

Risk Register

*Nature of risk: Clinical or Non-clinical

**Risk classifications: a. Risk pertaining to ST profession b. Risk pertaining to Accredited STs c. Risk pertaining to HKIST d. Risk pertaining to the Register of Accredited STs

Risk No.	Name	*Nature of risk/ **Risk classifications	Description of risk/ Safety concerns	Estimated Consequences	Estimated Likelihood	Risk Rating	Ranking for Risk Management	Action plan, stating responsible person/ parties	Target completion date
1	Manual handling risk	*Non-clinical **b	Risk of injury at work	Staff injury, which is Major	Almost certain	20	1	ST clinics/employers: should provide manual handling training to staff and be aware of the importance of occupational safety.	1/2018
2	Aspiration	*Clinical **a, b	Aspiration of materials during swallowing assessment	Risk of aspiration pneumonia/suffocation, which is Major	Likely	16	2	1. STs: should follow assessment protocol and have adequate training before independently administer swallowing assessment. 2. The HKIST: should issue Guideline for STs on Theoretical knowledge and Practical competencies needed to carry out swallowing assessment (1/3/2021).	1/2018 3/2021
3	Infectious disease	*Clinical **a, b	Risk of transmission of diseases	Infection of clinician or cross infection to clients, which is Major	Likely	16	2	1. STs: should read and apply the Infection Control Guidelines for Speech Therapy (18/9/2017). 2. The HKIST Education Committee: should reassess the Risk consequences of Infectious disease in face of the Covid-19 pandemics. 3. The HKIST: should issue Guidelines for STs on Infection Control Guideline under COVID-19 Pandemic (1/4/2021).	1/2018 11/2020 4/2021
4	Data security and privacy risk	*Non-clinical **a, b **c, d	Insecurity in handling confidential information	Loss of personal data/confidential information, which is Moderate	Almost certain	15	3	1. ST clinics/employers: should have detailed information security policy to manage confidential information and clients' record. 2. The HKIST: should have detailed information security policy to manage confidential information.	1/2018 To be discussed
5	Injury	*Clinical **a, b	Injury/fall due to impulsivity of pediatric clients or in in Confrontational Situations	Head/limbs injury, which is Moderate	Likely	12	4	1. ST clinics/employers: should make sure furniture in clinics be free from sharp edges. 2. ST clinics/employers: should provide Breakaway & Restraint Technique (人本脫身法及約束法) training to staff and be aware of the importance of occupational safety.	1/2018 To be discussed in EdComm

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6	Under-registration	*Non-clinical **a, c, d	Insufficient ST registering at HKIST	Stakeholders confused about clinician's competency, which is Moderate HKIST's finance insecurity, which is Moderate	Likely	12	4	The HKIST: should promote the significance of Registration to stakeholders, e.g. Universities, government departments, employers,	To be discussed
7	Outdated /inaccurate register list	*Non-clinical **a, b, c, d	Outdated /inaccurate register list	Stakeholders use outdated or inaccurate list to identify clinician's competency, which is Moderate	Possible	9	5	The HKIST: should formulate register and admission procedure, and compile with the procedure	To be discussed
8	Inaccessibility of register list	*Non-clinical **a, b, c, d	Stakeholders cannot access and use the list	The public cannot access and use the list, which is Moderate	Possible	9	5	The HKIST: should ensure good website maintenance and explore non-website means of circulation of Register list, so that stakeholders can access and use the list	To be discussed
9	Insufficient details in register list	*Non-clinical **a, b, c, d	Insufficient details in register list	Stakeholders cannot differentiate registrants having same Chinese and English names, which is Moderate	Unlikely	6	6	The HKIST: could include additional information about the registrants on the Register list	To be discussed