CD for gyanecology	CD for gyanecology	17/10/2018	01/09/18	17/10/18	Clinical adjacencies determined, W&C need to be colocated with emergency services e.g. critical care and acute surgery Clinical senate approval of proposed model Future Fit programme board and CCG board approval to proceed to public consultation	Care group and Trust participation in Future Fit led mitigation highlighted through integrated Impact Assessment (IIA) Care group and Trust participation in Future Fit led mitigation highlighted through Equality impact Assessment (EQIA)	Clinical governance outcome	Trust and W&Cs governance structures III. & EQIA recommendations implementation Clinical strategy group governance structure	Negative impact on patient care and clinical outcomes.	2 2	4	Medical staff of inappropriate skill performing procedures/making 3 decisions	2	6 Delayed access and inappropriate management of care	3 2	2	6 5		
G	Y003	Retention of workforce during and after reconfiguration	CD for gyanecology	CD for gyanecology	17/10/2018	01/09/18	17/10/18		Staff support sessions with HR and SSG teams. Comms & Engagement Strategy Highlighting non-redundancy policy Protected travel Task & Finish Group programme to address key elements. Develop new roles and new ways of working e.g. Physician's assistants, ACF nursing associates, on call rotas		Centre process for monitoring of risks and incidents- monthly report to Risk Management Group and Care Group Board	insufficient staff to deliver clinical model	2 3	6	Insufficient staff to deliver clinical model effecting clinical outcomes 2	3	6 Insufficient staff to deliver clinical model	2 3	3	6 6		
G	Y004	Administration capacity requirements not yet scoped	CD for gyanecology	CD for gyanecology	17/10/2018	01/09/18	17/10/18		*Audit of current demand and capacity requirements *Review future requirements during Task and Finish Group sessions *Develop future administration areas with Technical team and SSG *Task & Finish Group programme to address key elements.	Compliance to national standards including Health & Safety	Trust and W&Cs governance structures	Negative impact from poor administration on patient care and clinical management	2 3	6	Inadequate capacity and facilities to support the service, leading to less effective outcomes.	3	Poor experience for patient and their family/carers and increased worry and anxiety	2 3	3	6 6		

Completed by Lead manager/Clinician Approved by Lead Clinician Approval (CMO or Chief Nurse)

Date: Date: Date:

			Consequence		
<u>Likelihood</u>					
	1	2	3	4	5
	Insignificant	Minor	Moderate	Severe	Catastrophic
1 - Rare	1	2	3	4	5
2 - Unlikely	2	4	6	8	10
3 - Possible	3	6	9	12	15
4 - Likely	4	8	12	16	20
5 - Almost Certain	5	10	15	20	25

	Quality Impact Assessment (QIA) legend
A&E	Accident and Emergency
ACP	Advanced Clinical Practitioner
AEC	Ambulatory Emergency Care
APLS	Advanced Paediatric Life Support
CCG	Clinical Commissioning Group
CSSD	Central Sterile Services Department
СТ	Computed Tomography
ECS	Emergency Care Site
ED	Emergency Department
EQIA	Equality Impact Assessment
HR	Human Resources
ICNARC	Intensive Care National Audit and Research Centre
IIA	Integrated Impact Assessment
IPCC	Infection Prevention and Control Committee
IT	Information technology
LMS	Local Maternity System
LOS	Length of Stay
MDT	Multidisciplinary Team
MLU	Midwife Led Unit
MRI	Magnetic resonance imaging
MSK	Musculoskeletal
NCEPOD	National Confidential Enquiry into Patient Outcome and Death
NLS	Neonatal Life Support or New-born Life Support
NNU	Neonatal Unit
PCS	Planned Care Site
QIA	Quality Impact Assessment
RCPCH	Royal College of Paediatrics and Child Health
RO	Reverse osmosis water supply
SAFER	<u>Senior review.</u> <u>All patients.</u> <u>Flow.</u> <u>Early discharge.</u> <u>Review.</u>
SAS	Surgical Admission Suite
SOP	Standard Operating Procedure
SSG	Sustainable Services Group
SUI	Serious Untoward Incident
UCC	Urgent Care Centre
USC	Unscheduled Care
W&C	Women and Children
WLI	Waiting List Initiative
WMAS	West Midlands Ambulance Service