

Writing & Communicating Biorisk Management Policy

Draft Slide Deck – December 2011



Introductions

- Instructors
- Students
 - Your name?
 - Where are you from?



Action Plan_(pg X)

By the end of this lesson, I would like to:

KNOW		FEEL		BE ABLE TO DO	
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Your learning doesn't stop with this lesson. Use this space to think about what else you need to do or learn to put the information from this lesson into practice.

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Use space on back, if needed



Biorisk Management Review



Key Messages, 1

- It is imperative for management to establish and communicate institutional expectations regarding safe and secure management of pathogens
- These expectations must be integrated with the core mission of the institution.
- A policy states commitment and intent.
- A policy is an instructional document and, as such is reader-centered.

Key Messages, 2

- A policy must be communicated (transmitted and received) to “count”
- A policy should be a living document and must reflect emerging issues and continuous improvement – policies must be reviewed and revised.

What is a policy?

- With your small group, how would you define a “policy”?
- Spend 5 minutes writing a definition.
- Write your definition in your workbook and on your group’s flipchart.

What is a policy?

"A policy is a temporary creed liable to be changed, but while it holds good it has got to be pursued with apostolic zeal"

Mahatma Gandhi

- A definite course of action (www.dictionary.com)
 - adopted for the sake of expediency, facility, etc.: *We have a new company policy.*
- A guiding principle that influences other actions.

What word is common to both definitions?

- Synonyms: strategy, principle, rule

What is the purpose of a policy?

- Based on the definitions above, what is the purpose of a policy?

A policy states commitment and intent

- **Commit** (verb)
 - to bind or obligate, as by pledge or assurance; pledge: to commit oneself to a promise; to be committed to a course of action. (www.dictionary.com)
- **Intent** (adjective)
 - firmly or steadfastly fixed or directed, as the eyes or mind: *an intent gaze*.
 - having the attention sharply focused or fixed on something: *intent on one's job*.
 - determined or resolved; having the mind or will fixed on some goal: *intent on revenge*.
 - earnest; intense: *an intent person*.

A policy is NOT a plan

- “No ***plan*** survives contact with the enemy.”
– *Helmuth von Moltke the Elder (~1860)*
- A policy provides the strategy (commitment and intent) from which plans are developed.
- The responsibility to the commitment and intent remains, even if plans fail.

Policies and Biorisk Management

- Is a written policy important to effective biorisk management at a facility?
- Why or why not?

Biorisk Management: Intent

- What is the **intent** of biorisk management?

Biorisk Management: Commitment

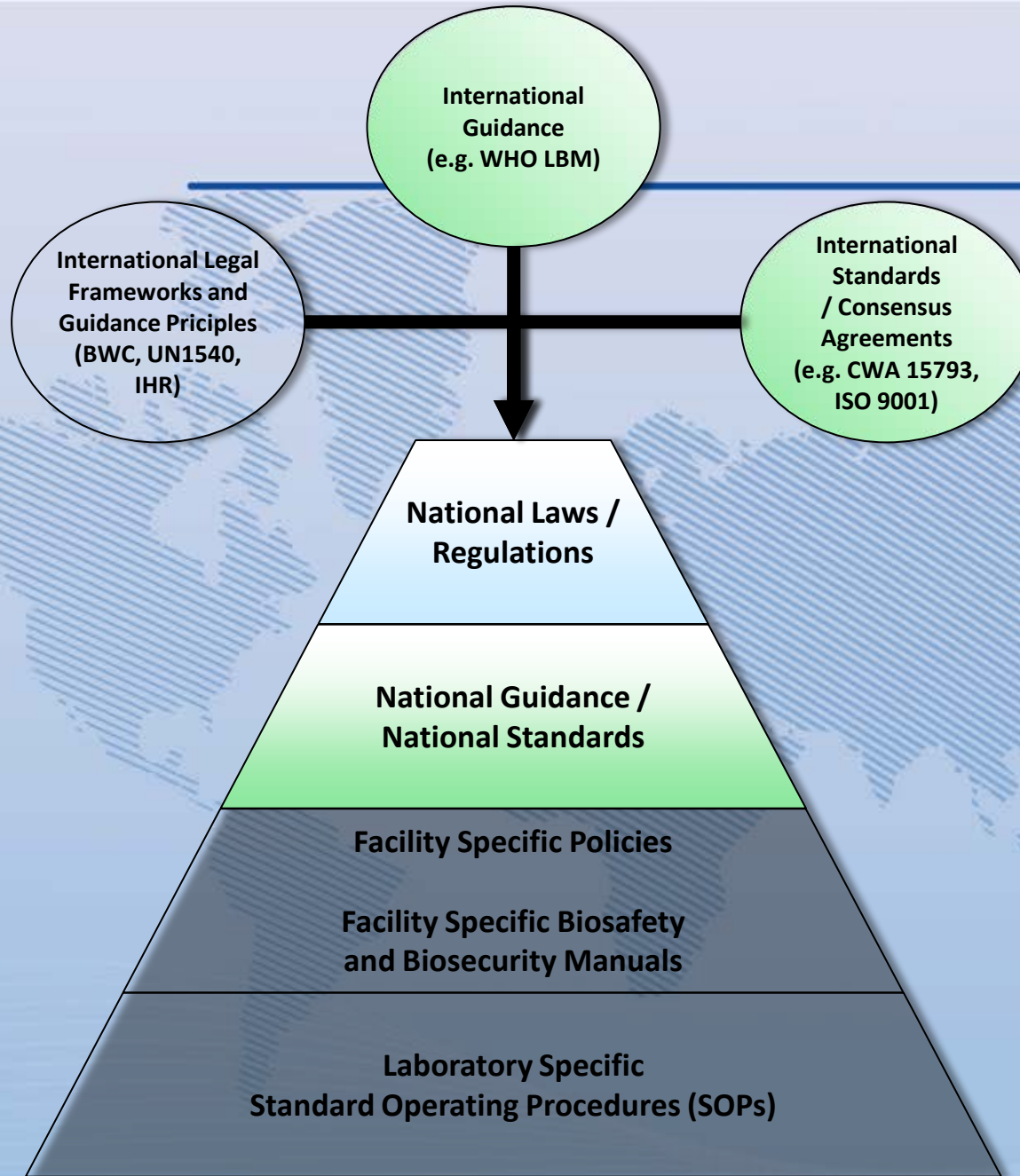
- Regarding biorisk management, what should a facility commit to?

Who is the audience?

- A policy is an instruction document.
- Instruction documents are READER-centered.
- Who are the READERS for a biorisk management policy?

What are the requirements?

- External requirements
 - What external requirements or conditions influence biorisk management policy at your facility?
- Internal requirements
 - What internal requirements or conditions might influence biorisk management policy at your facility?
 - What is the core mission of the facility? How is a biorisk management policy integrated into that mission?



CWA 15793:2011

- 4.2.1 Biorisk management policy
 - The organization's top management shall develop, authorize and sign a policy concerning the management of laboratory biorisk (laboratory biosafety and laboratory biosecurity). It shall clearly state the overall biorisk management objectives and a commitment to improving biorisk management performance.
 - The policy shall be appropriate to the nature and scale of the risk associated with the facility.

CWA 15793:2011, continued

- 4.2.1 Biorisk management policy, continued
 - [the policy shall] commit to:
 - Protecting staff ,contractors, visitors, community and environment from biological agents and toxins that are stored or handled within the facility;
 - Reducing the risk of unintentional release of, or exposure to biological agents and toxins;
 - Reducing the risk to an acceptable level of unauthorized intentional release of hazardous biological materials, including the need to conduct risk assessments and implement the required control measures;

CWA 15793:2011, continued

- 4.2.1 Biorisk management policy, continued
 - [the policy shall] commit to:
 - Complying with all legal requirements applicable to the biological agents and toxins that will be handled or possessed, and with the requirements of this standard;
 - Ensuring that the need for effective biorisk management shall take precedence over all non “health and safety” operational requirements;
 - Effectively informing all employees and relevant third parties and communicating individual obligations with regard to biorisk to those groups;
 - Continually improving biorisk management performance.

Take a stab! Write a policy.

- Final goal:
 - One to three sentences.
 - No more than 50 words.
 - Guiding principle that reflects commitment to and intent of biorisk management
 - Defines a course of action; influences actions

Snowball Activity

- Individually, write your own statement. (10 minutes)
- Pass your statement to the person on your left. Review the statement – make notes. (5 minutes)
- Discuss your edits and receive comments (5 minutes each).
- As a small group, discuss and list common points between the individual statements. Write the common points on individual sticky notes.

Snowball activity, continued

- As a class, report the common points and discuss (10 minutes)
- Take another 5 minutes, individually, to revise your policy statement based on the comments and discussion.

It takes a village. . .and time

- Do you feel that your original policy statement was improved as a result of the previous exercise?
- What are the advantages to working with a team to create a policy statement?
- What are the disadvantages?

Validation

- Referring to your newly-written biorisk management policy statement:
 1. Look at the list of “commit to” items in the CWA 15793:2011 section.
 2. Determine if your policy statement would support each of these bullet points.
 3. Revise your statement as necessary.

Communicating Policy

- Look at your list of readers for a biorisk management policy statement.
- Determine how and when a biorisk management policy should be communicated.
- How do you know if the message has been received?

After writing policy. . .

- Remember that a policy establishes commitment and intent, but does not specify HOW to implement.
- Critical next steps:
 - Establishing roles and responsibilities to support the commitment to and intent for biorisk management
 - Stating specific goals
 - Setting objectives to accomplish those goals

Reviewing and revising policy

- Should a policy be reviewed?
 - Why or why not?
 - When?
 - What aspects of the policy require review?
- If a policy is revised, what else must happen?
 - *Hint: think of the next steps listed on the previous slide*

Review of Biorisk Management Policy

Review

To wrap-up, let's discuss what we learned about writing and communicating biorisk management policies?

What did we learn?

What does it mean?

Where do we go from here?

Action Plan_(pg X)

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Thank You!

Don't forget to complete your evaluation!

