Internal and external review provides quantum leaps in improvement referred to as ‘leapfrogging’ continuous improvement (McNair 1992)
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**Complete Management Manual (includes the Position Descriptions)**  
Price: $3,400.00 (ex. GST)

**Complete Safe Environment Manual (includes the Food Safety Program)**  
Price: $3,250.00 (ex. GST)

**Complete Health and Wellbeing Manual (Includes the Care Planning System)**  
Price: $3,900.00 (ex. GST)

**Complete Internal Assessment (audit) System**  
Price: $990.00 (ex. GST)

**Competency Package (Includes competencies and related marking guides, but not instructional documents)**  
Price: $1,800.00 (ex. GST)

**Complete Survey Package**  
Price: $1,600.00 (ex. GST)

**Complete Handbook Package**  
Price: $350.00 (ex. GST)

**Complete Quality Management System**  
Includes Management, Safe Environment and Health & Lifestyle Manuals, the Internal Assessment (audit) System, the Competency Package and the Survey and Handbook Packages.  
Price: $14,000.00 (ex GST)

**Subscription for a Complete Quality Management System**  
Price: $890.00 (ex. GST)

**Additional Site License’s/Site**  
Price: $3,500 (ex GST)

**Subscription for additional sites for a Complete Quality Management System**  
Price: $445 (ex. GST) per site
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**Position Descriptions**

**Management** 1.0
- CEO/General Manager 1.1 5 25
- Director of Care 1.2 5 25
- CFO/Finance Manager 1.3 5 25
- Site Manager/Facility Manager 1.4 5 25
- Quality & Risk Manager – Includes Privacy & Complaints Officer 1.5 6 25
- Human Resource Manager/People & Culture 1.6 6 25
- Services Manager - includes purchasing & contract management 1.7 6 25

**Administration** 2.0
- Accounts & Payroll Clerk 2.1 5 25
- Administrative Assistant / Receptionist 2.2 5 25 675
- Admissions Coordinator 2.3 5 25

**Human resources & Health & safety** 3.0
- Workplace Trainer & Assessor 3.1 5 25
- Health & Safety Representative 3.2 5 25

**Consumer care** 4.0
- Clinical Care Coordinator – Medication management & IPC coordination 4.1 7 25
- ACFT Coordinator 4.2 5 25
- Registered Nurse 4.3 6 25
- Enrolled Nurse - Team Leader 4.4 6 25
- Enrolled Nurse 4.5 6 25
- Personal Carer – Team Leader 4.6 6 25
- Personal Carer 4.7 6 25
- Physiotherapist Assistant 4.8 5 25

**Activity program** 5.0
- Activity Program Coordinator 5.1 6 25
- Activities Assistant 5.2 5 25
- Volunteer 5.3 5 25

**Services** 6.0
- Chef / Cook 6.1 5 25
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<td><strong>Sleep and Rest</strong></td>
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<td>Demonstrates an understanding of how to promote sleep and rest (MG)</td>
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<td>Promote Sleep &amp; Rest Guide</td>
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<td><strong>Specimen collection – urine &amp; faecal</strong></td>
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<td>Demonstrates ability to collect urine and perform routine urinalysis</td>
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<td>Demonstrates ability to collect specimens: Midstream Urine (MSU)</td>
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<td>Demonstrates ability to collect specimens: Catheter Specimen Urine (CSU)</td>
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<td>Demonstrates ability to collect specimens: faecal</td>
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<td>Urine and Faecal Specimens Guide</td>
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<td><strong>Specimen collection – sputum, nose &amp; throat</strong></td>
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<td>Demonstrates ability to collect specimens: sputum, nose and throat swabs</td>
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<td>Nose and Throat Swabs Guide</td>
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<td><strong>Urinary drainage systems</strong></td>
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<td>Demonstrates ability care for urinary drainage systems</td>
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<td>Demonstrates ability to apply and remove a condom drainage system</td>
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<td>Demonstrates ability to insert and remove an indwelling catheter (IDC) - female &amp; male</td>
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<td>Demonstrates ability to change and remove a supra pubic catheter (SPC)</td>
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<td>Urinary Drainage Systems Guide</td>
<td>41.7.6</td>
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<td><strong>Wound care</strong></td>
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<td>Demonstrates wound care using an aseptic technique</td>
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<td><strong>ANTT Guide</strong></td>
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<td>Demonstrates appropriate interventions for a skin tear</td>
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<td>Demonstrate ability to select (RN) /apply anti embolic stockings</td>
<td>5.18.3</td>
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