

HYWEL DDA UNIVERSITY HEALTH BOARD

Appendix 5 – Training Needs Analysis

Risk Management Training Needs Analysis

Name:

Date TNA Completed:

The purpose of this assessment is to help identify the appropriate level of risk management training you may require in your role within the organisation.

The levels of training that the organisation can provide is outlined below:

Risk Management Awareness	
Target Audience:	All Staff
When:	On Welcome Day or as part of local induction
Duration:	N/A
Frequency:	On commencement in organisation or new role
Format:	Checklist
Intended Outcome:	To have an understanding of: <ul style="list-style-type: none"> • What is risk? • What is risk management? • How to report a risk • Risk culture
If you are involved in managing a service/function, or if you are a designated risk owner, please discuss with your line manager or contact the Assurance and Risk Team for risk management training or advice at AssuranceandRisk.HDd@wales.nhs.uk .	

Risk Management Strategy & Practice	
Target Audience:	Any employees with the responsibility for undertaking risk management as part of their role. This could include, but is not limited to <ul style="list-style-type: none"> • Team Leaders • Service Managers • Heads of Service • General Managers • Clinical Care Group / Executive Function
When:	Prior to obtaining access to Datix Risk Module, or on commencement of an applicable new role
Duration:	90min Part 1 – 60 minutes Risk Management Strategy & Practice Part 2 – 30 minutes RL Datix Risk Module
Frequency:	One off session
Format:	Teams
Intended Outcome:	To leave the session with understanding of: <ul style="list-style-type: none"> Part 1 – Risk Management Strategy, Board Assurance Framework, Risk Appetite, Risk Description, Cause and Effect, Risk Grading, Hierarchy of Controls, Action Planning, Assurance, Risk Management Culture, Roles and Responsibilities Part 2 – RL Datix Risk Module

Level 3 - Board Level Risk Management Session	
Target Audience:	Board Members / Board Directors

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When:	On Commencement with organisation / Refresh as part of Risk Appetite Review / Through IM Lunch and Learn Sessions as requested
Duration:	1 hour
Frequency:	At least annually to align with the review of the organisational Risk Appetite Statement
Format:	Face to Face or Teams
Intended Outcome:	<p>To leave the session with an understanding of:</p> <ul style="list-style-type: none"> • The Risk Management Strategy – what are we trying to achieve? • Board Assurance Framework/ Organisational Risk Register – purpose, approach and rationale, etc. • The risk management framework including an overview of the operational risk management approach within the organisation including escalation from service to Board • The level of assurance gained from the BAF and other risk management activity shared with the Board • Setting the tone/Risk Culture/Role of Board • Risk Appetite and Risk Tolerance levels

Now you have considered the levels of risk management training please indicate by placing a tick in the box below which session(s) would apply to you:

Level 1	
Level 2	
Board Level	

Next Steps:

Please return this form to your Line Manager and where applicable please ensure that you are booked on the relevant session within 4 weeks of completing this TNA via the following link: [Assurance and Risk Training](#)

Thank You!