



GOVERNANCE & NETWORK | User Guide

2026

Written by Giselle Latta (RN)



www.riskclear.com.au

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INTRODUCTION

RiskClear is a comprehensive and robust single source solution for all your governance, reporting and quality management requirements.

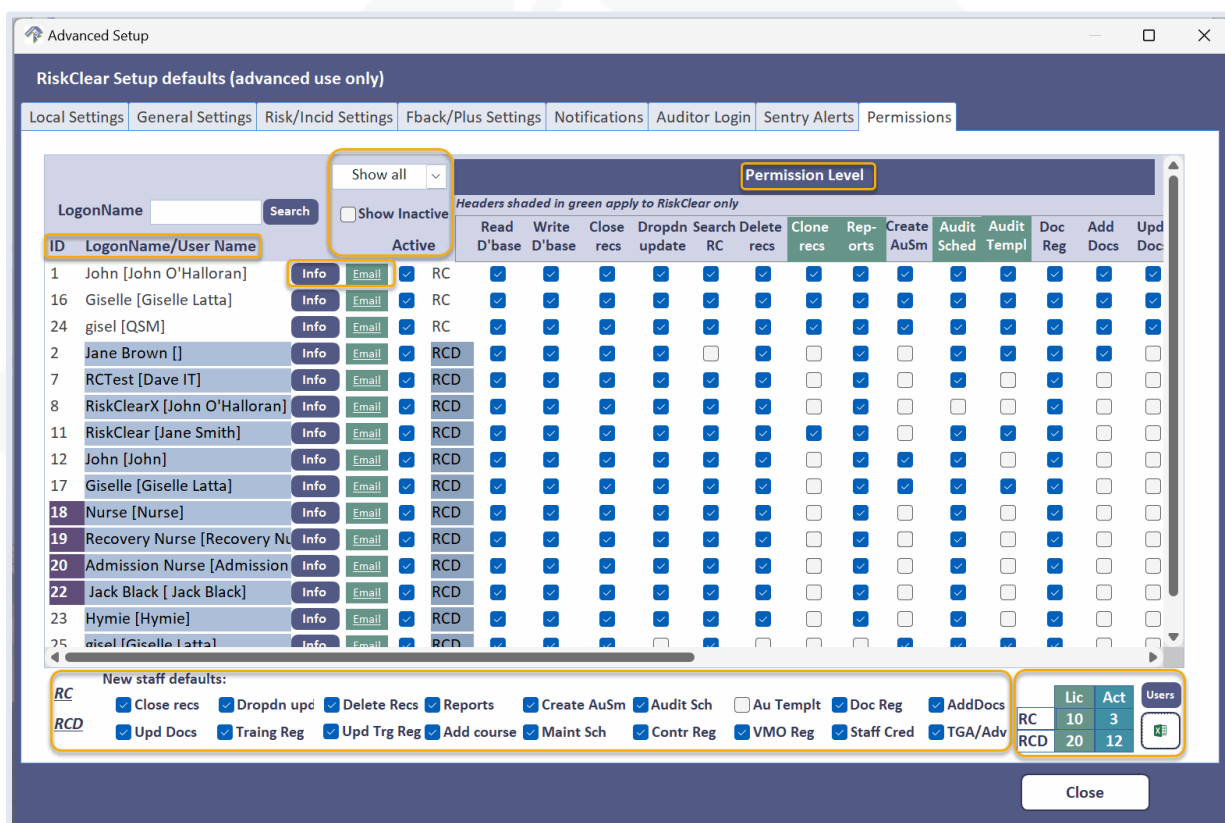
GOVERNANCE	REPORTING	QUALITY MANAGEMENT
✓ Risk & Incident Management ✓ Feedback & Complaints Management ✓ Quality Improvement ✓ Document Register ✓ Training Register ✓ Credentialling Register ✓ Contractor & Assets Register ✓ Maintenance Schedule	✓ Risk, Incident & Quality Registers ✓ Feedback & Complaints ✓ Workplace Hazards ✓ Clinical Indicators ✓ Infection Events ✓ Live Snapshot Status of your key risks & incidents ✓ Comprehensive & flexible Reports Suite	✓ Audit & Task Schedule including audits on tablet ✓ Survey & Evaluation ✓ Clinical Indicator Benchmarking ✓ Infection Events ✓ Quality Improvement Register ✓ Supports and centralises your Accreditation Preparedness ✓ Timely Alert Management

This User Guide provides examples (only) of how you can utilise RiskClear within your local governance and network setting. These examples provide options as to how you can effectively link various features in RiskClear to resources and documents located on your Network.

SECURITY

Your Network has various secure locations for documents and resources, many of which can link to RiskClear. Your Network may have various security settings such as Windows secure sign in and/or a user profile to ensure that only appropriate personnel can view and/or edit these resources.

RiskClear also provides various permission levels for users depending on their role and access requirements. The various security settings afforded by your Network and RiskClear increase your data's security and provide mitigation against data breaches.



RiskClear Setup defaults (advanced use only)

Local Settings | General Settings | Risk/Incid Settings | Fback/Plus Settings | Notifications | Auditor Login | Sentry Alerts | **Permissions**

LogonName Search

☐ Show Inactive

Permission Level

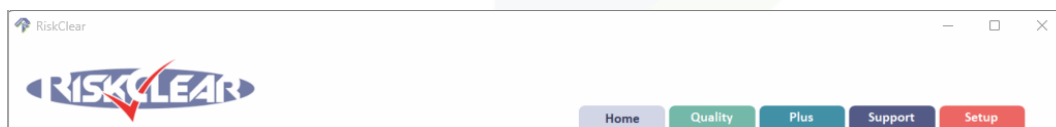
Headers shaded in green apply to RiskClear only

ID	LogonName/User Name	Active	Read D'base	Write D'base	Close recs	Dropdn update	Search RC	Delete recs	Clone recs	Rep-orts	Create AuSm	Audit Sched	Audit Templ	Doc Reg	Add Docs	Upd Doc
1	John [John O'Halloran]	Info Email	RC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
16	Giselle [Giselle Latta]	Info Email	RC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
24	gisel [QSM]	Info Email	RC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Jane Brown []	Info Email	RCD	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7	RCTest [Dave IT]	Info Email	RCD	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8	RiskClearX [John O'Halloran]	Info Email	RCD	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11	RiskClear [Jane Smith]	Info Email	RCD	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12	John [John]	Info Email	RCD	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
17	Giselle [Giselle Latta]	Info Email	RCD	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
18	Nurse [Nurse]	Info Email	RCD	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
19	Recovery Nurse [Recovery Nu]	Info Email	RCD	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
20	Admission Nurse [Admission]	Info Email	RCD	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
22	Jack Black [Jack Black]	Info Email	RCD	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
23	Hymie [Hymie]	Info Email	RCD	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
25	gisel [Giselle Latta]	Info Email	RCD	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

New staff defaults:

☒ Close recs
 ☒ Dropdn upd
 ☒ Delete Recs
 ☒ Reports
 ☒ Create AuSm
 ☒ Audit Sch
 ☐ Au Templt
 ☒ Doc Reg
 ☒ AddDocs
 ☒ Upd Docs
 ☒ Traing Reg
 ☒ Upd Trg Reg
 ☒ Add course
 ☒ Maint Sch
 ☒ Contr Reg
 ☒ VMO Reg
 ☒ Staff Cred
 ☒ TGA/Adv

Close



The **Setup Tab** of RiskClear is where you can set up and personalise your copy of RiskClear for notification purposes as well as for the addition, alteration and hiding of information that appears in drop-down boxes throughout RiskClear. (Refer to the RiskClear Manual available on the **Support Tab** of RiskClear for further information.)

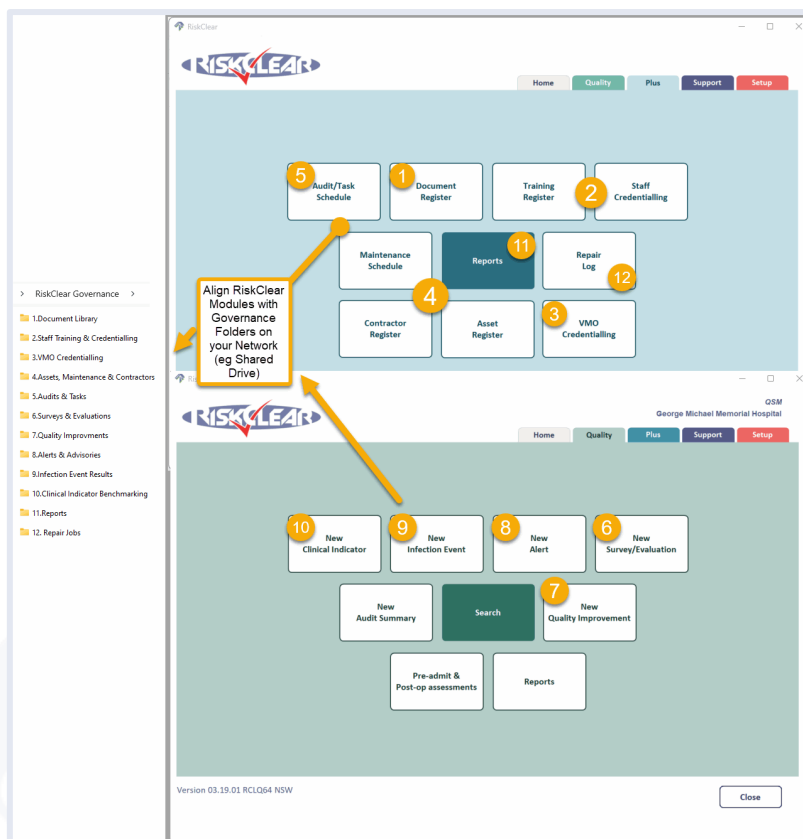
NETWORK SET UP EXAMPLES

Consider aligning the Folder Set-up on your network (shared drive) with the features and functions of RiskClear. For example:

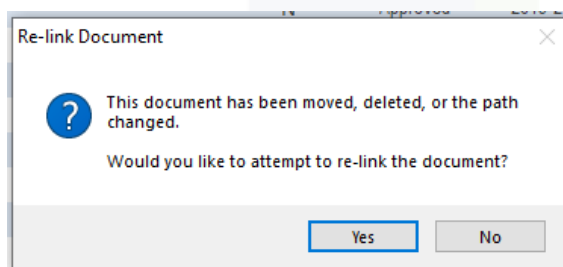
Shared Drive Network Folders mapped to RiskClear Functions

Network Folder	RiskClear Function
1. Document Library >	1. Document Register (Plus Tab)
2. Staff Training & Credentialling >	2. Training Register (Plus Tab)
3. VMO Credentialling > (n/a for Aged Care)	3. VMO Credentialling (Plus Tab)
4. Maintenance & Contractors >	4. Maintenance Schedule & Contactor Register (Plus Tab)
5. Audits & Tasks >	5. Audit /Task Scheduler (Plus Tab)
6. Surveys & Evaluation >	6. New Survey/Evaluation (Quality Tab)
7. Quality Improvement >	7. New Quality Improvement (Quality Tab)
8. Alerts & Advisories >	8. New Alerts (Quality Tab)
9. Infection Event Results >	9. New Infection Event (Quality Tab)
10. Clinical /Quality Indicator Benchmarking >	10. New Clinical/Quality Indicator (Quality Tab)
11. Reports >	11. Reports (Home, Quality & Plus Tabs)
12. Repair Jobs >	12. Repair Log (Plus Tab)

As per the diagram below each of the **12 folders** on the Network align with the **12 functions** in RiskClear.

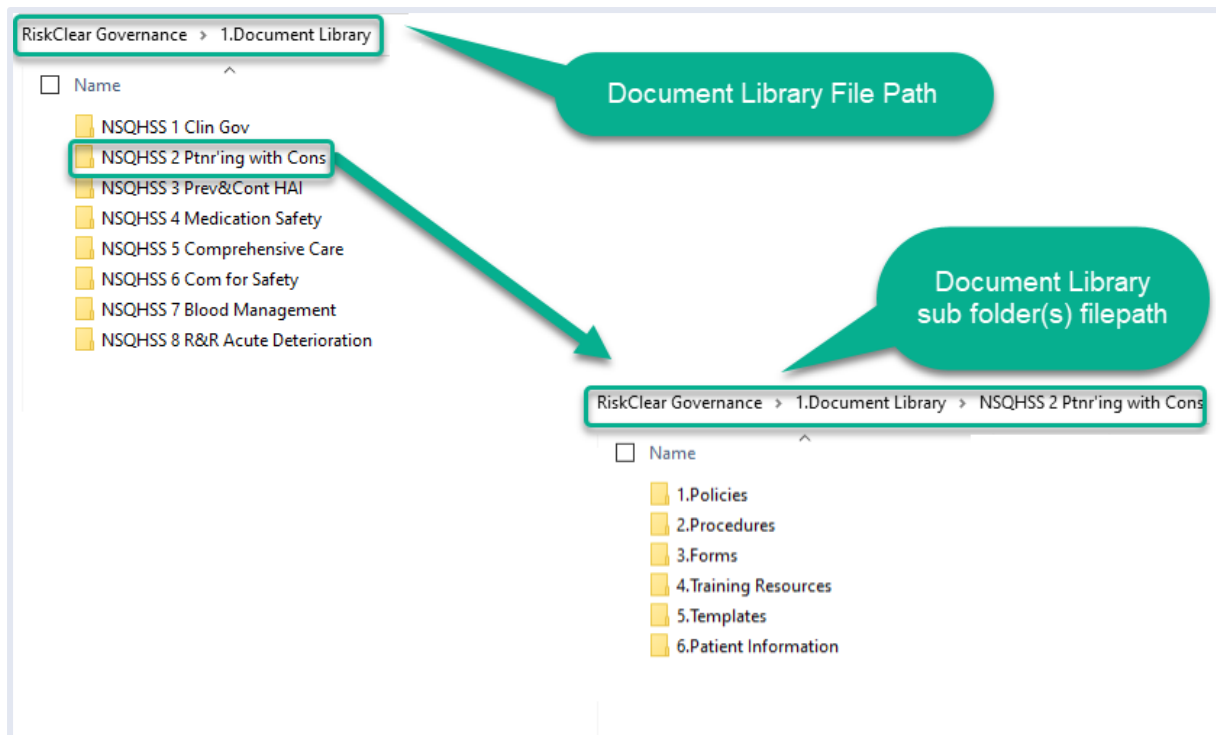


It is important where possible to determine your network folder location and folder names before you start linking documents and/or folders in RiskClear. **Remember if you change the location or folder name after you have linked records in RiskClear, the link will break**, and the message below will appear asking you to **re-link the document to the new network location**.



DOCUMENT LIBRARY > DOCUMENT REGISTER

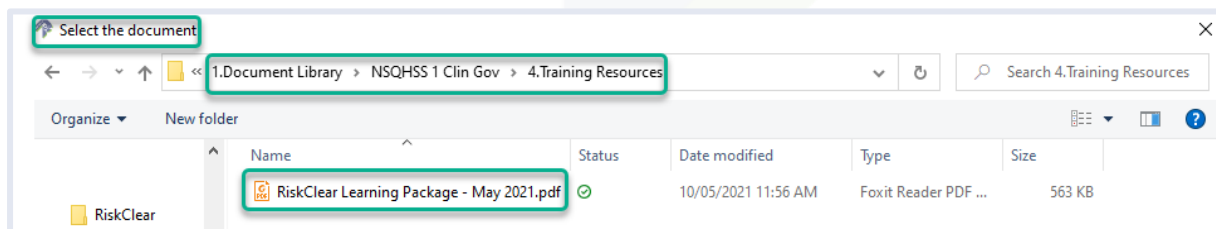
The Document Library set up on your Network can align with your RiskClear Document Register set up. The diagram below shows an **example** set up of a Document Library and its sub-folders.



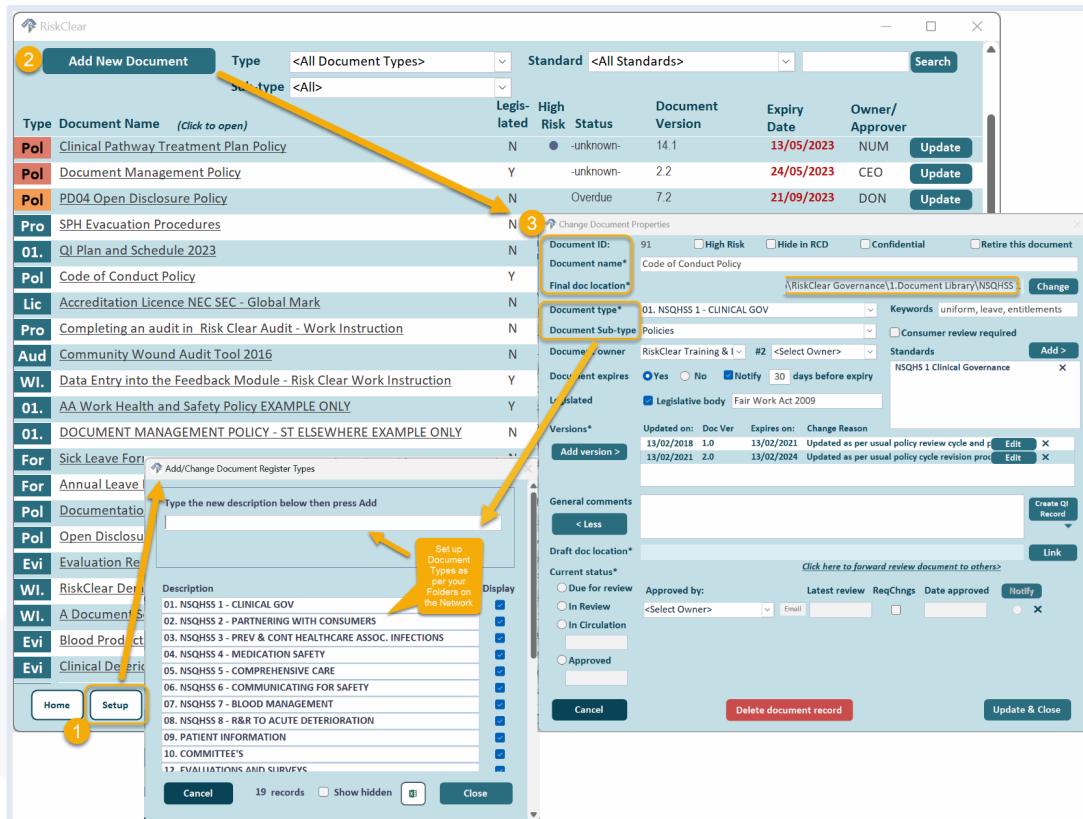
Now your Document Library is set up on your network you can link documents using the Document Register.

STEP ONE: Click on the **“Setup”** button (bottom of the screen) upon which a **blue** Add/Change Document Register type window will appear. Enter the **document types** (mimic the Document Library on your network), click on **“Add”** and when finished click **“Close”** to save.

STEP TWO: Click on **“Add New Document”** and it will open the browser on your Network where you can navigate too and **select the document you wish to link**. (e.g. RiskClear Learning Package in the Training Resources sub folder of your Document Library)



Once the document is selected, the **grey "New Linked Document"** window will appear. Complete the details including selecting the document type, which NSQHS (or other) Standard it aligns to and click **"Update & Close"** to save the record.

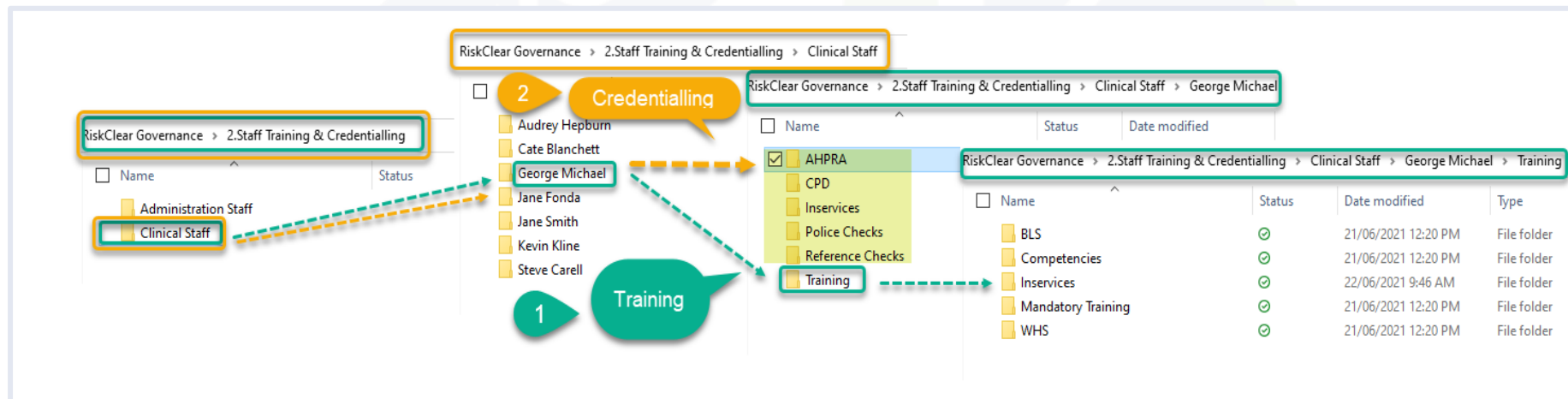


The screenshot shows the 'Add New Document' window in the RiskClear application. The window is divided into several sections:

- Top Section:** Contains dropdowns for 'Type' (set to '<All Document Types>') and 'Standard' (set to '<All Standards>'), along with a 'Search' button.
- Table Section:** A table listing existing documents with columns: Type, Document Name, Legislated, High Risk, Status, Document Version, Expiry Date, and Owner/Approver. The table includes documents like 'Clinical Pathway Treatment Plan Policy', 'Document Management Policy', and 'PD04 Open Disclosure Policy'.
- Left Sidebar:** A list of document types with checkboxes, including 'Pol', 'Pro', '01.', 'Lic', 'Aud', 'WI.', '01.', 'For', 'For', 'Pol', 'Pol', 'Evi', 'WI.', 'WI.', 'Evi', 'Evi'. The 'Setup' button is highlighted with a yellow circle and the number 1.
- Right Panel:** A form for adding a new document. It includes fields for 'Document ID', 'Document name', 'Final doc location', 'Document type', 'Document Sub-type', 'Document owner', 'Document expires', 'Legislative body', 'General comments', 'Draft doc location', 'Current status', 'Approved by', 'Latest review', 'ReqChngs', 'Date approved', and 'Notify'. The 'Update & Close' button is highlighted with a yellow circle and the number 3.
- Annotations:**
 - A yellow arrow points from the 'Add New Document' button to the 'Document name' field.
 - A yellow arrow points from the 'Document type' dropdown to the 'Document Sub-type' dropdown.
 - A yellow arrow points from the 'Document Sub-type' dropdown to the 'Document owner' dropdown.
 - A yellow arrow points from the 'Document owner' dropdown to the 'Document expires' field.
 - A yellow arrow points from the 'Document expires' field to the 'Legislative body' field.
 - A yellow arrow points from the 'Legislative body' field to the 'General comments' field.
 - A yellow arrow points from the 'General comments' field to the 'Draft doc location' field.
 - A yellow arrow points from the 'Draft doc location' field to the 'Current status' field.
 - A yellow arrow points from the 'Current status' field to the 'Approved by' field.
 - A yellow arrow points from the 'Approved by' field to the 'Latest review' field.
 - A yellow arrow points from the 'Latest review' field to the 'ReqChngs' field.
 - A yellow arrow points from the 'ReqChngs' field to the 'Date approved' field.
 - A yellow arrow points from the 'Date approved' field to the 'Notify' field.
 - A yellow arrow points from the 'Notify' field to the 'Update & Close' button.

STAFF TRAINING AND CREDENTIALLING > TRAINING AND STAFF CREDENTIALLING REGISTER

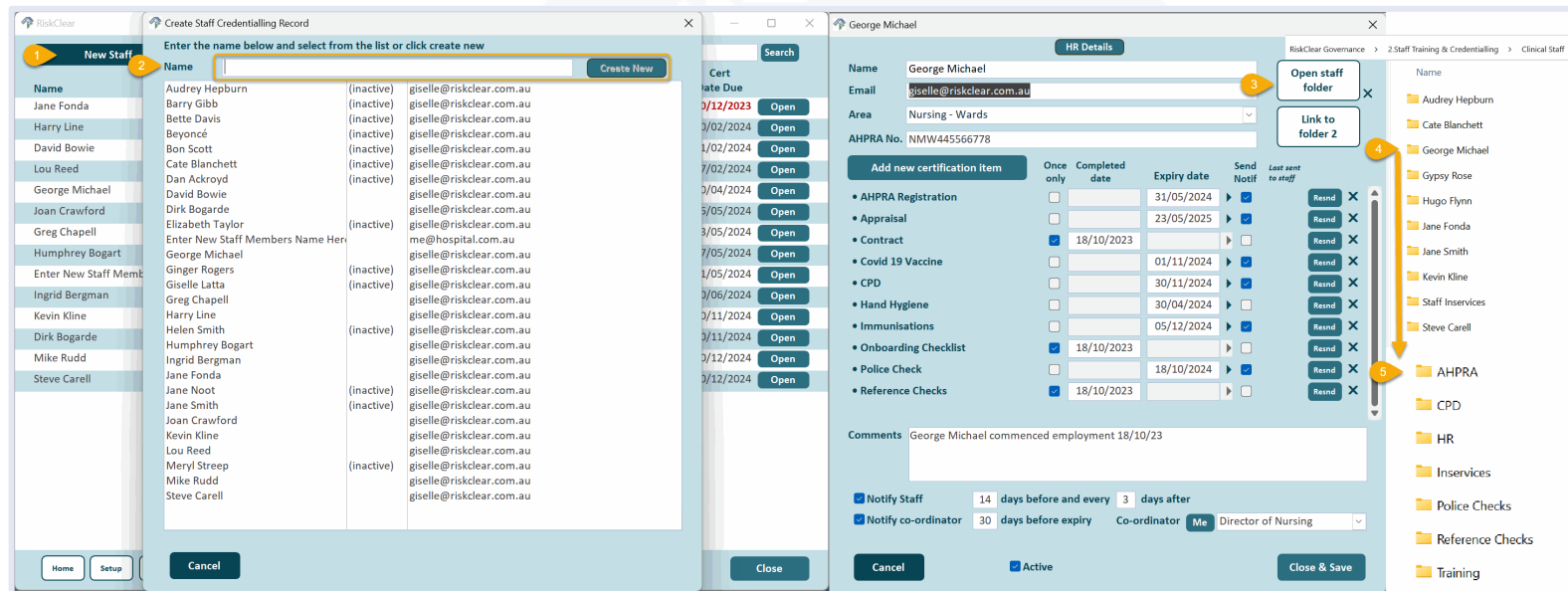
The Staff Training and Credentialling set up on your Network can align with your RiskClear Training and Staff Credentialling Register set up. The diagram below shows an example set up of your **Staff Training** and **Credentialling Folder** and their **sub-folders**.



Yellow indicates the **Staff Credentialling File Path** and **Green** indicates the **Staff Training File Path** on your Network.

Now your Staff Training and Credentialling Library is set up on your network you can link documents using the Training Register and Staff Credentialling Registers in RiskClear.

STAFF CREDENTIALLING



The screenshot displays the RiskClear Staff Credentialling interface. On the left, a 'New Staff' dialog box is open, showing a list of staff members with columns for Name, Status, and Email. A search bar is at the top. In the center, the 'Create Staff Credentialling Record' dialog box is open, showing the 'HR Details' tab for George Michael. It includes fields for Name, Email, Area, and AHPRA No. Below these are sections for 'Add new certification item' with checkboxes for various items like AHPRA Registration, Appraisal, Contract, etc., and a table for 'Once only' and 'Completed date'. On the right, a 'Link to folder 2' dialog box is open, showing a list of folders including AHPRA, CPD, HR, Inservices, Police Checks, Reference Checks, and Training. The 'George Michael' staff profile page is also visible in the background.

STEP ONE: Open the Staff Credentialling Register in RiskClear and click on **"New Staff"**

STEP TWO: A **"Create Staff Credentialling Record"** dialogue box appears - add the staff members name and click on **"Create"**

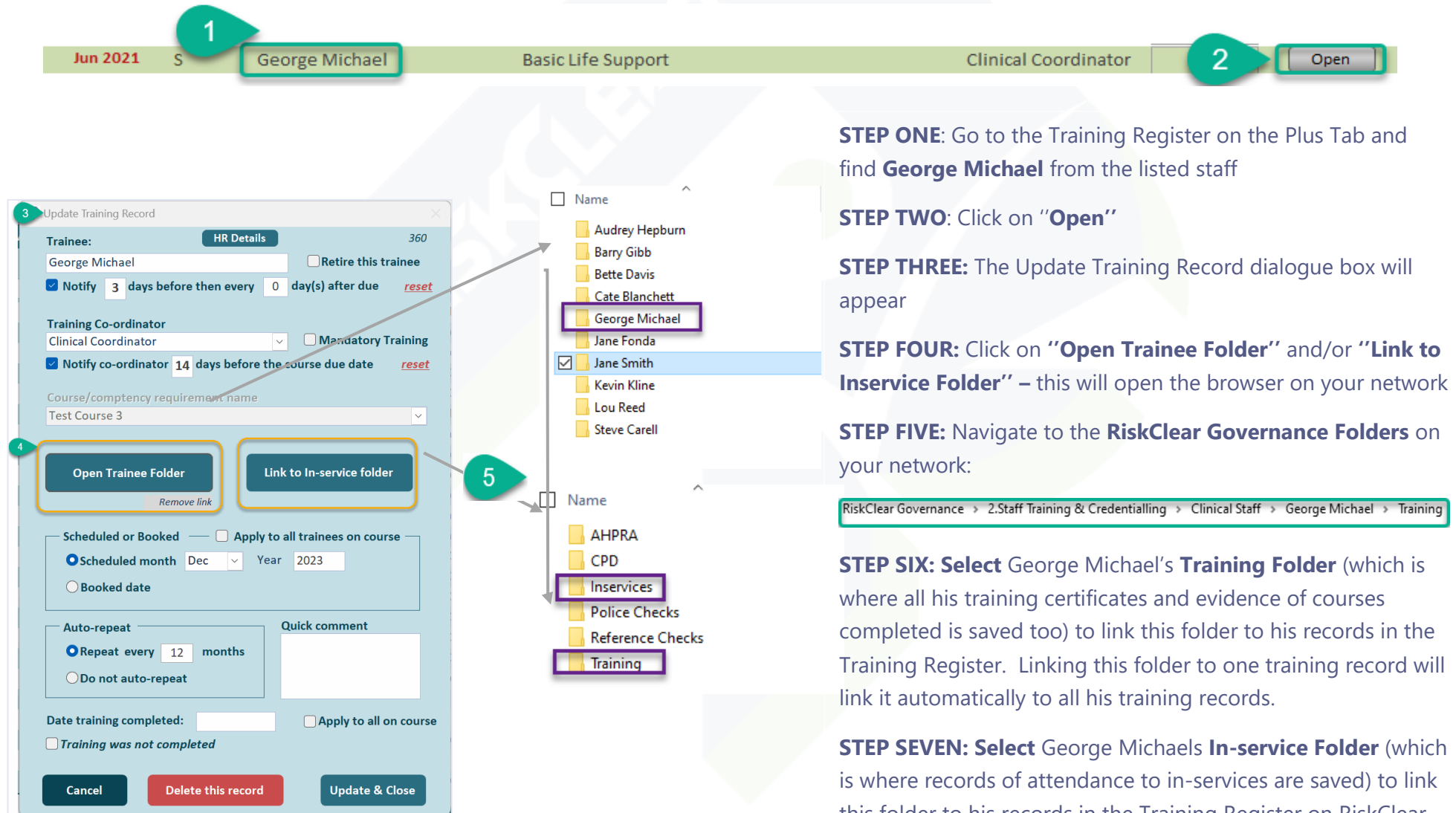
STEP THREE: Complete the staff members details, including adding any new certification items. Click on the **link staff folder** and it will open the browser on your Network

STEP FOUR: Navigate to the **RiskClear Governance Folder** on your network

RiskClear Governance > 2.Staff Training & Credentialling > Clinical Staff > George Michael >

STEP FIVE: Find the folder on your network that you wish to link (e.g. AHPRA) and click on **Select**

TRAINING REGISTER



1 Jun 2021 S George Michael Basic Life Support Clinical Coordinator **2** Open

3 Update Training Record

Trainee: HR Details 360
George Michael ☐ Retire this trainee
☒ Notify 3 days before then every 0 day(s) after due [reset](#)

Training Co-ordinator
Clinical Coordinator ☐ Mandatory Training
☒ Notify co-ordinator 14 days before the course due date [reset](#)

Course/competency requirement name
Test Course 3

4 Open Trainee Folder Link to In-service folder [Remove link](#)

Scheduled or Booked ☐ Apply to all trainees on course
☒ Scheduled month Dec Year 2023
☐ Booked date

Auto-repeat ☒ Repeat every 12 months
☐ Do not auto-repeat

Quick comment

Date training completed: ☐ Apply to all on course
☐ Training was not completed

Cancel Delete this record Update & Close

5

☐ Name

- Audrey Hepburn
- Barry Gibb
- Bette Davis
- Cate Blanchett
- George Michael
- Jane Fonda
- ☒ Jane Smith
- Kevin Kline
- Lou Reed
- Steve Carell

☐ Name

- AHPRA
- CPD
- ☒ Inservices
- Police Checks
- Reference Checks
- ☒ Training

6 RiskClear Governance > 2.Staff Training & Credentialling > Clinical Staff > George Michael > Training

7

STEP ONE: Go to the Training Register on the Plus Tab and find **George Michael** from the listed staff

STEP TWO: Click on “Open”

STEP THREE: The Update Training Record dialogue box will appear

STEP FOUR: Click on “Open Trainee Folder” and/or “Link to Inservice Folder” – this will open the browser on your network

STEP FIVE: Navigate to the **RiskClear Governance Folders** on your network:

STEP SIX: Select George Michael’s **Training Folder** (which is where all his training certificates and evidence of courses completed is saved too) to link this folder to his records in the Training Register. Linking this folder to one training record will link it automatically to all his training records.

STEP SEVEN: Select George Michaels **In-service Folder** (which is where records of attendance to in-services are saved) to link this folder to his records in the Training Register on RiskClear.



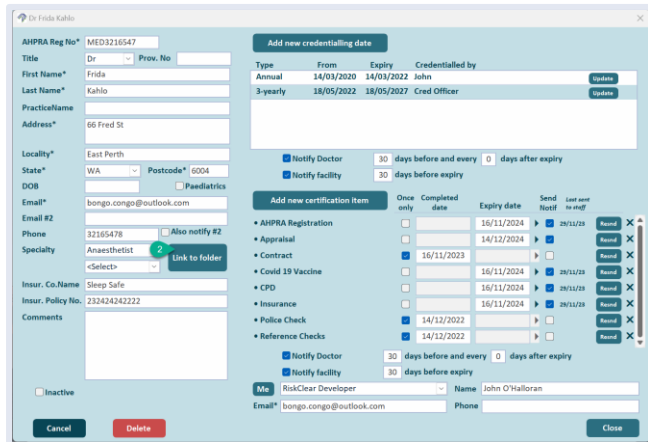
VMO CREDENTIALLING > VMO CREDENTIALLING REGISTER (N/A for Aged Care)

The VMO Credentialling set up on your Network can align with your RiskClear VMO Credentialling Register.

The diagram below shows an example set up of your **VMO Credentialling Folder** and their **sub-folders** on your network and how to link these folders to your respective doctors in RiskClear's VMO Credentialling Register.

Dr Frida Kahlo	Sorrento	Cardiologist	Re-credentialing	20/10/2021	20/10/2021	Open
----------------	----------	--------------	------------------	------------	------------	------

1



Dr Frida Kahlo

AHPRA Reg No* MED3216547

Title Dr Prov. No

First Name* Frida

Last Name* Kahlo

Practice Name

Address* 66 Fred St

Locality* East Perth

State* WA Postcode* 6004

DOB

Paediatrics

Email* bongo.congo@outlook.com

Email #2

Phone 32165478 Also notify #2

Specialty Anaesthetist 2 Link to folder

Insur. Co Name Sleep Safe

Insur. Policy No. 23243424222

Comments

☐ Inactive

Cancel Delete Close

Add new credentialling date

Type	From	Expiry	Credentialed by	Status
Annual	14/01/2020	14/01/2022	John	Update
3 yearly	18/05/2022	18/05/2027	Cred Officer	Update

☐ Notify Doctor 30 days before and every 0 days after expiry

☐ Notify facility 30 days before expiry

Add new certification item

Once only	Completed date	Expiry date	Send notif	Last sent to email
☐		16/11/2024	☐	29/12/23
☐		14/12/2024	☐	
☐	16/11/2023	16/11/2024	☐	29/12/23
☐		16/11/2024	☐	29/12/23
☐		16/11/2024	☐	29/12/23
☐		16/11/2024	☐	29/12/23
☐	14/12/2022	14/12/2022	☐	
☐	14/12/2022	14/12/2022	☐	

☐ Notify Doctor 30 days before and every 0 days after expiry

☐ Notify facility 30 days before expiry

Me RiskClear Developer Name John O'Halloran

Email* bongo.congo@outlook.com Phone

Close

STEP ONE: Go to the **VMO Credentialling Register** on the **PLUS** tab in RiskClear and find **Dr Frida Kahlo** from your listed Doctors and click **"Open"**

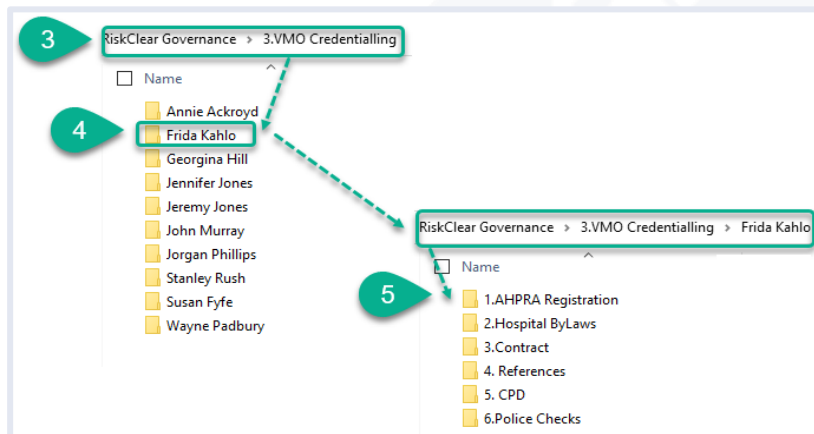
STEP TWO: **Dr Frida Kahlo's** Credentiailling Record will open. Click **"Link to Folder"**, this will open the browser on your network

STEP THREE: Navigate to the **RiskClear Governance** Folder on your network -

RiskClear Governance > 3.VMO Credentialling > Frida Kahlo

STEP FOUR: **Select** Dr Frida Kahlo's folder (this is where all her credentialling documents, certifications, contracts, references, bylaws etc are saved to on your network)

STEP FIVE: **Dr Frida Kahlo's Folder and subfolders** are now **linked** to her Credentiailling Record in the VMO Credentialling Register in RiskClear. From now on the **"Link to Folder"** button will say **"Open VMO's Folder"**. (To unlink it, click on the cross)

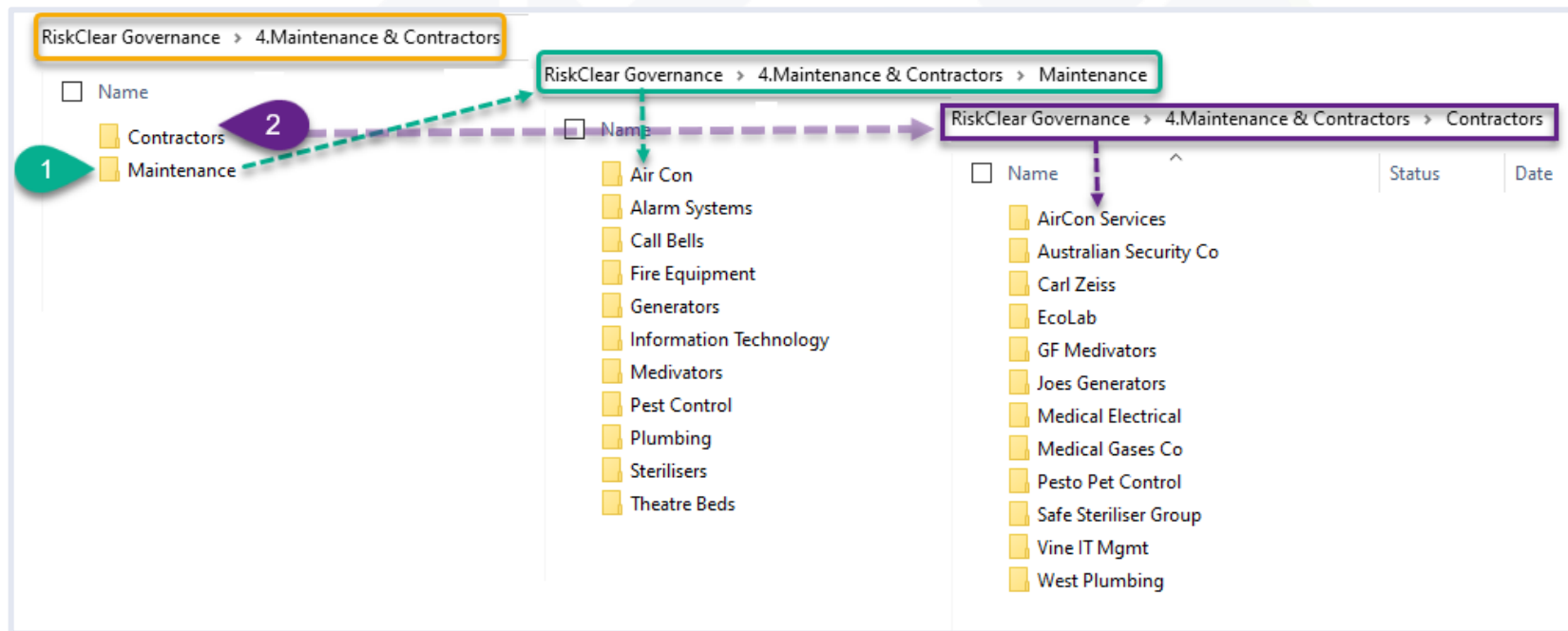


Open VMO's folder

MAINTENANCE AND CONTRACTORS > MAINTENANCE SCHEDULE AND CONTRACTOR REGISTER

The Maintenance and Contractor folders set up on your Network can align with your RiskClear Maintenance Schedule and Contractor Register.

The diagram below shows an example set up of your **Maintenance** and **Contractors Folder** and their **sub-folders**.



Green indicates the **Maintenance File Path** and **Purple** indicates the **Contractor File Path** on your Network. With these folders set up you can now link these folders to the RiskClear Maintenance and Contractor functions in RiskClear.

MAINTENANCE SCHEDULE

Maintenance task no. 5

Update a Maintenance Task

☐ Retire this task

Maintenance Task title* *****Air-conditioning Systems

Group Air Conditioning

Owner 1* RiskClear Training & Liaison Co. Owner 2 <Select Owner>

☒ Notify owner(s) 14 days before and after scheduled month

Linked with Contr Register Due: 16/02/2024 View in Contr Register >

Service provider* ****Aircon Pure Air Mechanical Services

Contact name* James Smith Phone 1234567891 Email* giselle@riskclear.com.au

Contact name #2 Phone Email

☒ Notify contact #1 ☐ Contact #2 14 days before and after scheduled month

Equipment Brand Model

Maintenance documentation links

New Link > [Folder] Air Con

Change Links

Method of communicating results

Board of Management x

CEO Monthly Meetings x

Staff notice board x

Add

Comments

Auto-repeat every 1 month(s) beginning Mar 2023

Cancel Delete Task Update & Close

RiskClear

New Maintenance Task Contractor <All Contractors> Group <All Groups> < Prev Half-year Next Half-year >

Search

Maintenance title (click to edit)	Maint Owner	2023	2024				
		Jul	Aug	Sep	Oct	Nov	Dec
1 *****Air-conditioning Systems	RiskClear Training & Liaison Coordinator	x	x	x	4 x	x	
Call Bell Alarms	Director of Nursing		x			x	
ECG Machine - Model 2345 - Clinic Room 201	Clinical Health Team Clinical Coordinator			x			
Fire Detection and Alarm Systems	Maintenance Manager	x	x	x	x	x	x
Fire Extinguishers and Hose Reels	IV						
Generator - annual	IV						
HEPA Filters	C						
Lifts	IV						
Medical Gasses	C						
Plumbing systems (Dishwasher, HWS)	IV			x			
Security System - Services & Battery Replacement	IV						
Test Cal Date	A						
Vacuum Plant Pumps - annual	IV						

[Air Con](#)
[Alarm Systems](#)
[Call Bells](#)
[Fire Equipment](#)
[Generators](#)
[Information Technology](#)
[Medivators](#)
[Pest Control](#)
[Plumbing](#)
[Sterilisers](#)
[Theatre Beds](#)

Home Setup Print Page Reports User Manual Click on a cell to create, edit or remove an item 13 records

Maintenance Task No. 5

*****Air-conditioning Systems

Scheduled month Nov 2023

< Prev Next >

Actions Create New Action >

Action Details Close Date/Review

Document links

New Link > [Folder] Air Con

Change Links

Booked Date (optional)

Maintenance completed on 24/11/2023

Remove Create QI Record Close



STEP ONE: Go to the **Maintenance Schedule** on the **Plus Tab** of RiskClear and find **Air Conditioning Systems** on the schedule

STEP TWO: Click on **"Edit"** and the **"Update a Maintenance Task"** dialogue box will open.

STEP THREE: Hold down the shift key and click on **"New Link"** which will open your network browser. Navigate to

RiskClear Governance > 4.Assets, Maintenance & Contractors >

and select the **Air Con** folder on your network to link it in RiskClear. This folder is where all your air conditioning maintenance/service records are saved.

STEP FOUR: Go to November on the Maintenance Scheduler and click on the **"X"**, this will open the Maintenance Task dialogue box.

STEP FIVE (optional): You can also link the **Air Con** folder on your network here in RiskClear as per instructions in Step 3.

STEP SIX: Update the **maintenance completed on** field (date) and close the window, which will turn the **X** from red to green (complete) on the scheduler.

CONTRACTOR REGISTER

RiskClear

New Contractor ☒ All ☐ Contractor ☐ Supplier ☐ Other Group <All Groups> Search

Company Name	Company Contact	Contact Phone	Due Date	Current Status	Risk Rating	Sent	
****Aircon Pure Air Mechanical Services	James Smith	1234567891	16/02/2024	Review	Critical	1	Open
Health Care Services P/L						1	Open
Protector Alarm Services						1	Open
Joe's Generators						0	Open
Pure Air P/L						1	Open
Medical Gasses Australia						1	Open
Medical Electrical						1	Open
West Plumbing						0	Open
True Osmosis Systems						0	Open
Andrews Battery P/L						0	Open
Advanced Engineering P/L						1	Open
Sonic Services and Systems						1	Open
Scarborough Generators						0	Open
Pesto Pest Control						1	Open
BigSweep Cleaners						40	Open
Sam's Surgical Supply						1	Open
Calder Refrigeration						1	Open
Australian Security Company						54	Open
Eco Lab						36	Open
Carl Zeiss						0	Open
Nifty Services Group						1	Open

Update Contractor Details

Type* ☒ Contractor ☐ Supplier ☐ Other ☐ Retire contractor

Company Name* ****Aircon Pure Air Mechanical Services

Contact Name #1* James Smith Email* giselle@riskclear.com.au Phone 1234567891

Contact Name #2 Email Phone

Group <No group> Contract value \$

Status Date inducted

Risk Rating* ☒ Critical ☐ Major ☐ Minor ☐ Negligible Keywords

Prof. Indemnity 5/11/2024 ☒ Notify

Workers Comp 5/11/2024 ☒ Notify

Public Liability 5/11/2024 ☒ Notify

<None> ☐ Notify

COVID vaccination safe? ☐ Yes ☒ No Review date 16/02/2024 ☒ Notify (hosp only)

☐ Has contract or lease

Send reminders to:

☒ Contact #1 14 days before and every 0 days afterwards

☒ hospital contact 14 days before the due date

Hospital contact* Sue Grant Email* bongo.congo@outlook.com Phone* 1234567891

Actions

Action Details Close Date/Review

Work Description and comments Please liaise with DON prior to contract renewal, wanting a different and more reliable provider please.

AirCon Services

Australian Security Co

Carl Zeiss

EcoLab

GF Medivators

Joes Generators

Medical Electrical

Medical Gasses Co

Pesto Pet Control

Safe Steriliser Group

Vine IT Mgmt

West Plumbing

Click to open contractor folder



STEP ONE: Go to the **Contractor Register** on the **Plus Tab** of RiskClear and find **Air Conditioning Systems** on the list of contractors and click **"Open"**

STEP TWO: The **"Update Contractor Details"** dialogue box will open. Complete details as required.

STEP THREE: Click **"Link to Contractor Folder"** which will open your network browser, navigate to

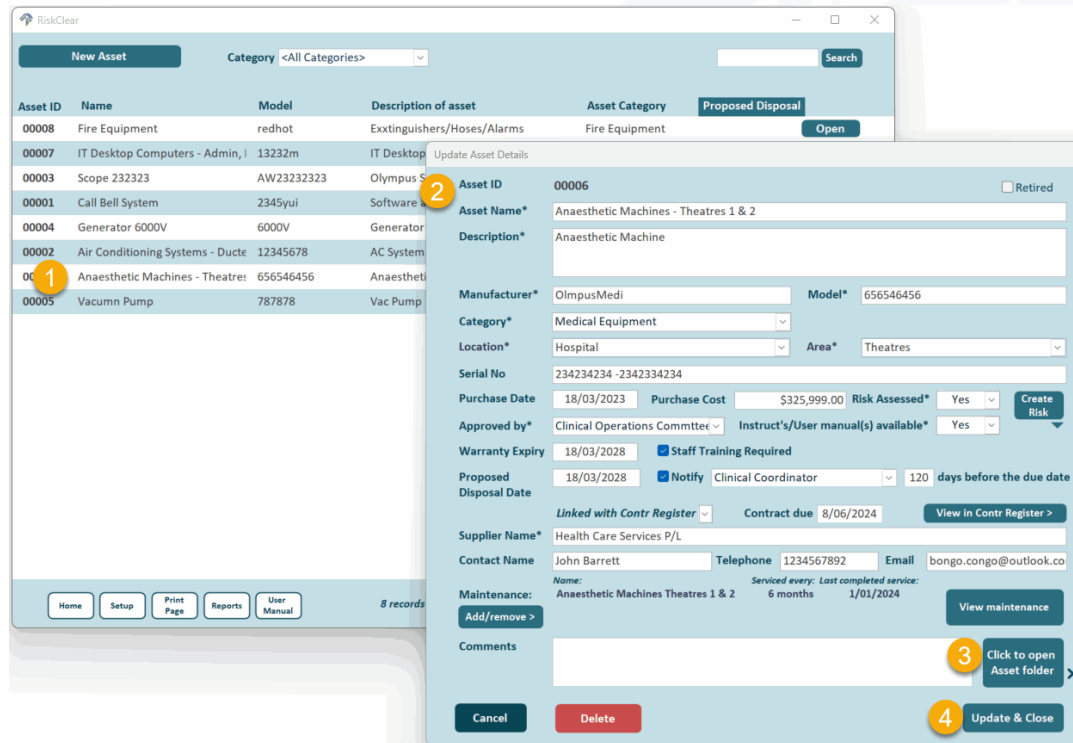
RiskClear Governance > 4.Assets, Maintenance & Contractors >

and select the **Aircon Mechanical Services** Folder to link it in RiskClear. This folder is where you save all your Contractor documents such as indemnity, workers compensation insurance, public liability, and contract details. Now your folder is linked the button in RiskClear will now say:

Click to open
contractor
folder X

STEP FOUR: Add in any comments and then click on **"Update and Close"**

ASSET REGISTER



The screenshot shows the RiskClear Asset Register interface. On the left, there is a table listing assets. The first asset is 'Anaesthetic Machines - Theatres 1 & 2' with ID 00001. A red circle with the number 1 is next to this row. To the right, a detailed view for this asset is shown. A red circle with the number 2 is next to the 'Update Asset Details' button. The detailed view includes fields for Asset ID, Asset Name, Description, Manufacturer, Model, Category, Location, Area, Serial No, Purchase Date, Purchase Cost, Risk Assessed, Approved by, Warranty Expiry, Proposed Disposal Date, Linked with Contr Register, Contract due, Supplier Name, Contact Name, Telephone, Email, Maintenance, and Comments. A red circle with the number 3 is next to the 'Click to open Asset folder' button, and a red circle with the number 4 is next to the 'Update & Close' button.

Asset ID	Name	Model	Description of asset	Asset Category	Proposed Disposal
00008	Fire Equipment	redhot	Extinguishers/Hoses/Alarms	Fire Equipment	Open
00007	IT Desktop Computers - Admin, I	13232m	IT Desktop		
00003	Scope 232323	AW23232323	Olympus S		
00001	Call Bell System	2345yui	Software		
00004	Generator 6000V	6000V	Generator		
00002	Air Conditioning Systems - Ducte	12345678	AC System		
00001	Anaesthetic Machines - Theatres	656546456	Anaestheti		
00005	Vacumn Pump	787878	Vac Pump		

Asset Details for 00006:

- Asset ID: 00006
- Asset Name: Anaesthetic Machines - Theatres 1 & 2
- Description: Anaesthetic Machine
- Manufacturer: OlympusMedi
- Model: 656546456
- Category: Medical Equipment
- Location: Hospital
- Area: Theatres
- Serial No: 234234234 - 2342334234
- Purchase Date: 18/03/2023
- Purchase Cost: \$325,999.00
- Risk Assessed: Yes
- Approved by: Clinical Operations Committée
- Instruct's/User manual(s) available: Yes
- Warranty Expiry: 18/03/2028
- Proposed Disposal Date: 18/03/2028
- Linked with Contr Register: Yes
- Contract due: 8/06/2024
- Supplier Name: Health Care Services P/L
- Contact Name: John Barrett
- Telephone: 1234567892
- Email: bongo.congo@outlook.co
- Maintenance: Name: Anaesthetic Machines Theatres 1 & 2, Serviced every: 6 months, Last completed service: 1/01/2024

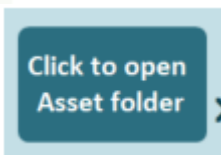
STEP ONE- Go to the **Asset Register** on the **Plus Tab** of RiskClear and find **Anaesthetic Machines** on the list of assets and click **“Open”**

STEP TWO – The **“Update Asset Details”** dialogue box will open. Complete details as required.

STEP THREE – Click **“Link to Asset Folder”** which will open your network browser, navigate to

RiskClear Governance > 4.Assets, Maintenance & Contractors >

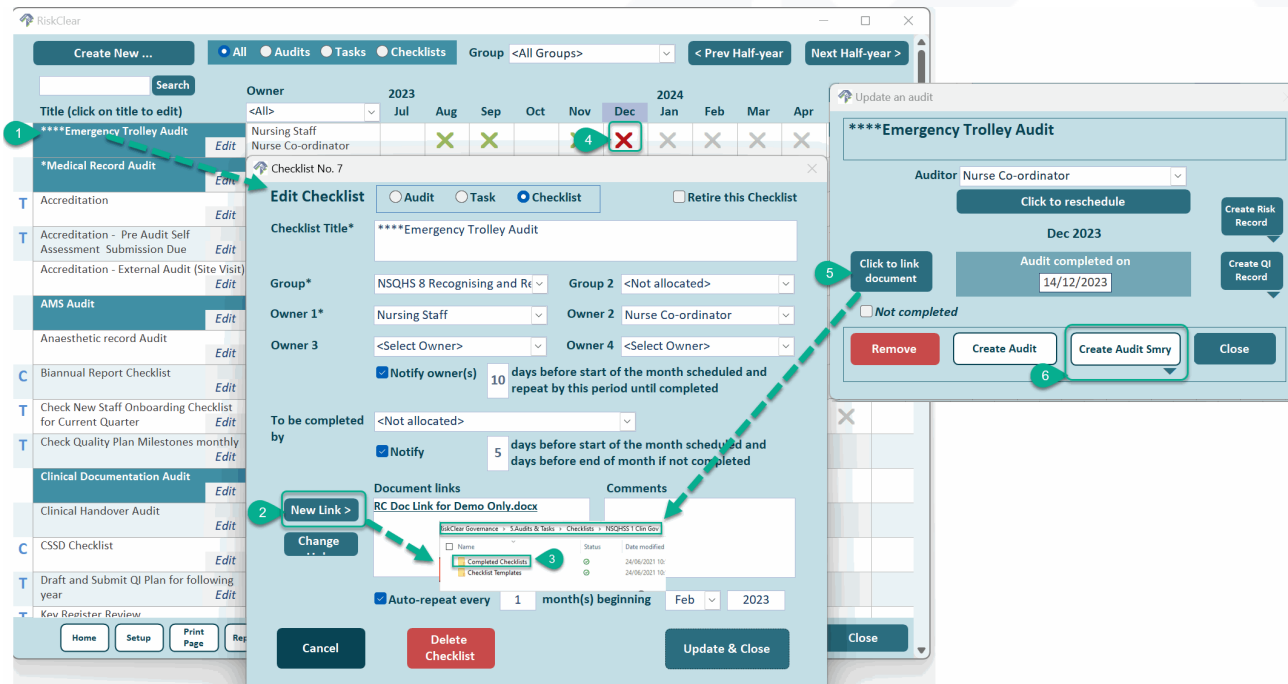
and select the **Aircon Mechanical Services** Folder to link it in RiskClear. This folder is where you save all your Contractor documents such as indemnity, workers compensation insurance, public liability, and contract details. Now your folder is linked the button in RiskClear will now say:



STEP FOUR – Add in any comments and then click on **“Update and Close”**

AUDITS AND TASKS > AUDIT TASK SCHEDULER

This diagram and instructions show you how to link any completed checklists and paper-based audits saved on your network to the Audit/Task Scheduler in RiskClear.



The screenshot displays the RiskClear Audit/Task Scheduler interface. The main window shows a list of audits and tasks on the left, with the 'Emergency Trolley Audit' selected. The central pane shows the 'Edit Checklist' form for this audit. The 'Update an audit' dialog box is open, showing the 'Emergency Trolley Audit' details. The 'Document links' section in the dialog shows a list of files, including 'RC Doc Link for Demo Only.docx'. The 'Audit completed on' date is set to '14/12/2023'. The 'Create Audit Summary' button is highlighted.

STEP ONE: Go to the **Audit/Task Schedule** on the **Plus Tab** of RiskClear and find **Emergency Trolley Checklist** on the schedule. Click on **"Edit"** and the **"Edit an Audit"** dialogue box will open.

STEP TWO: Hold down the shift key and click on **"New Link"** which will open your network browser. Navigate to

RiskClear Governance > 5.Audits & Tasks > Checklists > NSQHSS 1 Clin Gov > Completed Checklists

STEP THREE: select the **Completed Checklists** folder on your network to link it to RiskClear. This folder is where all your scanned emergency trolley checklists are saved.

STEP FOUR: Go to June on the Audit/Task Scheduler and click on the **"X"**, this will open the **"Update an Audit"** dialogue box.

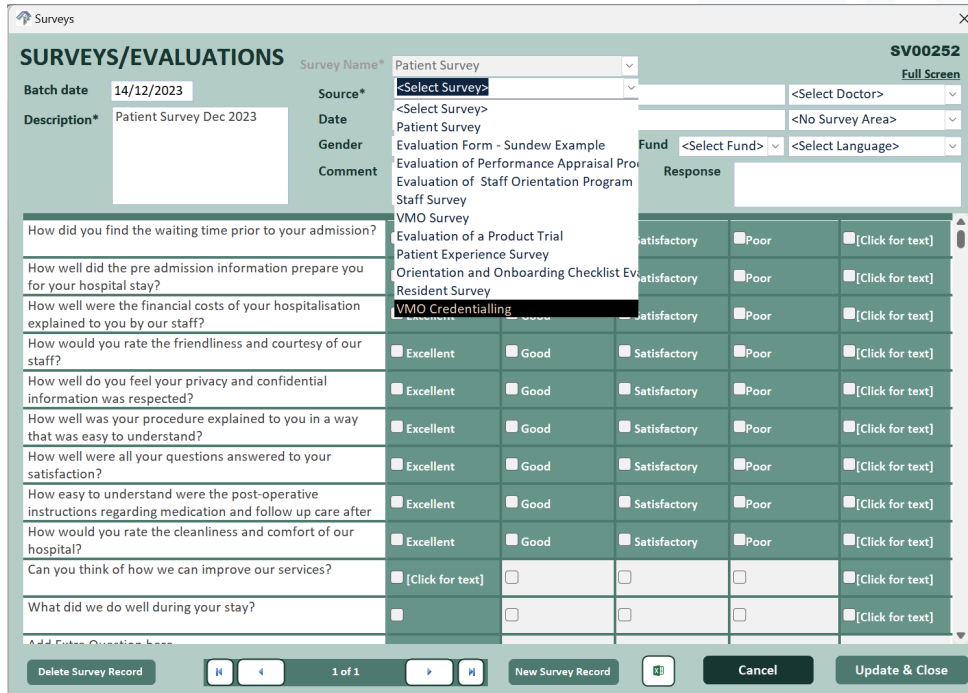
STEP FIVE: Type in the **"Audit completed on"** date. You can also link the **"Completed Checklists"** folder on your network here instead of the **"Edit an Audit"** dialogue box as per instructions in Step 2.

STEP SIX: Click **"Create Audit Summary"** which will open an Audit Summary for you to complete and add a compliance score. Click **"Close"** once completed.

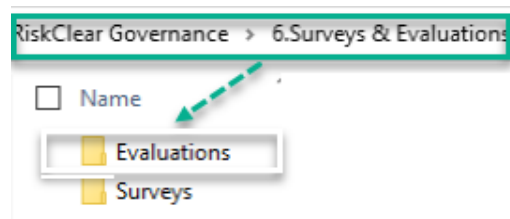
The red cross on the schedule will for June now turn green (complete).

SURVEYS AND EVALUATIONS > SURVEYS/EVALUATIONS

Click the **New Survey/Evaluation** button from the **Quality Home Page** to create a new Survey/Evaluation record below:



Any survey/evaluation reports can be saved on your network – see example below:



Survey/Evaluations are different to other records in RiskClear in that the page itself contains all records relating to a particular Survey/Evaluation. Survey/Evaluations are usually batched by month.

Examples of Surveys include:

- Patient
- Staff
- VMO

Examples of Evaluations include:

- Product Trials
- Staff Orientation Program
- Performance Appraisal Process

You can create a new record within the Survey/Evaluation by clicking the **“New Survey/Evaluation Record”** button.

Scroll between existing records by using the navigation buttons to the left of the **“New Survey/Evaluation Button”**.

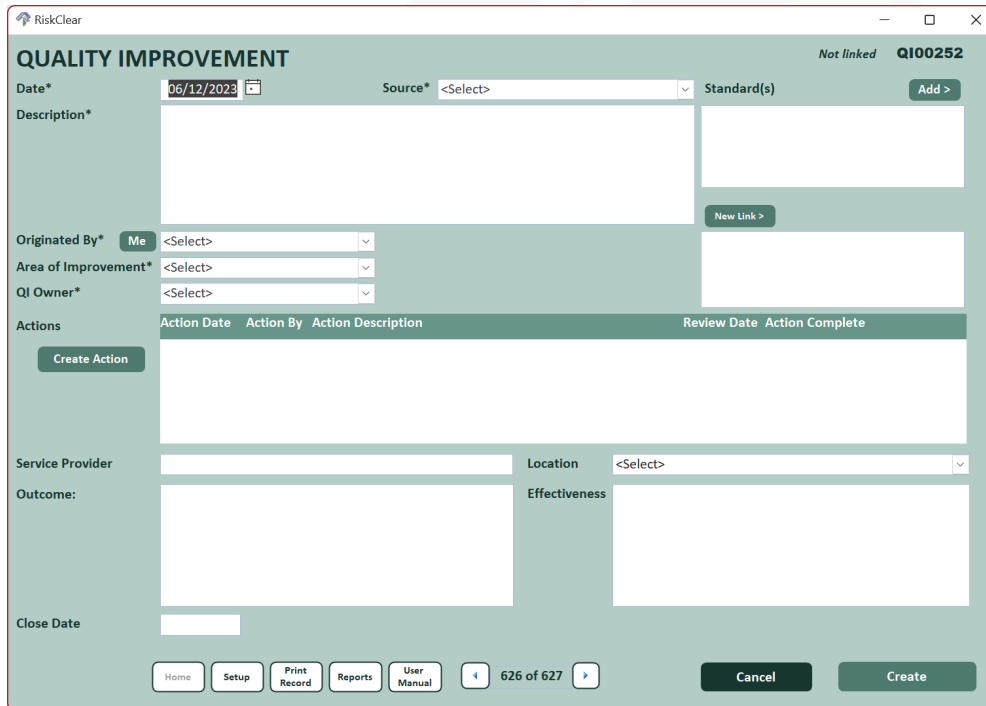
Reports can be run via the Reports Suite in RiskClear and include:

- Survey/Evaluation Response Analysis 6 months
- Survey/Evaluation Response Analysis 6 months (%)
- Survey/Evaluation Response Report by Survey Type (graph)
- Survey/Evaluation Response by Month (graph)
- Monthly Survey/Evaluation Summary
- Blank Survey/Evaluation Form

QUALITY IMPROVEMENTS

Click **'New Quality Improvement'** from the **Quality Home Tab** to create a new QI record.

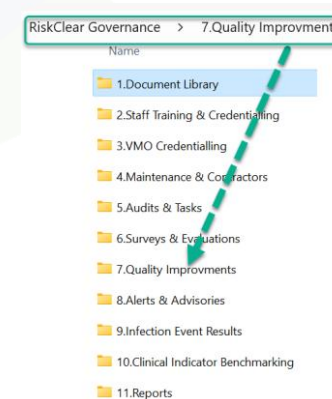
The Quality Improvement Screen records the **Date**, **Source** and the NSQHS or other **Standard(s)** that the idea addresses. More than one standard can be selected. Details of the idea or improvement are recorded in the **Description** text field. (You can click inside the description box to display the Zoom Box. This will give you a larger area in which to type plus spellcheck and copy and paste functions.) Enter the **position and name** of the person who originated the QI. If you were the originator, click the **'Me'** button which will auto-fill in these fields with your details. Select the **Area of Improvement**. The **QI Owner** is the person responsible for evaluating and/or implementing the QI.



The screenshot shows the 'QUALITY IMPROVEMENT' form in the RiskClear application. The form includes the following fields and sections:

- Date***: 06/12/2023
- Source***: <Select>
- Standard(s)**: <Select> (with an 'Add >' button)
- Description***: A large text area for the description.
- Originated By***: Me (selected from a dropdown)
- Area of Improvement***: <Select>
- QI Owner***: <Select>
- Actions**: A table with columns: Action Date, Action By, Action Description, Review Date, Action Complete. A 'Create Action' button is below the table.
- Service Provider**: A text field.
- Location**: <Select>
- Outcome:**: A large text area.
- Effectiveness**: A large text area.
- Close Date**: A text field.
- Footer**: Navigation buttons (Home, Setup, Print Record, Reports, User Manual), a status bar (626 of 627), and 'Cancel' and 'Create' buttons.

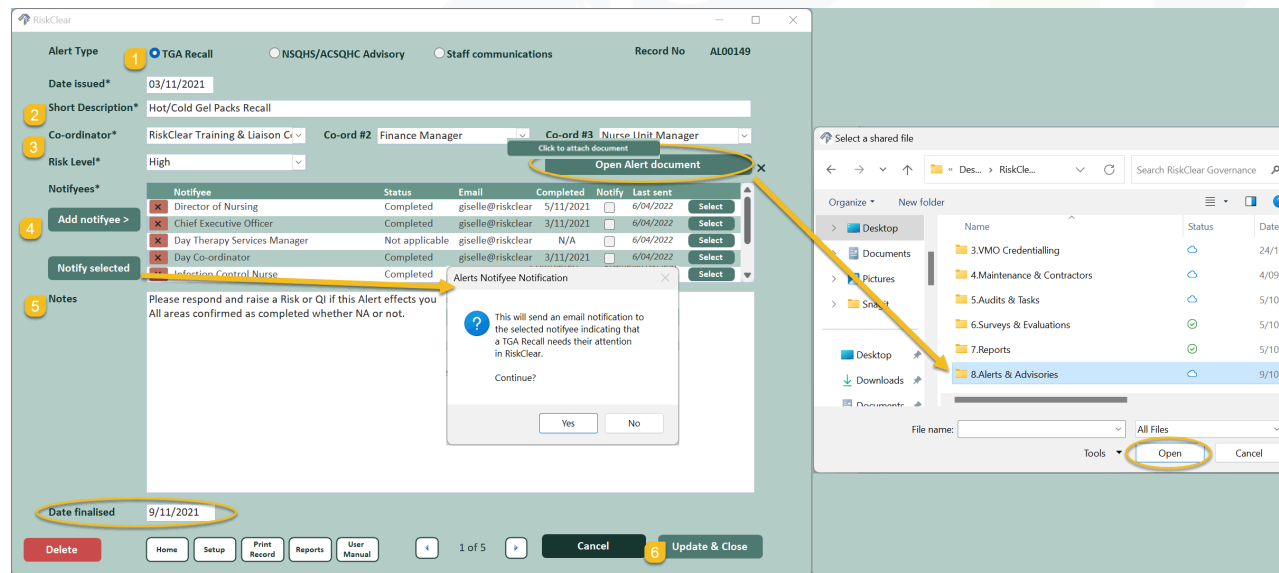
You can **link corresponding documentation relating to the QI** by clicking on **New Link>**. To **link a document just click New Link** to **link a folder hold down the shift key then click New Link>**.



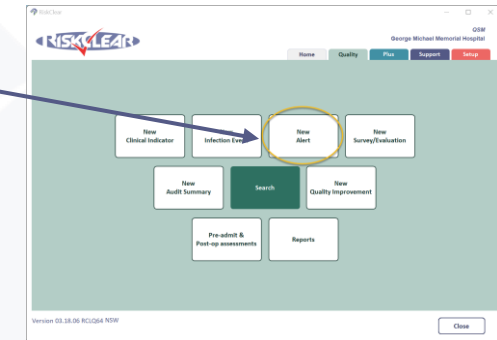
ALERTS, ADVISORIES & STAFF COMMUNICATIONS

To alert appropriate staff of an Alert, Advisory or Staff Communication go the **Quality Tab**

Click **"New Alert"** - the following screen will appear:



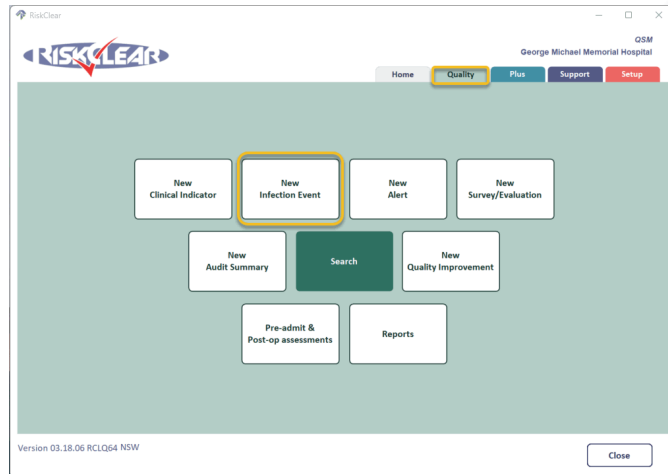
The screenshot shows the 'New Alert' form in the RiskClear application. The form is titled 'Alert Type' and has three radio buttons: 'TGA Recall' (selected), 'NSQHS/ACSQHC Advisory', and 'Staff communications'. The 'Record No.' is 'AL00149'. The 'Date issued*' is '03/11/2021'. The 'Short Description*' is 'Hot/Cold Gel Packs Recall'. The 'Co-ordinator*' is 'RiskClear Training & Liaison C'. The 'Co-ord #2' is 'Finance Manager'. The 'Co-ord #3' is 'Nurse Unit Manager'. The 'Risk Level*' is 'High'. The 'Notifyees*' section shows a list of staff members with their status, email, and completion date. A 'Notify selected' button is present. The 'Notes' section has a text area with a placeholder message. A 'Date finalised' field is at the bottom left, set to '9/11/2021'. At the bottom right, there are buttons for 'Delete', 'Home', 'Setup', 'Print Record', 'Reports', 'User Manual', 'Cancel', and 'Update & Close'. A file selection dialog is open, showing the '8.Alerts & Advisories' folder selected. A callout box says 'This will send an email notification to the selected notifyee indicating that a TGA Recall needs their attention in RiskClear. Continue?'. A callout box says 'Click to attach document' and 'Open Alert document'.



You can link the TGA Alert, Advisory or Staff Communication to the record by clicking on **Click to attach document** and linking **either a single document** – or if you **hold the SHIFT key down** whilst **Click to attach document** it will **link a folder**.

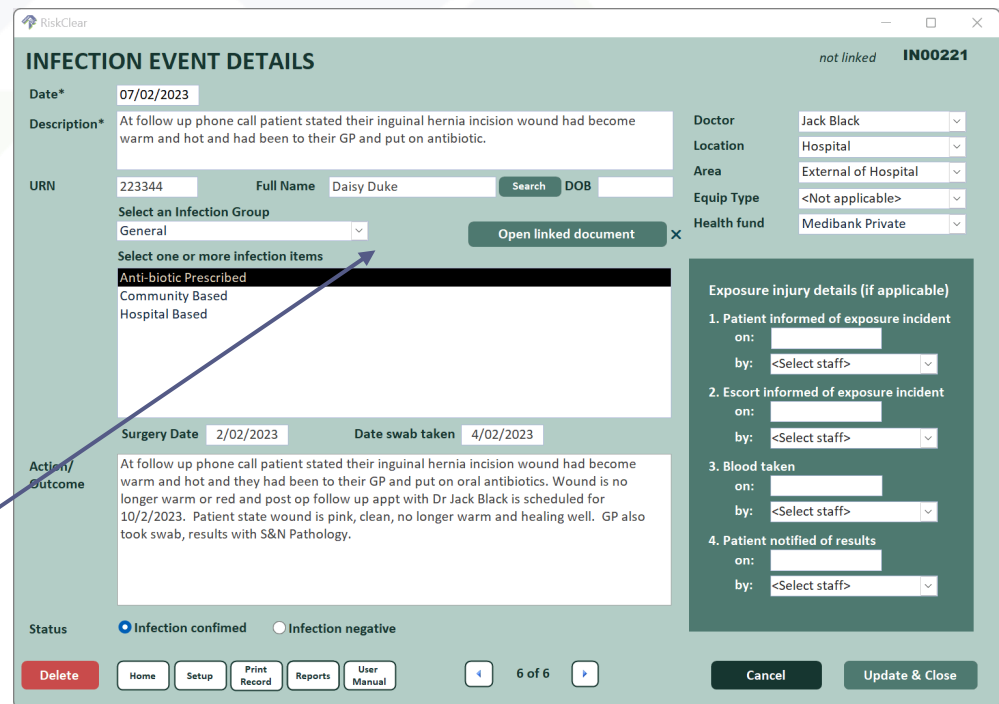
INFECTION EVENT RESULTS

Infection Events in RiskClear can be found on the **Quality Tab**.



You can **link** a pathology report to the Infection Event Record by using the **Click to link document** function. To link a folder simply hold the shift key down whilst **Click to link document**.

Once a document is linked it will say "open linked document".



INFECTION EVENT DETAILS not linked **IN00221**

Date* 07/02/2023

Description* At follow up phone call patient stated their inguinal hernia incision wound had become warm and hot and had been to their GP and put on antibiotic.

URN 223344 Full Name Daisy Duke Search DOB

Select an Infection Group
General

Select one or more infection items
Anti-biotic Prescribed
Community Based
Hospital Based

Open linked document X

Surgery Date 2/02/2023 Date swab taken 4/02/2023

Action/Outcome
At follow up phone call patient stated their inguinal hernia incision wound had become warm and hot and they had been to their GP and put on oral antibiotics. Wound is no longer warm or red and post op follow up appt with Dr Jack Black is scheduled for 10/2/2023. Patient state wound is pink, clean, no longer warm and healing well. GP also took swab, results with S&N Pathology.

Status ☒ Infection confirmed ☐ Infection negative

Doctor Jack Black Location Hospital Area External of Hospital Equip Type <Not applicable> Health fund Medibank Private

Exposure injury details (if applicable)

1. Patient informed of exposure incident
on: by: <Select staff>
2. Escort informed of exposure incident
on: by: <Select staff>
3. Blood taken
on: by: <Select staff>
4. Patient notified of results
on: by: <Select staff>

Delete Home Setup Print Record Reports User Manual 6 of 6 Cancel Update & Close

CLINICAL (QUALITY) INDICATOR BENCHMARKING

Clinical Indicators in RiskClear can be found on the **Quality Tab**. **Clinical Indicators** measure the extent to which set targets are achieved. They are expressed as numbers, rates, or averages that can provide a basis for clinicians, organisations, and planners aiming to achieve improvement in care and the process in which patient care are provided.

CLINICAL INDICATOR DETAILS Linked to 3975 **C100228**

Date* 01/02/2023 Location PACU
 Doctor Meredith Apple
 Anaesthetist Adam Twelve
 Staff Clinical Coordinator
 Reported by Giselle Latta

URN 778899 Full Name Jane Vilenuella Search Number of cases 1

1. Select one or more groups
 Anaesthesia
 Day Patient
 Infection Control
 Ophthalmology
 Bulk Entry
 Colonoscopy
 ACHS DAY SURGERY
 ANZARD
 NZ Health System Indicators
 Cardiac Rehabilitation (CR) Quality Indicator

2. Select one or more indicators
 DAYP: D 1.1 Booked patient assessed before admission (H)
 DAYP: D 2.1 Booked patients who fail to arrive (L)
 DAYP: D 3.1 Cancel After Arrival - Pre-existing Medical Condition (L)
 DAYP: D 3.2 Cancel After Arrival - Acute Medical Condition (L)
 DAYP: D 3.3 Cancel After Arrival - Organisation / Administration (L)
 DAYP: D 4.1 Patients who experience an adverse event (unintended harm) during care delivery (L)
 DAYP: D 5.1 Unplanned Return to OT on the same day as initial procedure (L)
 DAYP: D 6.1 Unplanned transfer or overnight admission related to procedure (L)
 DAYP: D 6.2 Unplanned Transfer or admission related to ongoing management (L)
 DAYP: D 7.1 Unplanned Delay in Discharge for clinical reasons- > 1 hour beyond expected (L)
 DAYP: D 7.2 Unplanned Delay in Discharge for non-clinical reasons- > 1 hour beyond expected (L)
 DAYP: D 8.1 Departure without an escort (Home / Travel Alone) (L)
 DAYP: D 9.2 Number of patients who were telephoned with in 7 day (H)

☐ Show selected items only * denotes inactive items previously selected

Delete Home Setup Print Record Reports User Manual 83 of 86 Cancel Update & Close

CLINICAL INDICATOR DETAILS not linked! **C100250**

Date* 01/02/2023 Location Hospital
 Doctor Jack Green
 Anaesthetist Meredith Apple
 Staff Clinical Coordinator
 Reported by

Multiple clinical indicators Number of cases 15

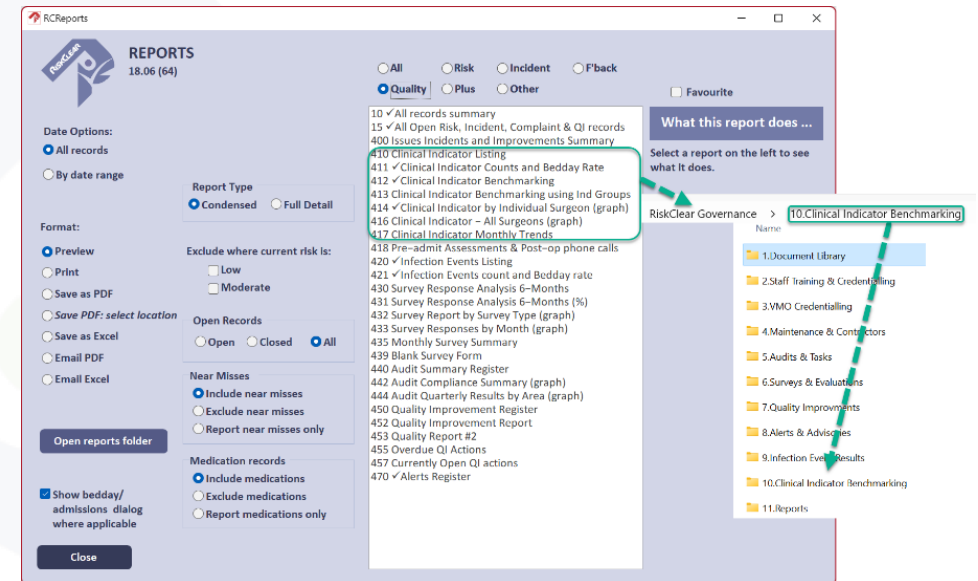
1. Select one or more groups
 ACHS Day Surgery
 Anaesthesia
 ANZARD
 Cardiac Rehabilitation (CR) Quality Indicator
 Colonoscopy
 Day Patient
 Infection Control
 Ophthalmology

2. Select one or more indicators
 COL: COL 1 - Patients scheduled for a colonoscopy whose bowel preparation was adequate
 COL: COL 2 - Patients scheduled for a colonoscopy who have their entire colon examined
 COL: COL 3 - Patients who had a colonoscopy that determined one or more adenomas
 COL: COL 4 - Patients who had a colonoscopy that determined one or more sessile serrated adenomas
 COL: COL 5 - Endoscopy Colonoscopy Procedure

Home Setup Print Record Reports User Manual Cancel Create

Clinical Indicator Benchmarking Reports

can be saved into the Clinical (Quality) Indicator Folder as part of your Governance setup ready for review by your relevant **Hospital Committees** and for provision to **external regulators and benchmarking groups**.



REPORTING > REPORTS

The **Reports** page can be accessed from all update pages of RiskClear.

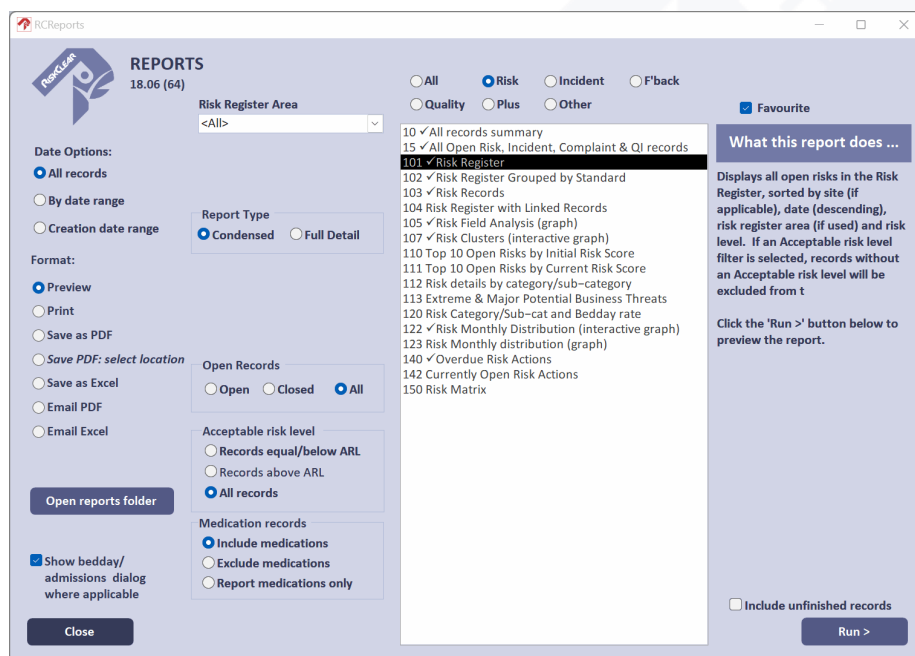
The Report selector shows available reports which vary according to the report type buttons selected e.g. **All, Risk, Incident, Feedback, Quality, Plus and Other**. 'Other' contains general reports not specifically related to any one group.

When a **report is selected**, a **description of the report is displayed** to the right of Report selector.

A report can be marked as a **"favourite"** by **highlighting the report and placing a tick in the "Favourite" box** above the description. This will cause a tick to appear to the left of the reports number in the list.

By default, the report will be displayed on your screen in preview mode. Selecting the "Print" option will display the Windows print dialog before printing. "Save PDF to desktop" will convert the report to Adobe® Acrobat® format using the report's name and place the file on your desktop.

A summary of all filters and conditions is shown, however the appropriate filters will be displayed depending on the report selected.



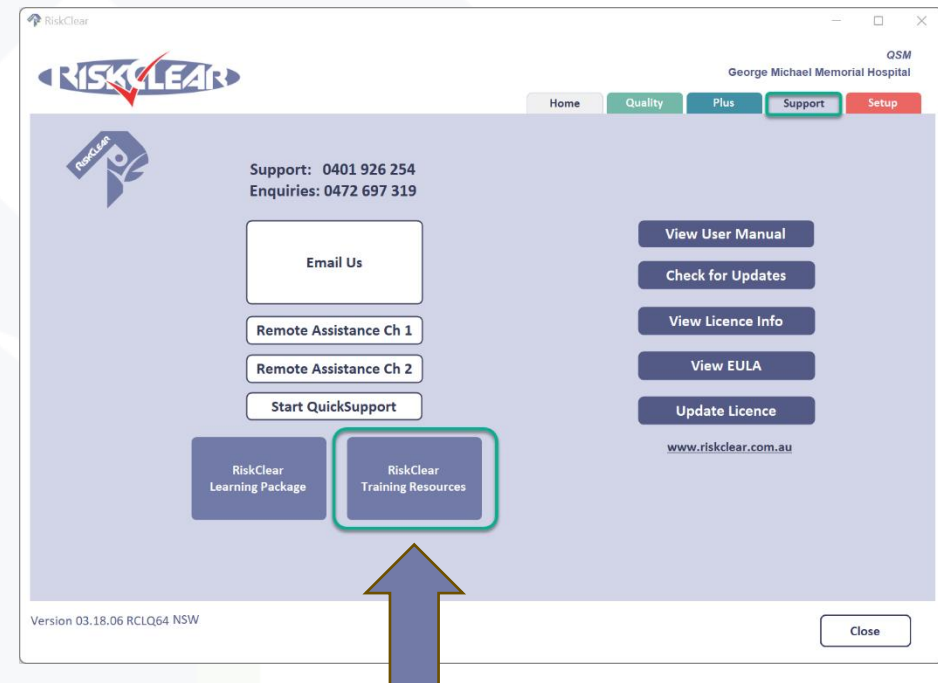
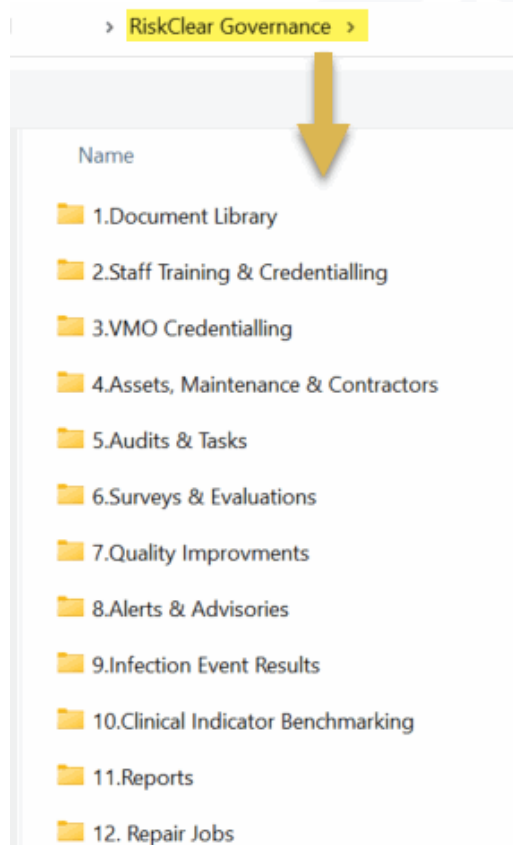
The screenshot shows the RiskClear Reports interface. On the left, there are filters for Date Options (All records, By date range, Creation date range), Format (Preview, Print, Save as PDF, Save as Excel, Email PDF, Email Excel), and a checkbox for 'Show bedday/admissions dialog where applicable'. The main area displays a list of reports with columns for report type (All, Risk, Incident, Feedback, Quality, Plus, Other), report number, and report title. The 'Risk Register' report is highlighted. On the right, a description of the selected report is shown, along with a 'Favourite' checkbox and a 'Run >' button.

(REPORTS CONTINUED)

If you wish to save a **PDF report** into a particular location e.g. **RiskClear Governance > Reports** select the **“Save PDF: Select location” option**. To save the report as an **Excel document** select the **“Save Excel to desktop”** option

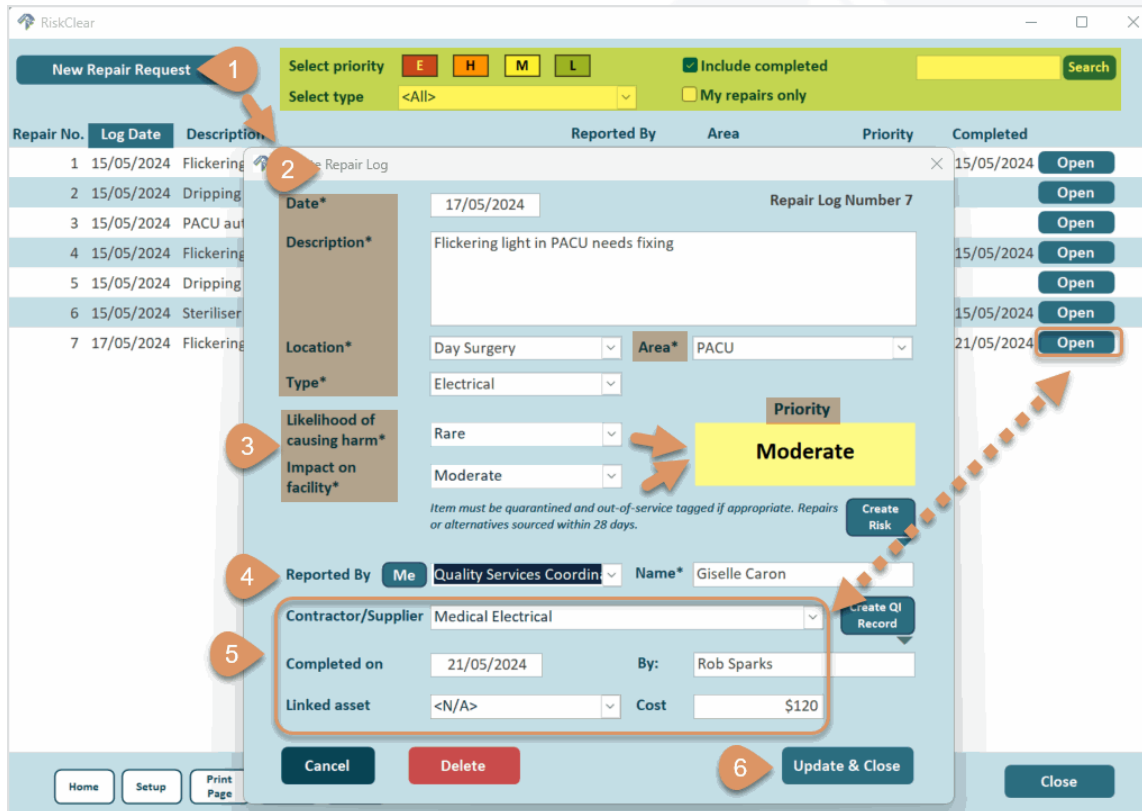
Reports generated from RiskClear can be saved on your network

- see example >



Please refer to the training resource library on the support tab in RiskClear for corresponding training guides and/or videos. There is a resource for every module in RiskClear.

REPAIR LOG



The screenshot shows the RiskClear Repair Log interface. A 'New Repair Request' button is highlighted with a red circle and the number 1. A 'Repair Log' window is open, showing a list of repair requests with columns for Repair No., Log Date, Description, Reported By, Area, Priority, and Completed. The 'Repair Log' window has a 'Date*' field with the value '17/05/2024' and a 'Description*' field with the text 'Flickering light in PACU needs fixing'. The 'Location*' field is set to 'Day Surgery' and the 'Area*' field is set to 'PACU'. The 'Type*' field is set to 'Electrical'. The 'Likelihood of causing harm*' field is set to 'Rare' and the 'Impact on facility*' field is set to 'Moderate'. The 'Priority' field is set to 'Moderate'. The 'Reported By' field is set to 'Me' and the 'Name*' field is set to 'Giselle Caron'. The 'Contractor/Supplier' field is set to 'Medical Electrical'. The 'Completed on' field is set to '21/05/2024' and the 'By' field is set to 'Rob Sparks'. The 'Linked asset' field is set to '<N/A>' and the 'Cost' field is set to '\$120'. The 'Update & Close' button is highlighted with a red circle and the number 6.

STEP ONE: Go to the **Repair Log** on the **Plus Tab** of RiskClear and click “**New Repair Request**” – a Repair Log window will appear.

STEP TWO: Complete repair details as required.

STEP THREE: Choose the **likelihood** and **impact** from the dropdowns to calculate a **Priority Level**

STEP FOUR: Select from **Reported by**

STEP FIVE: The Supervisor/Manager will complete the **Contractor/Supplier, completed on and by** as well as cost once determined by clicking on **Open** and updating the record.

STEP SIX: Click **Update & Close**

Note – you can create a Risk or QI record if necessary, which will be linked to the Repair record. Or you can link an existing Risk or QI record.