

# Risk Assessment Template (Sample)

Here is how the template could be completed for a change involving security access.

Type of Risk	Details	Mitigation Strategy	SME
Patient Experience (Complaints from patient services about strangers in building)	We are hiring more ESL staff who are not proficient in English to assist patients with wayfinding. We want both staff and the patient to feel respected.	Train all ESL staff on how to handle in English three different situations: <ol style="list-style-type: none"> <li>1. Direct patient requests to nearby staff</li> <li>2. Help patients in emergencies</li> <li>3. Direct patients to the nearest unit clerk or help desk station.</li> </ol>	Employee Relations Manager  ESL Coordinator
Temporarily misplaced badges	If an employee arrives at work without a proper badge they will be sent home.	Security has temporary badges that can be checked out on a day to day basis.	Security
System integrity (new badges are heat sensitive)	Employees report leaving badges in cars during the summer and finding that they no longer work.	<ul style="list-style-type: none"> <li>• Communicate to staff about the issue.</li> <li>• Create a policy about leaving badges in vehicles</li> <li>• Include damaged badges in the temporary badge protocols</li> </ul>	Information Technology  Human Resources
HIPAA Violations (Patient health information loss)	When an employee badge is lost, because it has their own personal information on it, losing a badge would be a HIPAA violation.	Work with legal to get an exception for stolen badges and/or identify what potential information could be added to the badge without becoming a HIPAA violation.	Legal  Compliance