

Notes:

1. Changes are indicated by **red text** within the documents and the below guidelines provide some detail of the changes.
2. A document with a **red heading** denotes a new document or a document with significant changes.
3. **Note:** some clients may already have some changes depending when you purchased manuals.
4. As documents are being updated changes are being made from she / he to they or their to respect gender diversity.

PLEASE NOTE: The frequency for the 2019 updates has been increased to enable documents to include the changes required for the new Aged Care Quality Standards, as well as updated legislation and / guidelines.

Updates planned for 2019 – Guide only.

July – August 2019

- **Safe environment:** Review the Open Disclosure Flowchart in accordance with the June 19 framework and guidance Review the procedure for outbreak management (gastro) and the Food Safety Program inline with the new gastroenteritis OB guidelines, Vic. (Standards 4, 5 and 8). Review the procedures for; outbreak management (scabies), MROs, Blood Borne Diseases, Review the Cleaning procedures. (Standards 4, 5 & 8).
- **Health and wellbeing:** Review the Culturally Appropriate Care procedure (40.4) and the Sexuality and Intimacy procedure (40.5). Review the Promote Cognition and Mental Health procedure and the Activity Program Guide.
- **Handbooks:** update relevant sections

September - October – 2019 (ongoing updates)

- **Health and wellbeing:** Review the Skin Care & Hygiene, Wound Management and Communication and Sensory Loss (including ear wax management), Pain Management , Oral and Dental Care and the Palliative Care (including Assisted Dying, Vic legislation) procedures.

November - December 2019 (ongoing updates)

- **Management:** Review of HR procedures (6) and the Personnel Database. Create a Spreadsheet/s for the Maintenance Calendar, the Asset Register and Thermometer Calibration
- **Health and wellbeing:** Review the Care Plan System Forms, the Resource Booklet and Consumer Database
- **Surveys:** Governance, Staff, Volunteers, Staff Exit and New Consumer.

Notes:

- Internal assessments, care plan system forms, handbooks, care plan resource booklet and competencies will be updated as relevant in line with procedure updates.
- **Please note:** that the subscription updates are not a compliance service.

Management Manual				
Document	No	No of Pgs	New/ updated	Description
<i>Medication Advisory Committee</i>	1.0.4 (5)	2	Updated	<ul style="list-style-type: none"> General tidy up and updated related to the responsibilities for monitoring psychotropics medications and the Antimicrobial Stewardship Program (AMS Program)
<i>Events Calendar</i>	1.0.7	4	Updated	<ul style="list-style-type: none"> Psychotropic medications self-assessment tool review and update (3 monthly) added The Consumer Feedback Surveys for each standard have been added
<i>Clinical Governance Framework</i>	1.0.11	8	Updated	<ul style="list-style-type: none"> The Antimicrobial stewardship section has been updated since the development of the Antimicrobial Stewardship Program guide The Restraint Minimisation section has been updated since the review and update of the restraint minimisation procedure and new requirement for completing the self-assessment for recording consumers receiving psychotropic medications
<i>Working Folders and Document Update List</i>	2.1.2	10	Updated	<ul style="list-style-type: none"> Updated with renumbered, changed, deleted and new forms
Benchmarking and Quality Indicator Program	2.4	5	Updated	<ul style="list-style-type: none"> References and content updated to include the National Aged Care Mandatory Quality Indicator Program Manual 1.0. The program is mandatory from 1 July 2019
<i>Quality Indicator Flowcharts</i>	2.4.1			
<i>Pressure Injuries</i>	1	3	Updated	<ul style="list-style-type: none"> References updated to include the National Aged Care Mandatory Quality Indicator Program Manual 1.0. The Risks, Measures, Data Collection and Data Entry section have been updated according to the new program manual.
<i>Use of Physical Restraint</i>	2	4	Updated	<ul style="list-style-type: none"> References updated to include the National Aged Care Mandatory Quality Indicator Program Manual 1.0. The Risks, Measures, Data Collection and Data Entry section have been updated according to the new program manual.
<i>Unplanned Weight Loss</i>	3	4	Updated	<ul style="list-style-type: none"> References updated to include the National Aged Care Mandatory Quality Indicator Program Manual 1.0. The Risks, Measures, Data Collection and Data Entry section have been updated according to the new program manual.
<i>Infections & Antimicrobial Use</i>	6	5	Updated	<ul style="list-style-type: none"> Updated in accordance with the updated National Infection Prevention and Control Guidelines (May 2019) References updated
<i>Pressure Injuries Data Collection Sheet</i>	2.4.3	2	Updated	<ul style="list-style-type: none"> Some updating of the instructions
<i>Use of Physical Restraint Data Collection Sheet</i>	2.4.4	3	Updated	<ul style="list-style-type: none"> Now 3 pages The instructions have been updated and the Data Collection Summary Sheet has been updated to include who each assessor was for each observation

Management Manual				
Document	No	No of Pgs	New/ updated	Description
<i>Unplanned Weight Loss Data Collection Sheet</i>	2.4.5	2	Updated	<ul style="list-style-type: none"> Some updating of the instructions
Human Resource Management	5.0	12	Updated	<ul style="list-style-type: none"> Updated in accordance with Standard 7 of the Aged Care Quality Standards And a general tidy up
<i>Staffing Plan</i>	5.0.1	2	Updated	<ul style="list-style-type: none"> Minor changes to the names of positions
<i>Roster</i>	5.0.2	4	Updated	<ul style="list-style-type: none"> Minor changes to the names of positions
<i>Change of Shift</i>	5.0.3	1	Updated	<ul style="list-style-type: none"> Reviewed, no change
<i>Position Description Template</i>	5.0.4	4		<ul style="list-style-type: none"> Was updated in April, 19
<i>Duty Statement Template</i>	5.0.5	2	Updated	<ul style="list-style-type: none"> Reviewed, no change
<i>Personnel File Colour Coding System</i>	5.0.6	1	Updated	<ul style="list-style-type: none"> Minor changes
<i>Personnel File Note</i>	5.0.7	1	Updated	<ul style="list-style-type: none"> Reviewed, no change
<i>Leave Application</i>	5.0.8	1	Updated	<ul style="list-style-type: none"> Reviewed, no change. This may need to be revisited when the procedures are reviewed later in the year
<i>Workload Analysis Worksheet</i>	5.0.9	1	New	<ul style="list-style-type: none"> New worksheet to assist with the development of the Staffing Plan. Includes an example of how to use the worksheet
Template Letters				
<i>Acknowledgement of Resignation & Termination</i>		1	Reviewed	<ul style="list-style-type: none"> Reviewed, no change
Refer to the Position Descriptions Folder for PDs & Duty Statements			Updated	<ul style="list-style-type: none"> The listing of the PDs and the Duty Statements on the Management Manual Index have been deleted with a reference to the Position Descriptions Folder
Staff Appraisal	5.2	4	Updated	<ul style="list-style-type: none"> Minor changes
<i>Staff Appraisal Form</i>	5.2.1	4	Updated	<ul style="list-style-type: none"> Part B KRAs (conduct, health and safety, CI and Knowledge & Skills) have been aligned to the changes in the Position Description Template. Now 4 pages
Staff Development Program	5.4	4	Updated	<ul style="list-style-type: none"> A general tidy up
<i>Staff Skills & Competency Matrix</i>	5.4.1	3	Reviewed	<ul style="list-style-type: none"> Reviewed, no change
<i>Staff Competency Assessment</i>	5.4.2	2	Reviewed	<ul style="list-style-type: none"> Reviewed, no change
<i>Staff Development Program</i>	5.4.4	4	Reviewed	<ul style="list-style-type: none"> Was updated in the May update
<i>Education Session Flyer</i>	5.4.5	1	Reviewed	<ul style="list-style-type: none"> Reviewed, no change
<i>Staff Development Attendance List</i>	5.4.6	2	Updated	<ul style="list-style-type: none"> Reviewed, no change
<i>Staff Development Record</i>	5.4.7	2	Updated	<ul style="list-style-type: none"> Now 2 pages
<i>Education Evaluation Sheet</i>	5.4.8	1	Updated	<ul style="list-style-type: none"> Minor changes
<i>Education Evaluation Report</i>	5.4.9	2	Reviewed	<ul style="list-style-type: none"> Reviewed, no change
<i>Education Evaluation Report Register</i>	5.4.10	2	Reviewed	<ul style="list-style-type: none"> Reviewed, no change
<i>Staff Training Plan</i>	5.4.11	1	Reviewed	<ul style="list-style-type: none"> Reviewed, no change

Management Manual				
Document	No	No of Pgs	New/ updated	Description
Service Environment & Asset Management	7.0	9	Updated	<ul style="list-style-type: none"> • Renamed, was Asset Management • The policy has been updated in accordance with the Aged Care Quality Standards, Standard 5, Service Environment • A new section added for Service Environment
<i>Asset Register & Maintenance Requirements</i>	7.0.1	1	Reviewed	<ul style="list-style-type: none"> • Reviewed, no change
<i>Preventative Maintenance Calendar</i>	7.0.2	10	Reviewed	<ul style="list-style-type: none"> • Reviewed, no change
<i>Maintenance Schedule</i>	7.0.3	1	Updated	<ul style="list-style-type: none"> • Minor change
<i>Job Card</i>	7.0.4	2	Reviewed	<ul style="list-style-type: none"> • Reviewed, no change
<i>Mixing Valve Monitoring</i>	7.0.5	2	Reviewed	<ul style="list-style-type: none"> • Reviewed, no change
<i>Thermometer Calibration Record Sheet</i>	7.0.6	1	Reviewed	<ul style="list-style-type: none"> • Reviewed, instructions updated
<i>Job Safety Analysis and Safe Work Method Statements Register</i>	7.0.7	2	Reviewed	<ul style="list-style-type: none"> • Reviewed, no change
<i>Job Safety Analysis</i>	7.0.8	2	Reviewed	<ul style="list-style-type: none"> • Reviewed, no change
<i>Consumer's Property List</i>	7.0.9	2	Updated	<ul style="list-style-type: none"> • Renamed, was Consumer's Property List
<i>Status Report</i>	7.0.10	1	Reviewed	<ul style="list-style-type: none"> • Reviewed, no change
<i>Equipment Safety Checklist</i>	7.0.11	1	Reviewed	<ul style="list-style-type: none"> • Reviewed, no change
<i>Corrective Maintenance Book</i>	7.0.12	2	Reviewed	<ul style="list-style-type: none"> • Reviewed, no change
<i>Confined Space Entry Permit</i>	7.0.13	3	Reviewed	<ul style="list-style-type: none"> • Reviewed, no change
<i>Safe Work Method Statement (WorkSafe Template)</i>		2	Updated	<ul style="list-style-type: none"> • Updated to state reference to the Vic Regulations 2017

Safe Environment Manual				
Document	No	No of Pgs	New/ updated	Description
<i>Personal Protective Equipment -PPE</i>	21.0.4	8	Updated	<ul style="list-style-type: none"> Reference updated to the May 2019 Australian Guidelines for the Prevention and Control of Infection in Healthcare
Infection Prevention & Control	23.0	18	Updated	<ul style="list-style-type: none"> A comprehensive update The Policy and steps have been updated in accordance with the May 2019 Australian Guidelines for the Prevention and Control of Infection in Healthcare
<i>Waste Disposal</i>	23.0.1	1	Updated	<ul style="list-style-type: none">
<i>Pathology Specimen Register</i>	23.0.2	1	Updated	<ul style="list-style-type: none"> Resident replaced with consumer
<i>Monitoring of Infections</i>	23.0.3	1	Updated	<ul style="list-style-type: none"> Resident replaced with consumer
<i>General Outbreak Management Plan</i>	23.0.4	5	Updated	<ul style="list-style-type: none"> Minor changes
<i>Outbreak Management Kit</i>	23.0.5	4	Updated	<ul style="list-style-type: none"> Mainly updates to the resources
<i>Specimen Tracking Form</i>	23.0.6	1	Updated	<ul style="list-style-type: none"> Resident replaced with consumer
<i>Aseptic Technique Guide</i>	23.0.7	3	Updated	<ul style="list-style-type: none"> Renamed, was Aseptic Non-Touch Technique (ANTT) Guide Updated in accordance with the May 2019 Australian Guidelines for the Prevention and Control of Infection in Healthcare which has removed reference to Aseptic Non-Touch Technique (ANTT) as it is registered trademark terminology
<i>Standard & Transmission-based Precautions Flowchart</i>	23.0.8	1	Updated	<ul style="list-style-type: none"> Guidance for contact, droplet and airborne precautions was moved from the process to this flowchart. The information was also updated according to the May 2019 Australian Guidelines for the Prevention and Control of Infection in Healthcare
<i>Precautions for Infections/Conditions in Aged Care Guide</i>	23.0.9	2	Updated	<ul style="list-style-type: none"> The information was also updated according to the May 2019 Australian Guidelines for the Prevention and Control of Infection in Healthcare
<i>Antimicrobial Stewardship Program</i>	23.0.10	4	New	<ul style="list-style-type: none"> New AMS Program that includes the following sections: <ul style="list-style-type: none"> A policy statement Context Key strategies of the program Clinical care requirements Surveillance & monitoring Program evaluation
Signage			Updated	<ul style="list-style-type: none">
<i>Sneeze & Cough Etiquette sign</i>		1	Updated	<ul style="list-style-type: none"> Vic Health 2018 sign included
<i>Personal Protective Equipment (PPE) Sign – Donning</i>		1	Updated	<ul style="list-style-type: none"> Reference updated to the May 2019 Australian Guidelines for the Prevention and Control of Infection in Healthcare
<i>Personal Protective Equipment (PPE) Signs- Removal</i>		1	Updated	<ul style="list-style-type: none"> Reference updated to the May 2019 Australian Guidelines for the Prevention and Control of Infection in Healthcare

Safe Environment Manual				
Document	No	No of Pgs	New/ updated	Description
Cleaning Services	24.0	5	Updated	<ul style="list-style-type: none"> Updated in accordance with the Aged Care Quality Standards and the May 2019 Australian Guidelines for the Prevention and Control of Infection in Healthcare The 2 step clean has been replaced with a 2-in-1 clean using Actichlor Plus
<i>Cleaning Standards</i>	24.0.1	2	Reviewed	<ul style="list-style-type: none"> No change
<i>Guidelines for Setting up Cleaning Schedules</i>	24.0.2	4	Updated	<ul style="list-style-type: none"> Updated in accordance with the May 2019 Australian Guidelines for the Prevention and Control of Infection in Healthcare
<i>Overview Sheet</i>	24.0.3	2	Updated	<ul style="list-style-type: none"> Minor formatting changes
<i>Cleaning Schedule</i>	24.0.4	6	Updated	<ul style="list-style-type: none"> Minor changes
<i>Cleaning of Consumers' Rooms Schedule</i>	24.0.5	2	Reviewed	<ul style="list-style-type: none"> No change
<i>Night Duty List</i>	24.0.6	3	Updated	<ul style="list-style-type: none"> Minor changes
<i>Routine and 2-in-1 Cleaning Guide</i>	24.0.7	3	Updated	<ul style="list-style-type: none"> General update and the 2-step cleaning method has been replaced with a 2-in-1 clean using Actichlor Plus
<i>Discharge Cleaning & Maintenance Checklist</i>	24.0.8	1	Updated	<ul style="list-style-type: none"> Discharge cleaning changed to the 2-in-1 clean method using Actichlor Plus for all discharges And additional cleaning for discharges follow consumers who were permanent or had a known infectious agent.
Laundry Services	25.0	9	Updated	<ul style="list-style-type: none"> Comprehensive updated in accordance with the Aged Care Quality Standards and the May 2019 Australian Guidelines for the Prevention and Control of Infection in Healthcare
<i>Washing and Drying Cycles</i>	25.0.1	1	Updated	<ul style="list-style-type: none"> References updated Updated to include the use of ozone
<i>Laundry Wash Monitoring</i>	25.0.2	2	Updated	<ul style="list-style-type: none"> Updated to include monitoring of the ozone flowmeter Now a 2 page document
<i>Laundry Cleaning Schedule</i>	25.0.3	3	Updated	<ul style="list-style-type: none"> Minor changes
<i>Linen Repairs & Replacement</i>	25.0.4	2	Reviewed	<ul style="list-style-type: none"> No change Now a 2 page document
<i>Bedscreen Schedule</i>	25.0.5	2	Updated	<ul style="list-style-type: none"> No content change Now a 2 page document
<i>Clothing Repair and Replacement</i>	25.0.6	2	Updated	<ul style="list-style-type: none"> Renamed, was consumer Clothing Repair and Replacement Minor changes and now a 2 page document
<i>Lifting Sling Replacement & Washing Schedule</i>	25.0.7	1	Updated	<ul style="list-style-type: none"> Instructions updated
<i>Shower Curtain Schedule</i>	25.0.8	1	Updated	<ul style="list-style-type: none"> Minor changes
Catering Services	26.0	7	Updated	<ul style="list-style-type: none"> The policy has been updated And a general update of the steps and a review of the references.
<i>Catering Items for Replacement</i>	26.0.1	2	Updated	<ul style="list-style-type: none"> Minor changes
<i>Consumer Database OR Dietary Requirements List</i>	26.0.2	2	Updated	<ul style="list-style-type: none"> IDDSI added
<i>Consumer Database OR Drinks List</i>	26.0.3	4	Updated	<ul style="list-style-type: none"> Renamed, was Consumer's Drinks List IDDSI added

Safe Environment Manual				
Document	No	No of Pgs	New/ updated	Description
<i>Consumer Database OR Meal Choices</i>	26.0.4	3	Updated	<ul style="list-style-type: none"> No changes
<i>Consumer Database OR Do Not Serve List</i>	26.0.5	2	Reviewed	<ul style="list-style-type: none"> Reviewed, no changes
<i>Special Dietary Requirements Guide</i>	26.0.6	5	Reviewed	<ul style="list-style-type: none"> No change – waiting for the new release of Leading Nutrition, Diet Manual for Aged Care which is planned for August 2019
<i>Plating and Food Presentation Guide</i>	26.0.7	3	Updated	<ul style="list-style-type: none"> Minor change in reference to Pureed foods
Food Preparation	27.4	6	Updated	<ul style="list-style-type: none"> Some minor changes
<i>Texture Modified Food & Thickened Fluid Preparation Guide</i>	27.4.2	4	Updated	<ul style="list-style-type: none"> Updated in accordance with the IDDSI Framework Renamed, was Texture Modified Food & Fluid Preparation Guide

Health and Wellbeing Manual				
Document	No	No of Pgs	New/ updated	Description
<i>Care Plan System Resource Booklet</i>		58	Updated	<ul style="list-style-type: none"> Updated to include the new forms that have been developed over the past few months and deleted forms have been removed Goals (realistic) changed to Consumer-centred goal/s Strategies/interventions have been changed to Actions to achieve the goals to help the consumer understand the language in the care plan.
<i>Consumer Consent</i>	40.0.6	3	Updated	<ul style="list-style-type: none"> Updated to include a section for consent to participate in the National Aged Care Quality Indicator Program
Restraint Minimisation	40.2	11	Updated	<ul style="list-style-type: none"> Renumbered, was 42.2. Renamed, was Restraint Free Approach A comprehensive review of the procedure has occurred in accordance with updated references, the 1 July Quality of Care Amendment (Minimising the Use of Restraints) Principles 2019 and the requirement for the completion of the Self-assessment tool for recording consumers receiving psychotropic medications
<i>Restraint Alternatives Trial Chart</i>	40.2.1	2	Updated	<ul style="list-style-type: none"> Renumbered, was 42.2.1. Instructions changed to 3 instead of 4 days An outcomes section added
<i>Restraint Management Plan</i>	40.2.2	6	Updated	<ul style="list-style-type: none"> Renumbered, was 42.2.2. Renamed, was Restraint Authorisation & Monitoring Plan Comprehensive review of content and update of the format aligned to the Restraint Minimisation legislative requirements
<i>Physical Restraint & Bed Pole Monitoring Chart</i>	40.2.3	2	Updated	<ul style="list-style-type: none"> Reviewed, no change

Health and Wellbeing Manual				
Document	No	No of Pgs	New/ updated	Description
Activity Program	40.3	7	Updated	<ul style="list-style-type: none"> Renumbered and renamed, was 42.3, Leisure, Interests and Activities Program Comprehensive review of the content of the procedure in accordance with the requirements of the Aged Care Quality Standards
<i>Social, Cultural, Spiritual & Interests Assessment</i>	40.3.1	5	Updated	<ul style="list-style-type: none"> Renumbered, was 42.3.1 Renamed, was Social, Cultural, Spiritual & Lifestyle Assessment A comprehensive review of the content and the structure of the assessment – reduced from 7 to 5 pages The Social and emotional support section has been deleted The Activities and Interests section has been replaced by the Interests and what is important to me section A new section has been added for identifying Personal strengths: motor, sensory, social, cognitive to enable activities to be adjusted to enable the consumer to participate in purposeful activities.
<i>Individual Activity Program</i>	40.3.2	2	Updated	<ul style="list-style-type: none"> Renumbered, was 42.3.2 Renamed, was Consumer’s Activity Program
<i>Activity Participation Chart</i>	40.3.3	2	Updated	<ul style="list-style-type: none"> Renumbered, renamed – was Lifestyle Participation Chart Reviewed no changes
<i>Consumer Database OR Activity Groups</i>	40.3.4	2	Updated	<ul style="list-style-type: none"> Renumbered Renamed – was Resident Activity Groups Minor change
<i>Activity Program Calendar Planner</i>	40.3.5	1	Updated	<ul style="list-style-type: none"> Renumbered, was no other changes
<i>Monthly Activities</i>	40.3.6	1	Deleted	<ul style="list-style-type: none"> Deleted – information is already in 40.3.5 and can be included in the Newsletter for Upcoming Events
<i>What’s on Today</i>	40.3.6	1	Updated	<ul style="list-style-type: none"> Numbered 40.3.6 – was not previously numbered
<i>Weekly Activities</i>	40.3.7	1	Updated	<ul style="list-style-type: none"> Renumbered, x 2 images added, was 42.3.7
<i>Individual and Small Group Program</i>	40.3.8	2	Updated	<ul style="list-style-type: none"> Renumbered, was 42.3.8 and now 2 pages Renamed, was 1:1 Program
<i>Activity Program Guide</i>	40.3.9	13	Updated	<ul style="list-style-type: none"> Renumbered, renamed – was Activities Program Guide The content to be reviewed later in the year.
<i>Consumer Database OR Birthday List</i>	40.3.10	1	Updated	<ul style="list-style-type: none"> Renumbered Renamed, was the Resident Birthday List Instructions updated
<i>Consumer Database OR Cultural & Religious Requirements List</i>	40.3.11	2	Updated	<ul style="list-style-type: none"> Renumbered, now 2 pages Renamed, was Cultural & Religious Requirements of Residents’ List
<i>Consumer Database OR Religious Visitors List</i>	40.3.12	2	Updated	<ul style="list-style-type: none"> Renumbered, no other changes
<i>Planning and Evaluating an Outing</i>	40.3.13	3	Updated	<ul style="list-style-type: none"> Renumbered, no other change
<i>Outing Check List</i>	40.3.14	1	Updated	<ul style="list-style-type: none"> Renumbered, no other change
<i>Outings Register</i>	40.3.15	2	Updated	<ul style="list-style-type: none"> Renumbered and now 2 pages, no other changes.
<i>Monitoring Activity Attendance</i>	40.3.16	2	Deleted	<ul style="list-style-type: none"> Deleted as no longer considered necessary

Health and Wellbeing Manual				
Document	No	No of Pgs	New/ updated	Description
<i>Annual Activity Calendar</i>		12	Updated	<ul style="list-style-type: none"> Footer now has Name of the Organisation Activity Program
<i>Newsletter Template</i>		4	Updated	<ul style="list-style-type: none"> A new template has been provided in an adapted Word template document. The previous version was a Publisher document. There are some instructions within the document
<i>Care Plan</i>	41.0.9	18	Updated	<ul style="list-style-type: none"> Resident profile section on page 1 deleted Risks and alerts section updated Monthly Care Plan Evaluation section captures care plan discussion and whether a copy was provided Some general tidy up on page 2 Section added for: What is important to me includes; goals, how I live, my care and interests and activities Goals (realistic) changed to Consumer-centred goal/s Strategies/interventions have been changed to Actions The Social, Cultural, Spiritual and Interests (previously lifestyle) section has been updated in accordance with the updated assessment form 40.3.1
Short Term Care Plans				<ul style="list-style-type: none">
<i>Short Term Care Plan – Gastroenteritis</i>	1	2	Updated	<ul style="list-style-type: none"> Minor changes.
<i>Short Term Care Plan – Respiratory Illness</i>	2	2	Updated	<ul style="list-style-type: none"> Minor changes.
<i>Short Term Care Plan – Scabies</i>	3	3	Updated	<ul style="list-style-type: none"> Minor changes.
<i>Short Term Care Plan – Respiratory</i>	4	2	Updated	<ul style="list-style-type: none"> Minor changes.
<i>Short Term Care Plan – Eye Infection</i>	5	2	Updated	<ul style="list-style-type: none"> Minor changes.
<i>Short Term Care Plan – UTI</i>	6	2	Updated	<ul style="list-style-type: none"> Minor changes.
<i>Short Term Care Plan – Diabetes Sick Day</i>	7	2	Updated	<ul style="list-style-type: none"> Minor changes.
<i>Short Term Care Plan – Constipation</i>	8	2	Updated	<ul style="list-style-type: none"> Minor changes.
<i>Summary Care Plan</i>	41.0.23	3	Updated	<ul style="list-style-type: none"> Updated to include a section – What is important to me Risks and Alerts, Mx Plans and Reviews Summary and the Ongoing Monitoring Charts sections updated
<i>ACFI Classification Rage Calculator</i>	41.1.1	1	Updated	<ul style="list-style-type: none"> Updated with the current rates as at: 1 July 19 – 30 June 2020
Nutrition and Hydration	41.5	10	Updated	<ul style="list-style-type: none"> Updated to include the new International Dysphagia Diet Standardisation Initiative (IDDSI) General tidy up To be updated in early 2020 after the Leading Nutrition, Diet Manual for Aged Care is updated later in the year.
<i>Nutrition and Hydration Assessment</i>	41.5.1	6	Updated	<ul style="list-style-type: none"> IDDSI descriptions for foods and drinks added

Health and Wellbeing Manual				
Document	No	No of Pgs	New/ updated	Description
<i>Meals & Drinks Assistance Assessment Chart</i>	41.5.2	3	Reviewed	<ul style="list-style-type: none"> Reviewed, no changes
<i>Dietary Requirements</i>	41.5.3	1	Updated	<ul style="list-style-type: none"> Updated to include IDDSI descriptions for Food and Drinks
<i>Fluid Balance Chart</i>	41.5.4	2	Updated	<ul style="list-style-type: none"> Reviewed, shading in the form changed
<i>Food and Fluid Chart</i>	41.5.5	3	Updated	<ul style="list-style-type: none"> Reviewed, no changes
<i>Diet and Assistance – Respite</i>	41.5.6	2	Updated	<ul style="list-style-type: none"> Updated to include IDDSI descriptions for Food and Drinks
<i>Weight Monitoring Graph</i>	41.5.7	1	Reviewed	<ul style="list-style-type: none"> Reviewed, no changes
<i>Change of Dietary Requirements</i>	41.5.8	2	Updated	<ul style="list-style-type: none"> Instructions updated to include the IDDSI descriptions and numbers for foods and drinks
<i>Nutritional Supplement Chart</i>	41.5.9	1	Updated	<ul style="list-style-type: none"> Reviewed, shading in the form changed
<i>Restricted Fluids Plan</i>	41.5.10	1	Reviewed	<ul style="list-style-type: none"> Reviewed, no changes
<i>Weight Management Flowchart</i>	41.5.11	1	Reviewed	<ul style="list-style-type: none"> Reviewed, no changes
<i>Weight Monitoring Summary</i>	41.5.12	2	Reviewed	<ul style="list-style-type: none"> Reviewed, no changes
<i>Nil Orally laminated signs</i>			Reviewed	<ul style="list-style-type: none"> Reviewed, no changes
<i>IDDSI Sign</i>		1	New	<ul style="list-style-type: none"> IDDSI sign replaces the previous Texture Modified Food & Fluids Sign
<i>The Cornell Scale</i>	41.8.3	12	Updated	<ul style="list-style-type: none"> Updated with gender neutral language
<i>Behaviours of Concern (BOC) Management Guide</i>	41.8.7	6	Updated	<ul style="list-style-type: none"> References updated
<i>Changed Behaviour Flowchart</i>	41.8.8	1	Updated	<ul style="list-style-type: none"> References updated and some content update in accordance with the Restraint Minimisation procedure update

Internal Assessment (Audit) System				
Sheet	Internal Assessment Tools	No of Pgs	New/ updated	Description
5	Quality Improvement	8	Updated	<ul style="list-style-type: none"> The Quality of Care Indicators section has been updated, A question has been added to verify consumer consent has been obtained to participate in the National Aged Care Mandatory Quality Indicator Program
5	Human Resource Management	9	Updated	<ul style="list-style-type: none"> Updated in accordance with the updated Human Resource Management process, particularly related to workforce planning
7	Service Environment & Asset Management	7	Updated	<ul style="list-style-type: none"> Renamed, was Asset Management Updated in accordance with the updated Service Environment & Asset Management process, particularly related to the service environment, design, layout, and wayfinding.
10	Infection Prevention & Control	11	Updated	<ul style="list-style-type: none"> Updated in accordance with the updated Infection Prevention and Control process and the May 2019 Australian Guidelines for the Prevention and Control of Infection in Healthcare A number of the sections have been placed in a different order Additional sections have been added for the Antimicrobial Stewardship Program
11	Cleaning Service	4	Updated	<ul style="list-style-type: none"> Updated in accordance with the updated Cleaning Service process and the May 2019 Australian Guidelines for the Prevention and Control of Infection in Healthcare
12	Laundry Service	5	Updated	<ul style="list-style-type: none"> Updated in accordance with the updated Laundry Service process and the May 2019 Australian Guidelines for the Prevention and Control of Infection in Healthcare
13	Catering – Food Safety	9	Updated	<ul style="list-style-type: none"> Sections added for checking that modified food and fluids is being prepared according to the IDDSI Levels
14	Activity Program	5	Updated	<ul style="list-style-type: none"> Updated in accordance with the update of the Activity Program procedure. Previously named Leisure, Interests & Activities Program.
21	Catering - Nutrition and Hydration	7	Updated	<ul style="list-style-type: none"> Updated in accordance with the updated Catering process, particularly related to the provision of a quality meal
24	Promote Cognition & Mental Health, Behaviour Management & Restraint	8	Updated	<ul style="list-style-type: none"> Updated in accordance with the updated Restraint Minimisation procedure

Staff Competency Package				
Document	No	Pgs	New/ updated	Description
Services	4.0			
Catering	4.1			
Demonstrates correct food & fluid texture modification	4.1.4	2	Updated	<ul style="list-style-type: none"> Updated in accordance with the updated Texture Modified Food & Thickened Fluid Preparation Guide
Cleaning	4.2			
Demonstrates routine and 2 in 1 cleaning methods	4.2.1	2	Updated	<ul style="list-style-type: none"> Renamed, was Demonstrates routine and 2 step cleaning methods Updated to include the use of Actichlor Plus for a 2 in 1 clean
Consumer Care	5.0			
Wound Care	5.18			
Demonstrates wound care using an aseptic technique	5.18.1	2	Updated	<ul style="list-style-type: none"> Renamed, was Demonstrates wound care using an aseptic non- touch technique (ANNT) Updated in accordance with the update Aseptic Technique Guide