



**جامعة الإمام عبد الرحمن بن فيصل**  
**IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY**

**كلية العلوم الطبية التطبيقية**  
**College of Applied Medical Sciences**



## **RISK MANAGEMENT PLAN 2024**

### **College of Applied Medical Sciences**

**خطة إدارة المخاطر 2024**  
**بكلية العلوم الطبية التطبيقية**

## Table of Contents

<i>Section</i>	<i>Page</i>
<b>Imam Abdulrahman bin Faisal University Vision, Mission and Value</b>	<b>2</b>
<b>College of Applied Medical Sciences Vision, Mission and Values</b>	<b>2</b>
<b>1. Introduction</b>	<b>3</b>
<b>2. Authority and Leadership</b>	<b>4</b>
<b>3. Purpose</b>	<b>4</b>
<b>4. Objectives</b>	<b>5</b>
<b>5. Scope</b>	<b>5</b>
<b>6. Lines of Responsibility</b>	<b>5-7</b>
<b>7. Risk Management System</b>	<b>7</b>
<b>7.1. The Risk Management Process</b>	<b>7,8</b>
<b>7.2. Risk Register</b>	<b>9</b>
<b>7.3. Incident Reporting</b>	<b>9,10</b>
<b>7.4. Building Risk Awareness</b>	<b>11</b>
<b>7.5. Health, Safety and Environment Monitoring</b>	<b>11</b>



**IAU Vision**

**A leading University Achieving Excellence Nationally, Regionally, and Internationally.**

**IAU Mission**

**Providing creative knowledge, research, and professional services with effective community partnerships.**

**IAU Values**

**Loyalty, Excellence, Teamwork, Transparency, Diversity, Creativity and Social Responsibility.**

**CAMS Vision**

**Distinction and creativity in applied medical specialties nationally and internationally.**

**CAMS Mission**

**Providing applied medical programs, conducting scientific research and promoting effective community partnerships with a high degree of professionalism.**

**CAMS Values**

**Integrity, Loyalty, Excellence, Teamwork, Transparency, Diversity, Creativity, Social Responsibility.**



## 1. INTRODUCTION

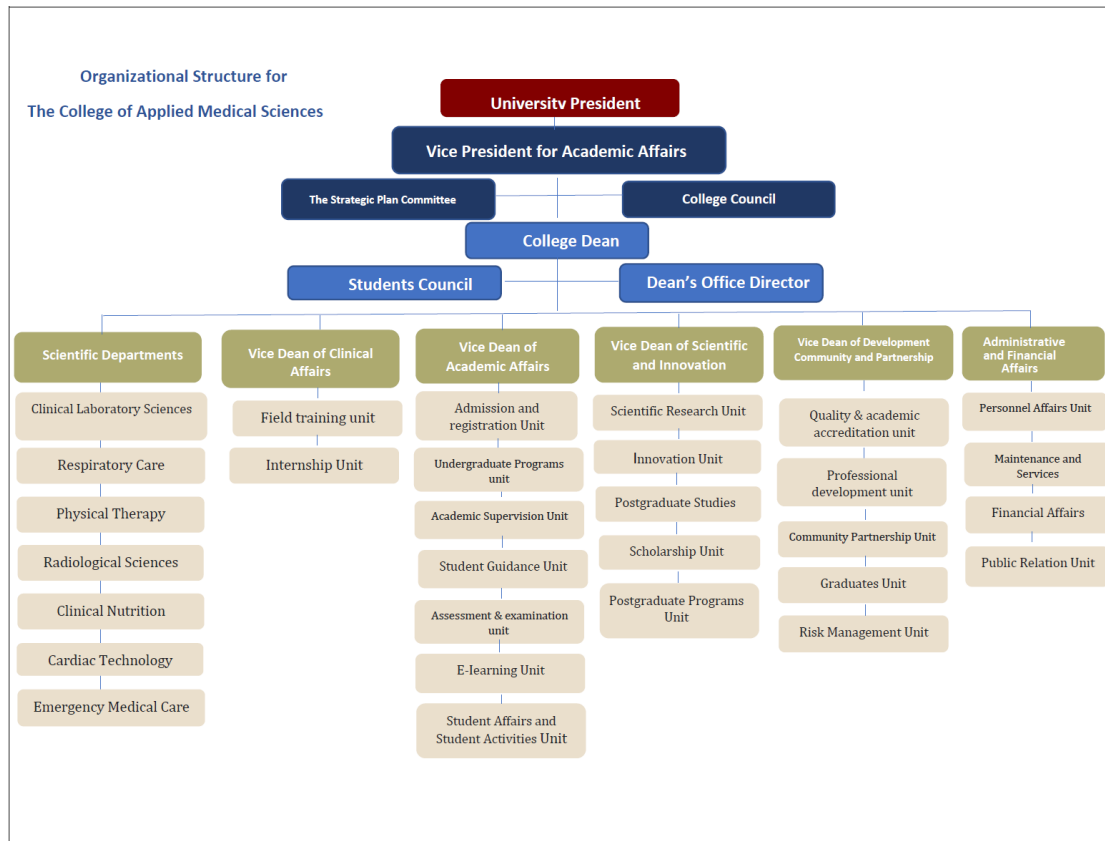
The College of Applied Medical Sciences (CAMS) at Imam Abdulrahman bin Faisal University (IAU) was established in 1415 AH corresponding to 1994 AD, after converting the Department of Laboratory Technology at the College of Medicine and Medical Sciences into a College of Applied Medical Sciences.

In 1420 AH corresponding to 1999 AD, it was approved to establish the departments and specializations of the college, to keep abreast with the developments in the field of medical care and to qualify specialists in the field of applied medical sciences in order to provide support and health care services for the community.

CAMS has a variety of academic programs, these includes; seven Bachelor's degree programs in Clinical Laboratory Sciences, Respiratory Care, Physiotherapy, Radiological Sciences, Clinical Nutrition, Cardiac Technology, and Emergency Medical Care, four Master's degree programs in Clinical Laboratory Sciences, Physiotherapy, Radiological Sciences, Clinical Nutrition and one Doctoral degree program in Physiotherapy.

## 2. AUTHORITY AND LEADERSHIP

The diagram below shows the organizational structure of CAMS (Fig 1). Starting from the University President and Vice President for Academic Affairs to the Dean of the College, the four Vice Deanship and the seven Academic Departments. According to this structure, the risk management unit considered one of the units under the Vice Deanship of Development, Community and Partnership.



**Fig 1: Organizational structure for CAMS**

## 3. PURPOSE

The purpose of this manual is to provide an overview of the risk management processes within CAMS and give practical guidance for the management of risk within departments.

#### 4. OBJECTIVES

Risk Management goals and objectives should be consistent with and supportive to University of IAU mission and objectives. The College's risk management objectives are to:

1. Support university of IAU risk management strategy
2. Ensure every employee of CAMS has regard for the management of risks in everyday work situations.
3. Where is practicable reduce the likelihood and impact of risk events.
4. provide suitable and sufficient information, instruction, and training to all relevant staff.
5. Create a culture within the college which risk management are embedded as routine management discipline.
6. Develop a risk aware culture that encourages all staff and student to identify risks and associated opportunities and to report through the appropriate channels.
7. Ensure safety of student, faculty, staff, and visitors.
8. To protect and enhance CAMS academic reputation.

#### 5. SCOPE

CAMS risk management plan covers all programs provided by the college. It identifies and manages the risks that threaten the ability of CAMS to meet its objectives. CAMS will identify, monitor, and aim to eliminate the range of threats to its activities, and develop cost effective control measures. These risks may be strategic, operational, compliance or financial.


#### 6. LINES OF RESPONSIBILITY

##### COLLEGE STAFF

- Understand their accountability for individual risks.
- Understand how they can enable continuous improvement of risk management and risk awareness.
- Report systematically and promptly to the Risk Management Committee or the CAMS Risk Management Officer any incidents, perceived new risks or failures of existing control measures.

##### RISK MANAGEMENT COMMITTEE

- Receive and organize data form incident reports.
- Report and discuss adverse events or trends regarding potential risk management/loss prevention and control issues with the department head.

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- Take appropriate action based on the severity of the incident.
  - Assist in the facilitation and completion of the investigation of the sever/moderate risk, ensuring that findings are submitted in a timely manner.
  - Address the root causes of sever risks, and that an appropriate action is identified and implemented, as directed, by the college dean.
  - Organize and submit a quarterly Risk Management report to the department head and CAMS Risk Management Officer.
  - To perform a health, safety, and environment inspection to maintain a safe and healthful environment.

#### **DEPARTMENT HEAD**

- Manage and mitigate against those risks under their responsibility.
- Ensure incidents are reported centrally, conduct an appropriate investigation where appropriate and ensure actions are taken.

#### **CAMS RISK MANAGEMENT OFFICER**


- Overseeing risk management within CAMS.
- Provide a department risk registers that include significant risks, control measure and status.
- Timely identification and assessment of significant risks.
- Prioritisation of risks and the allocation of resources to address areas of high exposure.
- Monitoring the management of significant risks to reduce the likelihood and impact.
- Ensure that the less significant risks are being actively managed with the appropriate controls in place and working effectively.
- Review the risk registers quarterly to ensure the new significant risks are captured, and previously identified significant risks are managed and the likelihood or impact is reduced.
- Generate a quarterly report that shows the status of risk registers within each department.
- Generate an annual risk management report.

#### **VICE-DEAN FOR DEVELOPMENT AND COMMUNITY PARTNERSHIP**

- Manage the incidents/events in case of severe risks if not controlled by the department head.
- Review the incident report and action plan.

#### **DEAN OF THE COLLEGE**

- Ensure that an effective risk management system is in place for the identification, evaluation, and management of risk.

- 
- approving major decisions and recommendations and action plan generated by the RCA Team for severe or significant risks.
  - Notify the Vice-president in case of significant risks or incidents.

#### **CAMS COUNCIL**

- Review risk management report.

#### **DEANSHIP OF QUALITY AND ACCADEMIC ACCREDITATION, RISK MANAGEMENT UNIT**

- Provide support to all required staff to carry out risk assessment.
- Carry out risk management training workshops, if requested.
- Review the departments risk registers and collecting information to produce a higher-level risk register representing the most significant risk facing university of IAU.

## **7. RISK MANAGEMENT SYSTEM**

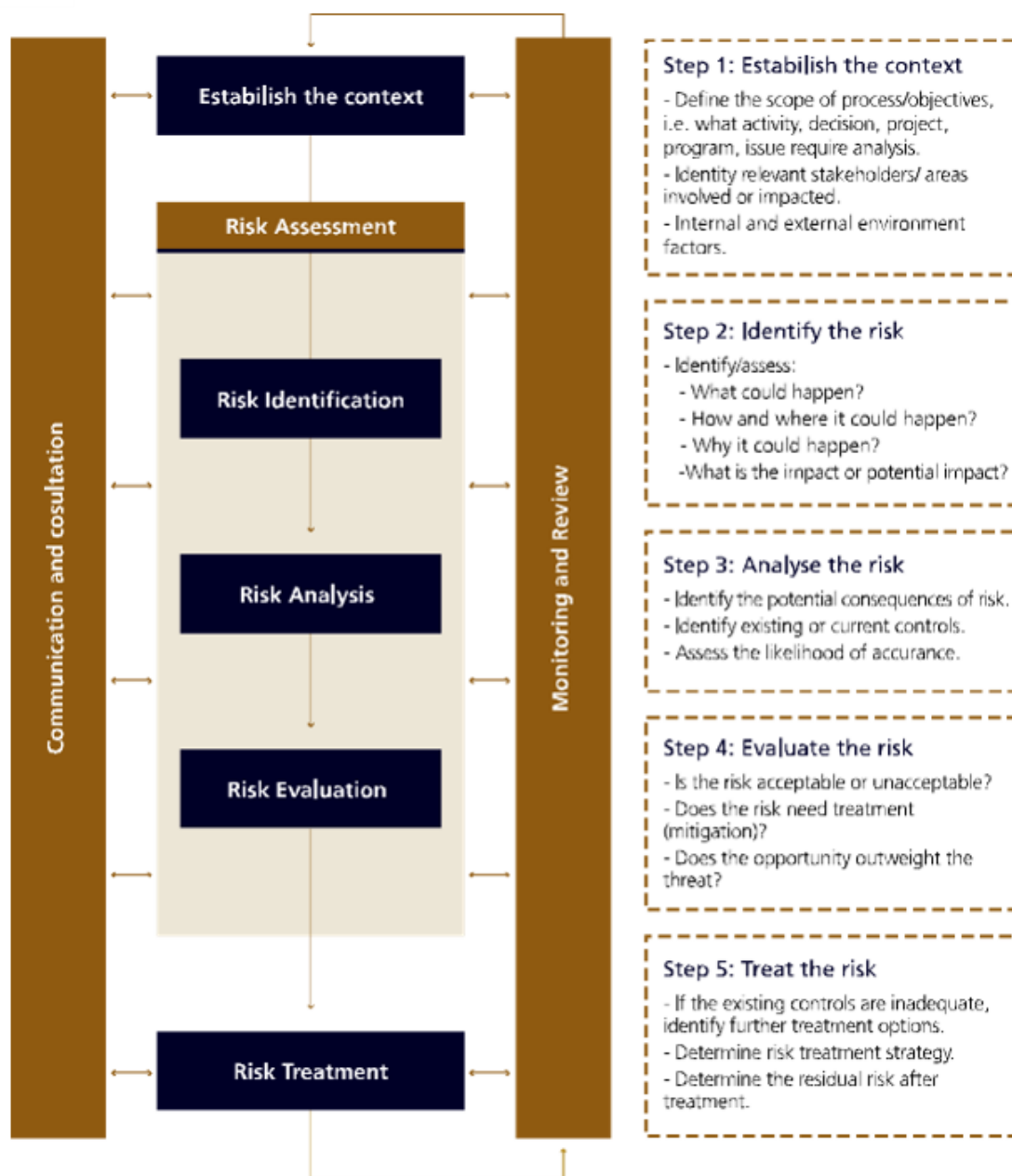
As part of the IAU risk management framework, the CAMS risk management plan consists of components which are intended to assist the college with getting risk management right. These components are:

- The risk management process.
- Risk register
- Incident reporting.
- Risk awareness and
- Health, safety, and environment monitoring

### **7.1 THE RISK MANAGEMENT PROCESS**

The risk management process is designed to ensure a robust approach to informed decision-making, consistent assessments, and that a common language is used and understood across CAMS. Consistent with ISO 31000, the risk management process consists of five steps as listed in Fig 1, each of which are explained in detail in IAU Risk Management Handbook.





**Fig 1: Risk management process**



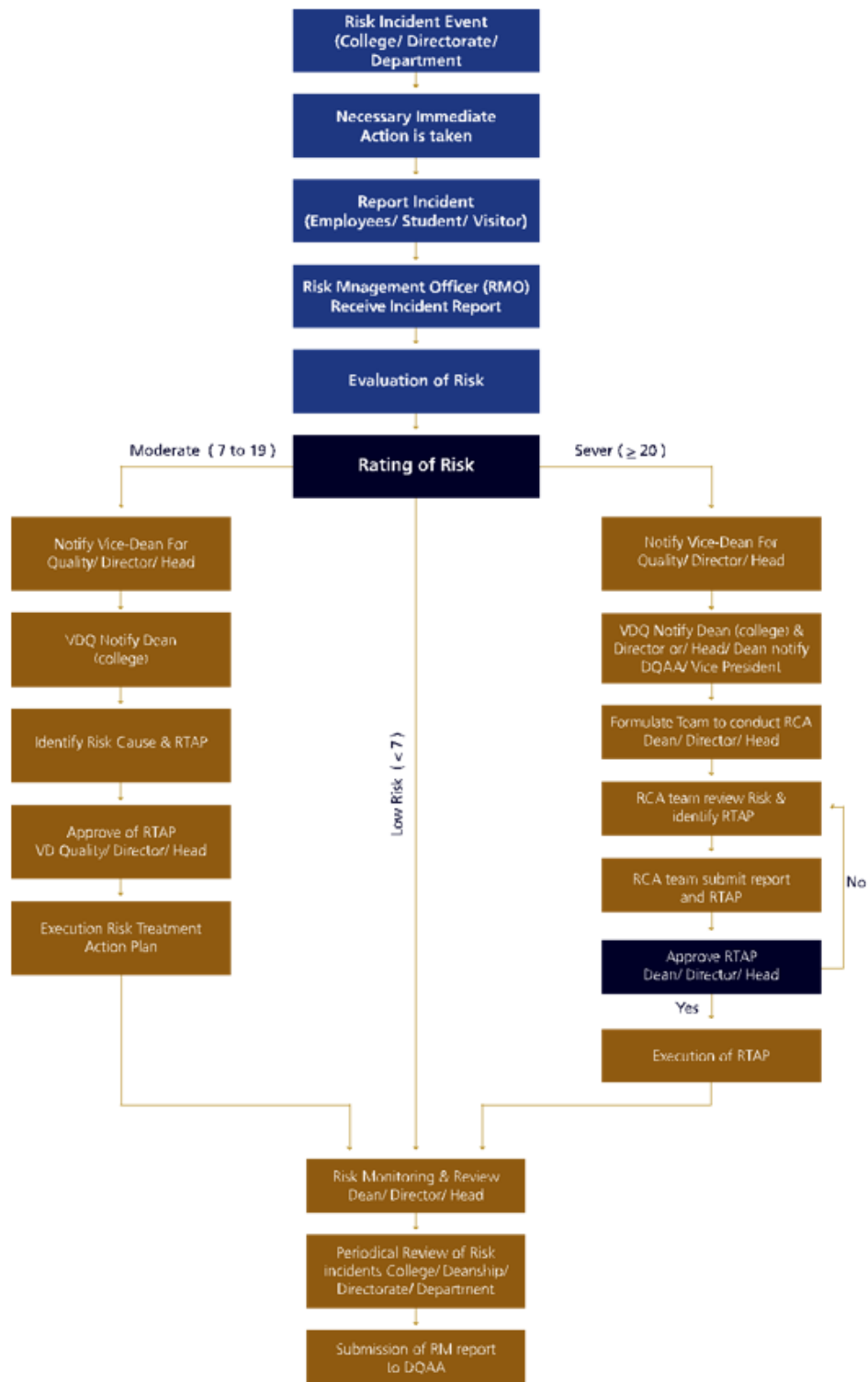
## 7.2. RISK REGISTER

A risk register is a document used as a risk management tool and to fulfill regulatory compliance acting as a repository for all risks identified and includes additional information about each risk. It enables CAMS to document, manage, monitor, review, and update risk information in alignment with the strategic plan and operational plans. The risk registers usually filled by **RISK MANAGEMENT COMMITTEE MEMBERS**, and it includes:

- A unique identifier for each risk
- A description of each risk and how it will affect the project.
- An assessment of the likelihood it will occur and the impact if it does.
- An outline of proposed control actions (preventative and contingency).
- who is responsible for managing the risk.
- The rankings shown on the risk register range from one (1) to five (5) against each criterion of likelihood and impact. The likelihood and impact scoring are multiplied together to provide the Severity score.
- Severe Risks are identified as those risks with a Severity score of 20 or more. Any severe risks and any risk where existing controls are assessed as inadequate should be reported to the Head of Department for reporting to the concerned department.
- The risk register will form part of the planning process for each department within CAMS.
- The register should be reviewed at least twice a year (including consideration of new risks) by the risk owners.

## 7.3 INCIDENT REPORTING

- All incidents must be reported. An Incident Report must be completed whenever an incident occurs and submitted to the CAMS risk Management Officer.
- Corrective and preventive actions should be identified and executed for all severe, high, or moderate risks according to the policy and procedure (Fig 2).



- RCA: Root Cause Analysis
- RTAP: Risk Treatment Action Plan
- Supervisor General DQAA and Director RMU are standing invitees in Periodic review meetings.

**Fig 2: Incident Reporting System**



#### **7.4 BUILDING RISK AWARENESS**

- CAMS should build faculty and employee awareness and develop skills in getting risk management right through facilitating various training session by Risk Management Unit at Deanship of Quality and Accreditation.
- This increased awareness and understanding provides departments head, faculty and employee with greater self-confidence and willingness to take responsibility for the management of risk across CAMS.

#### **7.5. HEALTH, SAFETY AND ENVIRONMENT MONITORING**

- To minimize hazards to students, faculty, staff and visitors, the College should carry out a systematic and periodic inspection to health, safety and environment.
- A checklist tool that includes hazard factors in environment, fire safety, first kits for accidents and personal protective equipment (PPE) is prepared for this purpose.