

Risk Likelihood Table

Level	Likelihood Descriptor	Description/ Time Scale for ongoing non-project activities or exposures	% Chance during life of project or financial year for budget risk	Per Separations/ Occasions of Service
5	Almost certain	<ul style="list-style-type: none"> Expected to occur in most circumstances Expected to occur at least monthly i.e. at least twelve (12) times per year 	Over 95%	1 or more in 10
4	Likely	<ul style="list-style-type: none"> Probably occur in most circumstances May occur in every few months i.e. up to twelve (12) times per year) 	>60% - 95%	1 in 100
3	Occasional	<ul style="list-style-type: none"> Probably will occur in time May occur once in every 1 – 2 years 	>30% - 60%	1 in 1,000
2	Unlikely	<ul style="list-style-type: none"> Possible to occur in time May occur once in every 2 – 5 years 	>5% - 30%	1 in 10,000
1	Remote	<ul style="list-style-type: none"> May occur only in exceptional circumstances May occur once in every 5 years or more 	Up to 5%	1 in 100,000 or more

Risk Matrix

		Consequence				
Likelihood		Insignificant	Minor	Moderate	Major	Extreme
Likelihood	Score	1	2	3	4	5
Almost certain	5	5	10	15	20	25
Likely	4	4	8	12	16	20
Possible	3	3	6	9	12	15
Unlikely	2	2	4	6	8	10
Remote	1	1	2	3	4	5
Risk Ranking	Low	1-5	Moderate	6-12	High	15-25

Risk Classification

Risk Classification	Examples of Common Risks
Risk pertaining to Speech Therapy profession	Lack of confidentiality Insufficient clinical safety Side effect of treatment Inadequate availability and accessibility of service Conflict of interest Non-evidence-based practice Negative comments towards profession Brain drain
Risk pertaining to the Hong Kong Institute of Speech Therapists Limited	Financial crisis Litigation Insufficient secretarial support Under achievement of performance indicators Under registration
Risk pertaining to the Register of Registered Speech Therapists	Lack of accuracy Inadequate currency Procedural incompliance Insufficient details for identification of registered STs Inaccessibility of register

Common Clinical Risks in Speech Therapy 2022

Top risks (in order of risk score)	
Label	Risk description
Asp	Aspiration
Fall	Fall with fractures (elderly)
Inj	Injury/fall due to impulsivity (children)
PI	Patient misidentification
EQ	Inappropriate use of equipment
Dx	Wrong diagnosis
WT	Waiting time
IC	Infection control
MC	Miscommunication

		Consequence				
Likelihood		Insignificant	Minor	Moderate	Major	Extreme
Likelihood	Score	1	2	3	4	5
Almost certain	5		WT			
Likely	4	MC	IC	Inj	Asp	
Possible	3			PI EQ	Fall	
Unlikely	2			Dx		
Remote	1					

Common Non-Clinical Risks in Speech Therapy 2022

Top risks (in order of risk score)	
Label	Risk description
MH	Manual handling
DP	Data security and privacy
WV	Workplace violence
LI	Litigation
FR	Financial risk
SE	Security
FD	Facility defect
IT	IT (system/network breakdown)
MS	Manpower shortage (professional & supporting staff)

		Consequence				
Likelihood		Insignificant	Minor	Moderate	Major	Extreme
Likelihood	Score	1	2	3	4	5
Almost certain	5			DP	MH	
Likely	4		FD IT			
Possible	3		MS	FR SE	WV	
Unlikely	2				LI	
Remote	1					

Risks in Speech Therapy profession 2022

Top risks (in order of risk score)	
Label	Risk description
LC	Lack of confidentiality
IC	Insufficient clinical safety
SE	Side effect of treatment
IA	Inadequate availability and accessibility of service
CI	Conflict of interest
NE	Non-evidence-based practice
NC	Negative comments towards profession
BD	Brain drain

		Consequence				
Likelihood		Insignificant	Minor	Moderate	Major	Extreme
Likelihood	Score	1	2	3	4	5
Almost certain	5					
Likely	4		BD	IA		
Possible	3		CI	LC NE		
Unlikely	2		NC	SE	IC	
Remote	1					

Risks in the Hong Kong Institute of Speech Therapists Limited 2022

Top risks (in order of risk score)	
Label	Risk description
FC	Financial crisis
LI	Litigation
IS	Insufficient secretarial support
UPI	Under achievement of performance indicators
UR	Under registration

		Consequence				
		Insignificant	Minor	Moderate	Major	Extreme
Likelihood	Score	1	2	3	4	5
Almost certain	5					
Likely	4			IS UPI	UR	
Possible	3				LI	FC
Unlikely	2					
Remote	1					

Risks in the Register of Registered Speech Therapists 2022

Top risks (in order of risk score)	
Label	Risk description
LA	Lack of accuracy
IC	Inadequate currency
PI	Procedural incompliance
ID	Insufficient details for identification of registered STs
IR	Inaccessibility of register

		Consequence				
Likelihood		Insignificant	Minor	Moderate	Major	Extreme
Likelihood	Score	1	2	3	4	5
Almost certain	5					
Likely	4			PI	IC IR	
Possible	3				LA	
Unlikely	2			ID		
Remote	1					