



Annual Risk Management Training Plan

Overview

The Annual Risk Management Training Plan for our health center aims to enhance the safety and quality of care provided to our patients by equipping all staff members with the knowledge and skills necessary to identify, manage, and mitigate risks. This training plan covers the period from January 1 to December 31 and focuses on areas of clinical risk, including HIPAA medical record and confidentiality requirements.

Objectives

- Promote a strong culture of safety within the organization.
- Ensure compliance with regulatory requirements, including FTCA guidelines.
- Educate staff on identifying and managing clinical risks.
- Enhance staff understanding of HIPAA regulations and medical record confidentiality.
- Provide ongoing education to improve patient safety and care quality.

Training Schedule

Training Topic	Target Audience	Training Method
Blood Borne Pathogen	All Staff	Video
HIPAA and Medical Record Confidentiality	All Staff	Video
Incident Reporting and Analysis	All Staff	Online
Infection Control and Prevention	All Staff	Online
Hand Hygiene	All Staff	Online
Obstetrics: Prenatal vitamins	All Staff	Online

Documentation and Tracking

- **FTCA Educational Training Tracking Form:** Used to document attendance and training completed for each staff and volunteer.
- **Training Records:** Maintained by the Risk Manager and updated regularly to ensure compliance with training requirements.
- **Annual Review:** Conducted by the Risk Manager to evaluate the overall training plan and make necessary adjustments based on feedback and identified risks.