

Preliminary risk assessment (PRA) organisational preparedness checklist

Health Services should work through the following actions prior to 14 December 2020 to ensure they are ready for the introduction of the PRA.

Element	Resources	Yes	No	Action	Due Date
Staff briefings					
Executive briefed on requirements for PRA	Explainer video Presentation slides + script				
Patient Safety Managers and other relevant staff (e.g. Clinical Governance team members, RCA team leaders) have attended Masterclasses or listened to recorded sessions on CEC website	Link to registration and webinar http://www.cec.health.nsw.gov.au/Review-incidents/Upcoming-changes-to-incident-management				
Standing team (where appropriate) briefed and made aware of online resources	Explainer video Presentation slides + script				
Team appointment					
Process for team appointment agreed (CE memo/letter, standing appointment, email)	Process for appointment of PRA team (adapt as required)				
Consideration in and out of hours appointments					
Prepare templates for team appointment	PRA appointment letter template (adapt as required)				
If standing team appointment to be established, prepare team appointment letter for immediate processing on legislation commencement date	PRA standing team appointment letter template (adapt as required)				

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Operational					
PRA template has been tested (Microsoft Word copy)	PRA template				
ims+ quick reference guide for completing PRA has been distributed to relevant stakeholders	ims+ quick reference guide				
Process for obtaining approval of sharing of PRA findings with families established					
Dedicated family contact					
Dedicated family contact champion identified	Dedicated family contact champion role description (adapted as required)				
Dedicated family contact champion has reviewed resources and attended or listened to recorded Masterclasses on CEC website	Link to registration for Masterclass and recorded webinar http://www.cec.health.nsw.gov.au/Review-incidents/Upcoming-changes-to-incident-management				
Process for assignment of dedicated family contact established	Dedicated family contact appointment letter (for consideration)				
Process for supporting staff appointed to dedicated family contact considered (including orientation, briefing and debriefing sessions)	Dedicated family contact information pack Explainer video Presentation slides Online resources				
Standard process agreed to for dedicated family contact documentation					