

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

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.

What more do I need to know or do?	How will I acquire the knowledge or skills?	How will I know that I've succeeded?	How will I use this new learning in my job?

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?



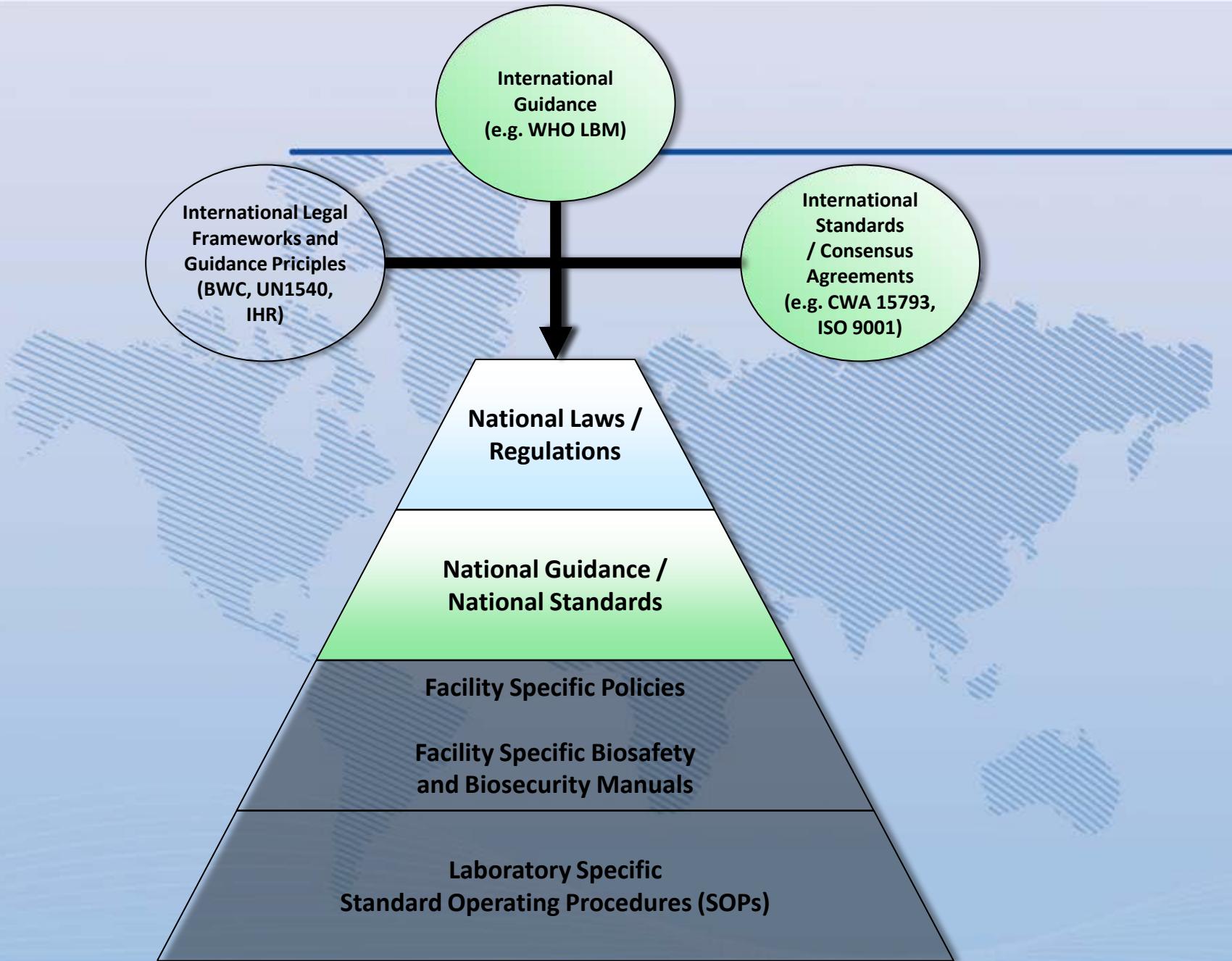
Who is the audience?

- 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!

