

BARTIN UNIVERSITY FACULTY OF HEALTH SCIENCES CONSOLIDATED RISK REPORT ACTION PLAN

REFERENCE NO	STRATEGIC AIM	UNIT / SUBUNIT TARGET	RISKS	RISK LEVEL			CURRENT ACTIVITIES	AIMED AT IMPROVING RISKS ACTIVITIES (Planning)	RESPONSIBLE UNIT / PERSON	PARTNERSHIP TO BE DONE ACADEMIC / ADMINISTRATIVE UNITS	ACTIVITIES PERFORMED (Implementation)	EVIDENCE	AS A RESULT OF STRATEGIES (Check it)	TAKING PRECAUTIONS	BEGINNING HISTORY / END DATE	WITHOUT WAITING RESPONSIBLE UNIT
			Risks of our faculty What are they?	IMPACT	PROBABILITY	SCORE							The risks of our faculty What are the results of the control activities aimed at improvement? (Risk level)			
SBF/1	1.4	Academic quality objectives of consulting activities and to be carried out in accordance with procedures, effectively and efficiently	Insufficient student participation in counseling meetings.	3	2	6	Regarding academic advising services, each advisor provides information to their students both individually and in groups. Meeting agendas are determined in collaboration with the students. To improve the results of academic advising evaluation surveys, feedback is provided by monitoring the activities carried out by the faculty member.	Adding academic counseling services to the orientation program for newly enrolled students and emphasizing the importance of attending meetings. Taking attendance at consulting meetings. Students who miss three or more counseling meetings each semester will be interviewed individually to inquire about the reasons for their absence.	Relevant Section Presidency/Academic Employee	Deanery	activities are ongoing. Attendance is taken at advisory meetings.	Academic Advising Meeting Signature List - Proof: Current 1.1 Academic Advisory Meeting Agenda - Evidence 1.2 Academic Advising Feedback Meeting - Evidence 1.3	Following the activity, the risk level remains unchanged at 6.	Advisors will receive reminders regarding their advisory services at academic general assemblies. Activities that could not be implemented for improvement will be re-evaluated.	January 27, 2022 30.12.2022	Unit Risk Determination and Analysis Commission
SBF/2	5.5	Quality objectives of faculty committee activities and to be carried out in accordance with procedures, effectively and efficiently	Disruption of the Commission's activities	3	4	12	The commissioner's duties, powers, and responsibilities are defined and documented in writing. During commission handover ceremonies, activity reports are submitted in writing. Commission transfers are made by the commission chairpersons with each commission change. The activities of the committees throughout the year are submitted to the Dean's Office as a committee activity report at the end of the year, and their activities are monitored.	The agenda includes the duties, powers, and responsibilities of the commission, and a discussion of the commission's activities throughout the year. During commission changes, newly appointed commission members should be informed about the commissions they are assigned to by the relevant units or individuals.	Relevant Committees/ Academic and Administrative Employee	Deanery	Current activities are continuing. The commission's activities are presented in annual reports.	Duties, Powers and Responsibilities - Evidence 2.1 Commission Activity Report - Evidence 2.2 Commission Task Transfer Minutes - Evidence 2.3 Sample Commission Meeting Minutes	Following the activities carried out, the probability of risk was calculated as 9. Evidente Risk level became 9.	Activities that could not be implemented for improvement will be re-evaluated. Reminder notices will be sent to the committees for activities such as training sessions and courses that could not be held.	January 27, 2022 30.12.2022	Unit Risk Determination and Analysis Commission
SBF/3	1.1 1.2	Ensuring that educational activities are conducted effectively and efficiently, in accordance with quality objectives and procedures.	The quality of education and training is not at the desired level due to the courses being taught by instructors who do not have expertise in the subject area.	3	3	9	Course assignments are made according to the instructors' fields or closely related fields. Assignments are made from outside the faculty. In staffing planning, priority is given to departments and sub-departments that lack teaching staff.	Monitoring the policy for employing academic staff in their area of expertise.	Dean's Office/Relevant Department Presidency/Academic Employee	Deanery	Current activities are continuing. Staffing plans are being prepared for the recruitment of academic personnel in specialized fields.	2022-2023 Fall and Spring Semesters Nursing Department Curriculum - Evidence 3.1 2022 Academic Staff Recruitment Announcement and Teaching Staff Appointment Decree - Evidence 3.2 2022 The decision regarding the planning of the required faculty and teaching staff norms for the Nursing Department is based on Evidence 3.3 and Evidence 3.4.	Following the implemented measures, the probability of risk has decreased to 2, and the risk level has risen to 6.	Staffing plans for academic personnel recruitment will continue.	January 27, 2022 30.12.2022	Unit Risk Determination and Analysis Commission
			Disruptions in the conduct of lessons due to information technology issues.	3	3	9	The faculty has movable equipment (speakers, etc.) to carry out educational activities. The functionality of technological devices is checked at the beginning of each academic term.	Inspection of technological equipment and tools as part of preparations for the start of the academic year, and recording of their working condition. For emergencies, a technical support number should be determined in coordination with the relevant unit to ensure telephone access, and these numbers should be posted in the classrooms. Increasing the number of portable equipment (speakers, etc.).	Relevant Section Presidency/Department Department Heads/ Academic Staff	Deanery	Current activities are continuing. The faculty has movable equipment (speakers, etc.) to carry out educational activities. The functionality of technological devices is checked at the beginning of each academic term.	List of movable assets - Evidence 3.5. Official Document Evidence 3.6.	Following the activity, the risk level remains unchanged at 9.	Contact numbers for emergency technical support will be listed and posted in the classrooms. Activities that could not be implemented for improvement will be re-evaluated.	January 27, 2022 30.12.2022	Unit Risk Determination and Analysis Commission
			The lack or inadequacy of practical applications for the theoretical courses taught, and the students' professional skills not meeting the required standards.	3	4	12	Professional skills are supported through laboratory practices. Clinical rotations are conducted for the relevant applications. Courses with limited practical application include scenarios, case studies, etc.	Planning and delivering simulation training for courses with limited practical application areas. Continuing with laboratory practices. Reporting the inadequacy of clinical practice areas to senior management.	Relevant Section Presidency/Department Department Heads/ Academic Staff	Deanery	To allow students to benefit more from laboratory practices and to improve their knowledge and skills for vocational courses, classes are offered in sections and rotations. Professional practice rotations are planned for organizations (such as family health centers, schools, and special education centers) that are suitable for the clinical practice areas and course content.	2021-2022 Spring Semester Nursing Department laboratory practice rotations - Evidence 4.1. 2022-2023 Fall Semester Anatomy course syllabus - Evidence 4.2 Example of rotation plans for Nursing Department professional practice courses - Evidence 4.3 Example of request letter from institutions where Nursing Department practice will be carried out - Evidence 4.4 Example of a case study for a nursing department - Evidence 4.5	The probability of risk after the activity was calculated as 3, and the Risk Level was determined as 9.	Collaboration will be established with the relevant committees and faculty members for studies related to simulation training and the procurement processes of simulation models (budget, tenders, training, etc.).	January 27, 2022 30.12.2022	Unit Risk Determination and Analysis Commission

SBF/4	1.1 1.2 1.3	Ensuring that student practical training activities are carried out effectively and efficiently in accordance with regulations.	Students' professional skills are not being developed as desired because academic staff who are not experts in the field are providing support to the practical applications. lack of quality	3	3	9	Course assignments are made according to the instructors' fields or closely related fields. Academic staff with prior experience in a particular field are assigned to practical application areas, even if they don't have expertise in that area. In staffing planning, priority is given to departments that lack teaching staff or have insufficient numbers of teaching staff. Advising and guidance are provided by the instructor responsible for the course.	In the applications, support is obtained from the division by assigning experts working in the relevant department/ relevant field.	Department Heads/ Academic Staff	Deanery	Current activities are continuing. In these applications, assignments are given to individuals who are experts in the relevant field of whose expertise is closely related to the relevant field. A policy is followed for the employment of academic staff in their area of expertise.	2021-2022 Spring Semester Course Assignments - Evidence 4.6 2022 Academic Staff Recruitment Announcement and Teaching Staff Recruitment Announcement Text - Evidence 4.7	Following the activities, the probability and impact of risk were calculated as 3, resulting in a risk level of 9.	Departments must assign professional experts in the relevant field to the applications by January 27, 2022. Plans will be made accordingly. Staffing plans for academic personnel recruitment will continue.	30.12.2022	Unit Risk Determination and Analysis Commission
			Academic staff and students are exposed to accidents and injuries in laboratory and application areas.	4	3	12	Academic staff receive mandatory occupational health and safety training. Students receive occupational health and safety training in the field from the institution. Students carry out their practical activities under the supervision of the academic staff member responsible for the practical training or the professionals involved in the training. Efforts are underway to reduce the student-to-faculty ratio.	Adding statements to students' application forms indicating that they will be conducting their practical training under the supervision of academic staff and field supervisors.	Relevant Section Presidency/Academic Employee	Deanery	Current activities are continuing. Statements have been added to the nursing management course application form indicating that the practical work will be carried out under the supervision of academic staff and field supervisors.	Academic staff certificate for occupational health and safety training - Evidence 4.8	Following the activities carried out, the probability of risk was calculated as 2, and the Risk Level was determined as 12.	Activities that could not be implemented for improvement will be re-evaluated. Since the occupational health and safety training provided by the institution in the field of practice is not provided by the institution due to the students not having insurance, students will be able to take this training as an elective course with the guidance of their academic advisors. The faculty will contact relevant units to ensure that newly hired and untrained personnel receive occupational health and safety training. Statements indicating that students will conduct their practical training under the supervision of academic staff and field supervisors will be widely included in their training forms.	January 27, 2022 30.12.2022	Unit Risk Determination and Analysis Commission
SBF/5	3.4	to and participation in library and educational/social facilities (including activities outside of the gymnasium, etc.) through student clubs.	Providing students with access to library and educational/social facilities (including activities outside of the gymnasium, etc.) through student clubs. Insufficient participation	4	3	12	Planning activities such as those for new students starting at the faculty. Topics related to adaptation training are included and addressed in the annual activity calendar. The activities carried out are mostly planned for students during counseling meetings. Students are informed about relevant topics through collaboration with internal and external stakeholders. Obtaining support for events.	Festivals, tournaments, etc. for students. students starting at the faculty. included and addressed in the annual activity calendar. The activities carried out are mostly planned for students during counseling meetings. Students are informed about relevant topics through collaboration with internal and external stakeholders. Obtaining support for events.	Relevant Section Presidency/Academic Employee	Dean's Office, General Secretarial	Current activities are continuing. At the beginning of each academic year, newly enrolled students receive orientation training and are introduced to the library, gymnasium, canteen, social areas, and student clubs. Academic advisors introduce opportunities that will contribute to the socio-cultural development of the students they advise, in addition to their academic progress.	2022-2023 Academic Year Student Orientation Guide - Evidence 5.1 Academic advisory meeting report - Evidence 5.2 Number of students using the library and joining clubs - Evidence 5.3 Social activity events for students - Evidence 5.4	Following the activity, the risk level remains unchanged at 12.	Support will be sought from the Faculty Sports Commission to increase sports activities.	January 27, 2022 30.12.2022	Unit Risk Determination and Analysis Commission
SBF/6	1.1	Faculty and unit ensuring the necessary security measures for the continuity of education on campus	Inability to reach an exit in emergency situations.	6	2	12	There are no current control measures in place.	Contacting the relevant departments to identify the exit doors and request changes to the door directions. Procurement of exit signs.	Dean's Office/General Administrative Office Employee	Dean's Office, General Secretarial	The change in the direction of the exit doors, the identification of the exit doors and the provision of exit signs for Administrative and Financial Affairs are handled by the Senior Management. The emergency official correspondence has been conducted by contacting the relevant units.	been received from the relevant departments regarding the emergency exit and directional signs. Written Evidence 6.1.	No official response has been received regarding the exit and directional signs. The risk level remains unchanged at 12.	Regarding the making of arrangements, Official correspondence with relevant units will be carried out.	January 27, 2022 30.12.2022	Unit Risk Determination and Analysis Commission
			Workplace accidents in the faculty to be experienced	4	1	4	In terms of occupational health and safety, risks in the building and working conditions are identified, coordination is ensured with the relevant units, and necessary arrangements are made. Staff receive occupational health and safety training. Additional training is provided to ensure occupational health and safety.	Continue implementing the current measures. Routine reminders should be sent to employees by senior management to remind them to protect their occupational health and take precautions. Physical adjustments that can be made should be addressed in cooperation with the relevant units, and those that cannot be made should be reported along with the reasons.	Dean's Office/General Administrative Office Employee	The coordination is based on the fact that risk assessments in our Faculty were carried out by the Construction Works and Unit Risk Determination and Analysis Technical Department Commission and its Chairman.	Current activities are continuing. Senior management makes routine announcements to employees as reminders to protect their occupational health and safety and to take precautions. The relevant units have been contacted and requests have been made for the necessary arrangements.	Occupational Health and Safety Training Cover Letter - Evidence 6.2 Personnel Who Received Occupational Health and Safety Training Performed 6.3 Official Document - Evidence 6.4 continues as is. Announcement of Health - Evidence 6.5 Unit Risk Commission Meeting Decisions Evidence 6.6	Evidence Activities Risk level 4 after work regarding the Protection is doing.	The faculty will contact the relevant departments to ensure that newly hired and untrained personnel receive occupational health and safety training. The number of reminder announcements regarding occupational health and safety will be increased. Official correspondence will be conducted again with the relevant units regarding the necessary arrangements.	January 27, 2022 30.12.2022	Unit Risk Determination and Analysis Commission

SBF/7	5.5	Ensuring that document and archive procedures are carried out in accordance with the legislation.	Errors in internal correspondence	3	2	6	Staff orientation training includes instruction on correspondence rules. Documents prepared by staff are reviewed hierarchically by the relevant personnel and/or after receiving approval from the manager regarding training on correspondence rules. Following the compliance training, necessary checks are repeated at regular intervals regarding the documents. When an error is found in the document, the relevant personnel are informed so that the document can be corrected, and it is then returned to the employee.	Dean's Office / Administrative and Academic Staff	Personnel Department Presidency	Current activities are continuing. The Personnel Orientation Guide and Bartın University Process Management Book - Evidence 7.1, Orientation Training (Administrative Staff) - Evidence 7.2, and Document Management Sub-Process Management Book - Evidence 7.3, Orientation Training (Academic Staff) - Evidence 7.4 contain process cards for internal correspondence.	University Process Management Book - Evidence 7.2, and Document Management Sub-Process Section of the Bartın University Orientation Training (Academic Staff) - Evidence 7.4 contain process cards for internal correspondence.	Following the implemented measures, the risk level remains unchanged at 6.	In-service training sessions organized by the Human Resources Department regarding correspondence rules will be announced to personnel. Activities that could not be implemented for improvement will be re-evaluated.	January 27, 2022 30.12.2022	Unit Risk Determination and Analysis Commission
SBF/8	5.5	Regularly conducting evaluation and quality improvement activities.	Data loss during the collection of quality data.	3	2	6	Once the data is collected, it is systematized by the relevant commission.	When requesting data from departments, the request should be systematically submitted to the Dean's Office / Relevant Department, and then re-checked and proper archiving.	Dean's Office / Administrative and Academic Staff	Official letters are being sent to departments regarding the systematic and rule-compliant delivery of data. An electronic system has been introduced for archival work.	Systematized Document Sample Requested to Prevent Data Loss - Evidence 8.1 Example of Using an Electronic System for Archival Research - Evidence 8.2	Following the activities carried out, the probability of risk was calculated as 1, and the risk level was decreased.	The use of electronic systems (cloud, OneDrive, etc.) for archival work has been started.	January 27, 2022 30.12.2022	Unit Risk Determination and Analysis Commission