

**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.

**Updates planned for December 2019 – Guide only.**

- **Management:** Review the Clinical Governance Framework and the Complaints procedure in accordance with the Commission’s resource documents.
- **Safe environment:** Review the Open Disclosure Flowchart in accordance with the Commission’s resource documents.
- **Health and wellbeing:** Review the Culturally Appropriate Care procedure (40.4) and the Sexuality and Intimacy procedure (40.5). 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.

**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.

<b>Management Manual</b>				
<b>Document</b>	<b>No</b>	<b>No of Pgs</b>	<b>New/ updated</b>	<b>Description</b>
<i>Events Calendar</i>	1.0.7	4	Updated	<ul style="list-style-type: none"> <li>• Some minor changes</li> <li>• A review of the self-assessment against the ACQS 4 monthly added</li> </ul>
<b>Quality Improvement</b>	<b>2.0</b>	<b>6</b>	Updated	<ul style="list-style-type: none"> <li>• CI Activity Register and PCI name updated to Register of CI Activities &amp; Complaints and PCI</li> </ul>
<i>Improvement Form</i>	2.0.11	3	Updated	<ul style="list-style-type: none"> <li>• Corrected misaligned formatting</li> </ul>
<i>Register of CI Activities &amp; Complaints and PCI</i>	2.0.4	3	Updated	<ul style="list-style-type: none"> <li>• Renamed, was CI Activity Register and PCI</li> <li>• The Instructions have been updated</li> <li>• The structure of the register has been updated to align it with the Commission’s Template PCI.</li> <li>•</li> </ul>
<i>Statistical Report (Or Spreadsheet and graphs)</i>	2.0.6	3	Updated	<ul style="list-style-type: none"> <li>• More key measures have been added</li> <li>• The spreadsheet version with graphs has been updated with the additions</li> </ul>
<i>Continuous Improvement Process Flowchart</i>	2.0.7	1	Updated	<ul style="list-style-type: none"> <li>• Update to include correct number and updated name of the Register of CI Activities &amp; Complaints and PCI</li> </ul>
<i>Quality &amp; Risk Report (Template)</i>		3	Updated	<ul style="list-style-type: none"> <li>• The reporting template has been streamlined with measures being transferred to the Statistical Report rather than within the body of the report.</li> </ul>
<i>Plan for Continuous Improvement (PCI) – Commission Template</i>		3	Updated	<ul style="list-style-type: none"> <li>• Updated version of the Aged Care Quality &amp; Safety Commission’s PCI template.</li> <li>• Note: the Commission’s template is not mandatory</li> </ul>
<i>Internal Assessment Schedule</i>	2.3.1	2	Updated	<ul style="list-style-type: none"> <li>• Changed to landscape to allow compliance % to be added</li> <li>• Instructions updated</li> <li>• Updated according to the renumbering of audits that occurred in a previous update.</li> </ul>

<b>Safe Environment Manual</b>				
<b>Document</b>	<b>No</b>	<b>No of Pgs</b>	<b>New/ updated</b>	<b>Description</b>
<i>Outbreak Management Kit</i>	23.0.5	4	Updated	<ul style="list-style-type: none"> <li>Updated in accordance with the updated procedures</li> </ul>
<i>Standard &amp; Transmission-based Precautions Flowchart</i>	23.0.8	1	Updated	<ul style="list-style-type: none"> <li>Includes specific hand hygiene instructions for gastro: use soap &amp; water if gloves have not been worn during contact or are visibly soiled</li> </ul>
<i>Antimicrobial Stewardship Program</i>	23.0.10	4	Updated	<ul style="list-style-type: none"> <li>Encouraging yoghurt when antibiotics are prescribed to help balance gut bacteria has been added.</li> </ul>
<b>Blood/Body Fluid Exposure Management</b>	<b>23.1</b>	<b>3</b>	Updated	<ul style="list-style-type: none"> <li>References have been updated</li> <li>Content has been reviewed and updated</li> </ul>
<i>Blood and Body Fluid Exposure Flowchart</i>	23.1.1	1	Updated	<ul style="list-style-type: none"> <li>Layout and references have been updated</li> <li>Content has been streamlined</li> </ul>
<b>Gastroenteritis Outbreak Management</b>	<b>23.2</b>	<b>13</b>	Updated	<ul style="list-style-type: none"> <li>A comprehensive review and update of the content in accordance with the updated Guide for the management and control of gastroenteritis outbreaks in care facilities, Vic.</li> <li>The section related to Faecal Specimens has been revised and now refers to the Urine &amp; Faecal Specimens Guide (41.7.8)</li> <li>Cleaning and disinfection has been changed a 1 step clean and disinfectant using a 1,000ppm chlorine solution using Actichlor Plus</li> <li>The spills management now refers to the Blood and Body Fluids Spills Management procedure (24.17)</li> </ul>
<i>Gastroenteritis Outbreak Management Flowchart</i>	23.2.1	1	Updated	<ul style="list-style-type: none"> <li>Renumbered, was 23.2.7</li> <li>Updated in accordance with the updated Guide for the management and control of gastroenteritis outbreaks in care facilities, Vic</li> </ul>
<i>Gastroenteritis Outbreak Management Plan</i>	23.2.2	5	Updated	<ul style="list-style-type: none"> <li>Renumbered, was 23.2.1</li> <li>Training sessions conducted section deleted – need to use the Education Attendance Sheet</li> <li>Updated in accordance with the updated Guide for the management and control of gastroenteritis outbreaks in care facilities, Vic</li> </ul>
<i>Gastroenteritis Outbreak Cleaning Schedule</i>	23.2.3	3	Updated	<ul style="list-style-type: none"> <li>Instructions and reference updated</li> <li>Content updated in accordance with the updated guide for the management and control of gastroenteritis outbreaks in care facilities, Vic and the use of Actichlor Plus</li> <li>The Consumer room and toilet/bathroom section has been updated to include twice daily cleaning with Actichlor Plus <b>not just</b> the rooms of the affected consumers</li> <li>Comment section added</li> </ul>
<i>Gastroenteritis Outbreak Cleaning Schedule - Kitchen</i>	23.2.4	2	Updated	<ul style="list-style-type: none"> <li>Instructions and reference updated</li> <li>Complete restructure of the content</li> <li>Updated in accordance with the updated guide for the management and control of gastroenteritis outbreaks in care facilities, Vic</li> </ul>
<i>Gastroenteritis, Consumer, and Visitor Information Sheet</i>	23.2.2	1	deleted	<ul style="list-style-type: none"> <li>Deleted</li> </ul>

<b>Safe Environment Manual</b>				
<b>Document</b>	<b>No</b>	<b>No of Pgs</b>	<b>New/ updated</b>	<b>Description</b>
<i>Gastroenteritis Staff Information Sheet</i>	23.2.5	2	Deleted	<ul style="list-style-type: none"> <li>Deleted</li> </ul>
<i>Gastro Bowel Chart</i>	23.2.6	2	Delete	<ul style="list-style-type: none"> <li>Deleted to reduce duplication. The Bowel Chart 41.7.2 can be used</li> </ul>
<b>Signage</b>				
<i>Attention all Visitors</i>		1	Updated	<ul style="list-style-type: none"> <li>Visitor signs have been combined into the one sign</li> </ul>
<i>Staff/Volunteer Notice Board Sign</i>		1	Updated	<ul style="list-style-type: none"> <li>Section added to inform staff that they must exclude them self from other work places if they have gastro symptoms</li> </ul>
<i>Restrict Access to the Kitchen Sign</i>		1	Updated	<ul style="list-style-type: none"> <li>Minor changes to the format</li> </ul>
<i>Attention Visitors – if ill</i>		1	Deleted	<ul style="list-style-type: none"> <li>Deleted</li> </ul>
<i>Attention Visitors – see staff</i>		1	Deleted	<ul style="list-style-type: none"> <li>Deleted – this requirement is on the Australian Commission of Safety and Quality in Healthcare signage</li> </ul>
<i>Attention Visitors – wash hands</i>		1	Deleted	<ul style="list-style-type: none"> <li>Hand hygiene signs are now in the one folder for Infection Prevention and Control</li> </ul>
<i>Closure Sign</i>		1	Deleted	<ul style="list-style-type: none"> <li>The updated guideline (p.22) states that “an ongoing outbreak <b>does not</b> mean the facility has to go into complete “lock down”.</li> </ul>
<i>Sneeze &amp; Cough Etiquette Sign</i>		1	Deleted	<ul style="list-style-type: none"> <li>The sneeze and cough etiquette sign is now in the one folder for Infection Prevention and Control</li> </ul>
<i>Consumer Room Sign</i>		1	Deleted	<ul style="list-style-type: none"> <li>The Australian Commission of Safety and Quality in Healthcare signage is used in the one Signage folder for Infection Prevention and Control</li> </ul>
<i>Personal Protective Equipment (PPE) Sign – Donning</i>		1	Deleted	<ul style="list-style-type: none"> <li>PPE signs are now in the one folder for Infection Prevention and Control</li> </ul>
<i>Personal Protective Equipment (PPE) Signs- Removal</i>		1	Deleted	<ul style="list-style-type: none"> <li>PPE signs are now in the one folder for Infection Prevention and Control</li> </ul>
<i>Resume Normal Activities Sign (gastro)</i>		1	Deleted	<ul style="list-style-type: none"> <li>Deleted as not necessary as all signage is removed at the end of the outbreak</li> </ul>
<i>Respiratory Illness Outbreak &amp; Influenza Pandemic Management Plan</i>	23.3.1	6	Updated	<ul style="list-style-type: none"> <li>Instructions updated</li> <li>Training sessions conducted section deleted – need to use the Education Attendance Sheet</li> <li>End of outbreak – remove signage prompt rather than putting up signage that the outbreak is over</li> </ul>
<i>Respiratory Illness Outbreak Cleaning Schedule</i>	23.3.4	3	Updated	<ul style="list-style-type: none"> <li>Instructions and reference updated</li> <li>Restructure and content updated similar to the Gastro cleaning schedule</li> </ul>
<i>Respiratory Illness Outbreak Management Flowchart</i>	23.3.5	2	Updated	<ul style="list-style-type: none"> <li>Instructions and reference updated</li> <li>Restructure and content updated similar to the Gastro cleaning schedule</li> </ul>
<b>MRO Management</b>	<b>23.4</b>	<b>4</b>	Updated	<ul style="list-style-type: none"> <li>A comprehensive review and update according to updated references.</li> <li>Standard precautions are recommended with contact precautions based on a risk assessment. and specialist infection control advice</li> </ul>

<b>Safe Environment Manual</b>				
<b>Document</b>	<b>No</b>	<b>No of Pgs</b>	<b>New/ updated</b>	<b>Description</b>
<b>Scabies Management</b>	<b>23.5</b>	<b>8</b>	Updated	<ul style="list-style-type: none"> <li>Comprehensive review and updated in accordance with current references</li> </ul>
<i>Scabies Management Plan</i>	23.5.1	6	Updated	<ul style="list-style-type: none"> <li>Comprehensive review and update.</li> </ul>
<i>Scabies Information Sheet</i>	23.5.2	2	Updated	<ul style="list-style-type: none"> <li>Comprehensive review and updated in accordance with current references.</li> </ul>
<i>Scabies Outbreak Cleaning Schedule</i>	23.5.3	2	Updated	<ul style="list-style-type: none"> <li>Complete restructure of format and content in accordance with more up to date reference</li> </ul>
<i>Scabies Outbreak Management Flowchart</i>	23.5.4	1	Updated	<ul style="list-style-type: none"> <li>Updated inline with the updated procedure and management plan</li> </ul>
<b>Signage</b>				
<i>Attention all visitors</i>		1	Updated	<ul style="list-style-type: none"> <li>Renamed, was Visitor Alert Sign</li> <li>Updated to include information about contact precautions</li> </ul>
<i>Staff/Volunteer Notice Board Sign</i>		1	Updated	<ul style="list-style-type: none"> <li>Update to including that they should exclude themselves from other workplaces if they have symptoms</li> </ul>
<i>Closure Sign</i>		1	Deleted	<ul style="list-style-type: none"> <li>Closure not necessary</li> </ul>
<i>Consumer Room Sign</i>		1	Deleted	<ul style="list-style-type: none"> <li>The Australian Commission of Safety and Quality in Healthcare signage is used in the one folder for Infection Prevention and Control</li> </ul>
<i>Personal Protective Equipment (PPE) Sign – Donning</i>		1	Deleted	<ul style="list-style-type: none"> <li>PPE signs are now in the one folder for Infection Prevention and Control</li> </ul>
<i>Personal Protective Equipment (PPE) Signs- Removal</i>		1	Deleted	<ul style="list-style-type: none"> <li>PPE signs are now in the one folder for Infection Prevention and Control</li> </ul>
<i>Resume Normal Activities Sign</i>		1	Deleted	<ul style="list-style-type: none"> <li>Deleted as not necessary as all signage is removed at the end of the outbreak</li> </ul>
<b>Blood Borne Viruses</b>	<b>23.6</b>	<b>5</b>	Updated	<ul style="list-style-type: none"> <li>Comprehensive review and update in accordance with updated references.</li> <li>Standard precautions are recommended with transmission-based precautions based on a risk assessment. and specialist infection control advice</li> </ul>
<b>Pet Care Plans</b>				
Rabbits & Guinea Pigs		12	Updated	<ul style="list-style-type: none"> <li>References checked and general update</li> </ul>
Cat		16	Updated	<ul style="list-style-type: none"> <li>References checked and general update</li> </ul>
Dog		15	Updated	<ul style="list-style-type: none"> <li>References checked and minor tidy up</li> </ul>
Chooks		12	Updated	<ul style="list-style-type: none"> <li>References checked and minor tidy up</li> </ul>
Birds		14	Updated	<ul style="list-style-type: none"> <li>References checked and minor tidy up</li> </ul>
Fish		12	Updated	<ul style="list-style-type: none"> <li>References checked and minor tidy up</li> </ul>
<b>Cleaning Service</b>	<b>24.0</b>	<b>5</b>	Updated	<ul style="list-style-type: none"> <li>Small change in the Cleaning Methods section to clarify that physical cleaning is important and that reliance on a disinfectant alone is not recommended</li> </ul>
<i>Routine and 2-in-1 Cleaning Guide</i>	24.0.7	3	Updated	<ul style="list-style-type: none"> <li>Minor change</li> </ul>
<i>Discharge Cleaning &amp; Maintenance Checklist</i>	24.0.8	1	Updated	<ul style="list-style-type: none"> <li>The discharge cleaning sections have been updated</li> </ul>
<b>Cleaning of Windows</b>	<b>24.1</b>	<b>3</b>	Updated	<ul style="list-style-type: none"> <li>References and Method updated to provide more specific guidance</li> </ul>

<b>Safe Environment Manual</b>				
Document	No	No of Pgs	New/ updated	Description
<b>Cleaning of Hard Floors</b>	<b>24.2</b>	<b>4</b>	Updated	<ul style="list-style-type: none"> <li>• Method updated to provide more specific guidance for 3 mopping systems; flat mop, double bucket and single bucket.</li> <li>• Dry mopping has been removed – it is recommended that vacuuming only be used</li> <li>• Polishing and buffing has been removed as it can create glare and a falls risk.</li> <li>• A flat mopping system is recommended as it has a number of advantages:                             <ul style="list-style-type: none"> <li>• Less manual handling and therefore risk of work injury</li> <li>• Can be used to dry mop, if required</li> <li>• Increased productivity as floors can be mopped more easily in less time. Buckets of water do not have to be taken to be emptied and refilled throughout the mopping process.</li> <li>• Less cross-contamination with less bacterial load as the mop is not dipped back into contaminated water.</li> <li>• Reduced water usage</li> <li>• Increased staff satisfaction with the mopping process</li> </ul> </li> </ul>
<b>Cleaning of Soft Floors</b>	<b>24.3</b>	<b>2</b>	Updated	<ul style="list-style-type: none"> <li>• Method updated including the addition of a vacuuming safety section</li> </ul>
<b>Cleaning of Walls, Skirtings &amp; Ceilings</b>	<b>24.4</b>	<b>3</b>	Updated	<ul style="list-style-type: none"> <li>• Method updated to provide more specific guidance for spot clean and full clean</li> <li>• The use of Magic Sponge is included for removal of stubborn marks and stains rather than a cream cleanser. The sponge is discarded after each use.</li> </ul>
<b>Cleaning of Doors</b>	<b>24.5</b>	<b>2</b>	Updated	<ul style="list-style-type: none"> <li>• Method updated</li> </ul>
<b>Cleaning of Ducts, Grills, Vents</b>	<b>24.6</b>	<b>2</b>	Updated	<ul style="list-style-type: none"> <li>• Method updated</li> </ul>
<b>Cleaning of Electrical fixt. &amp; App.</b>	<b>24.7</b>	<b>3</b>	Updated	<ul style="list-style-type: none"> <li>• Method updated to provide more specific guidance</li> </ul>
<b>Cleaning of Pantry fixt. &amp; App.</b>	<b>24.8</b>	<b>3</b>	Updated	<ul style="list-style-type: none"> <li>• Method updated to provide more specific guidance. Range hoods and exhaust filters have been added.</li> </ul>
<b>Cleaning of Toilet &amp; Bathroom Fixtures</b>	<b>24.9</b>	<b>3</b>	Updated	<ul style="list-style-type: none"> <li>• Method updated to provide more specific guidance</li> <li>• The use of Magic Sponge is included for removal of stubborn marks and stains rather than a cream cleanser or scouring pad or brushes. The sponge is discarded after each use to avoid cross contamination.</li> <li>• Scrubbing brooms have been replaced with steam cleaning as brooms damage surfaces and are a potential for cross contamination.</li> <li>• Bath mats have been removed as they are difficult to adequately clean.</li> </ul>
<b>Cleaning of Consumer Equipment</b>	<b>24.10</b>	<b>2</b>	Updated	<ul style="list-style-type: none"> <li>• Method updated to provide more up to date guidance</li> </ul>

<b>Safe Environment Manual</b>				
<b>Document</b>	<b>No</b>	<b>No of Pgs</b>	<b>New/ updated</b>	<b>Description</b>
<b>Cleaning for Furniture &amp; Fixtures</b>	<b>24.11</b>	<b>3</b>	Updated	<ul style="list-style-type: none"> <li>References updated and Method updated to provide more specific guidance</li> </ul>
<b>Cleaning for Odour Control</b>	<b>24.12</b>	<b>1</b>	Updated	<ul style="list-style-type: none"> <li>Method updated to provide more specific guidance</li> </ul>
<b>General Tidiness</b>	<b>24.13</b>	<b>1</b>	Updated	<ul style="list-style-type: none"> <li>Method updated to provide more specific guidance</li> </ul>
<b>Cleaning of External Features, Fire Exits</b>	<b>24.14</b>	<b>3</b>	Updated	<ul style="list-style-type: none"> <li>Sections have been for stairwells, fire exits, entrances, patios and balconies</li> <li>The mould, moss or grease section has been updated to include the use of magic sponge.</li> </ul>
<b>Cleaning of Cleaning Equipment</b>	<b>24.15</b>	<b>4</b>	Updated	<ul style="list-style-type: none"> <li>Method updated to provide more specific guidance</li> <li>Brooms and brushes have been removed</li> <li>The Flat Mop System has been added</li> <li>Magic sponge has been added</li> </ul>
<b>Spills Management – General</b>	<b>24.16</b>	<b>2</b>	Updated	<ul style="list-style-type: none"> <li>General tidy up</li> </ul>
<b>Blood and Body Fluids Spills Management</b>	<b>24.17</b>	<b>2</b>	Updated	<ul style="list-style-type: none"> <li>Reviewed and updated in accordance with updated references.</li> <li>The use of Actichlor Plus at 1000ppm has been included where disinfection is required.</li> </ul>
<b>Food Safety Program</b>				
<i>Hazard Analysis and Control</i>	<i>27.0.8</i>	<i>9</i>	Updated	<ul style="list-style-type: none"> <li>The Preparation section has been updated to include control measures related to; salads, deli meats, ready to eat seafood and leftover food.</li> </ul>
<b>Storage</b>	<b>27.3</b>	<b>3</b>	Updated	<ul style="list-style-type: none"> <li>The Use-by &amp; Best-before date section has been updated</li> </ul>
<b>Food Preparation</b>	<b>27.4</b>	<b>6</b>	Updated	<ul style="list-style-type: none"> <li>A new section has been added for Separate blending &amp; mixing equipment</li> </ul>
<b>Cleaning and Sanitising</b>	<b>27.5</b>	<b>2</b>	Updated	<ul style="list-style-type: none"> <li>The 6 steps for cleaning surfaces &amp; equipment section has been updated with respect to sanitising</li> </ul>
<i>Cleaning Schedule &amp; Record Sheet</i>	<i>27.5.1</i>	<i>3</i>	Updated	<ul style="list-style-type: none"> <li>The step for Sanitise has been updated</li> </ul>
<b>Food Poisoning</b>	<b>27.11</b>	<b>4</b>	Updated	<ul style="list-style-type: none"> <li>References have been updated and the What to do if there is food poisoning section has been updated to include the Kitchen section from the Gastroenteritis Outbreak Management procedure</li> </ul>
<b>Menu Planning</b>	<b>27.14</b>	<b>4</b>	Updated	<p>Updated to include the updated advice from the Vic Dec 2018, guide for the management and control of gastroenteritis outbreaks in care facilities related to the high-risk foods for the elderly to avoid. These include pre-prepared salads and deli meat unless it is cooked and served hot.</p>

<b>Health and Wellbeing Manual</b>				
<b>Document</b>	<b>No</b>	<b>No of Pgs</b>	<b>New/ updated</b>	<b>Description</b>
Consumer Dignity and Choice	<b>40.0</b>	<b>10</b>	Updated	<ul style="list-style-type: none"> <li>Policy updated and a section added for managing choices when the organisation is not able to provide for the choice or the choice would impact negatively on others or where the consumer's choice differs to a family member's believe of what is in their best interest.</li> </ul>
Advance Care Planning	<b>40.1</b>	<b>8</b>	Updated	<ul style="list-style-type: none"> <li>Section added for Personal Values and Preferences for consumers without decision-making capacity and the use of form 40.1.2</li> </ul>
<i>Personal Values &amp; Preferences</i>	40.1.2	3	New	<ul style="list-style-type: none"> <li>New form that can be completed for consumers without decision-making capacity to undertake Advance Care Planning.</li> <li>The information can be used to guide future medical decision making.</li> </ul>
<b>Short Term Care Plans</b>				
<i>Short Term Care Plan – Scabies</i>	3	3	Updated	<ul style="list-style-type: none"> <li>Comprehensive update of the infection control measures to prevent the spread of scabies and the treat the scabies sections. After the treatment of scabies section added.</li> </ul>
<i>Respiratory Medication Administration Guide</i>	41.2.14	5		<ul style="list-style-type: none"> <li>Fresh copy included as it has been noticed that a couple of images were not displaying</li> </ul>
<i>Urine and Faecal Specimens Guide</i>	41.7.8	5	Updated	<ul style="list-style-type: none"> <li>References have been updated</li> <li>The faecal specimen section has been updated in accordance with the updated gastroenteritis guidelines</li> </ul>
<i>Respite Assessment and Care Plan</i>	41.17.2	6	Updated	<ul style="list-style-type: none"> <li>The Activities section has been expanded to enable more activities and interested to be added. Feedback has been that the Assessors are looking forward how staff know what activities are of interest to respite consumers.</li> </ul>

<b>Internal Assessment (Audit) System</b>				
<b>Sheet</b>	<b>Internal Assessment Tools</b>	<b>No of Pgs</b>	<b>New/ updated</b>	<b>Description</b>
10	Infection Prevention & Control	11	Updated	<ul style="list-style-type: none"> <li>Updated in accordance with updated infection prevention and control procedures</li> </ul>
11	Cleaning Service	5	Updated	<ul style="list-style-type: none"> <li>Updated in accordance with the updated cleaning procedures</li> </ul>
14	Consumer Dignity and Choice	9	Updated	<ul style="list-style-type: none"> <li>Updated in accordance with the update of the Consumer Dignity and Choice process related to managing choices and the update of the Advance Care Planning procedure related to the new form for Personal Values &amp; Preferences for consumers without decision-making capacity.</li> </ul>

<b>Staff Competency Package</b>				
Document	No	Pgs	New/ updated	Description
<b>Health and Safety</b>	<b>2.0</b>			
<b>Blood /Body Fluid Exposure (BBFE)</b>	<b>2.1</b>			
Demonstrates an understanding of the action to be taken for a blood /body fluid exposure (BBFE)	2.1.1	2	Updated	<ul style="list-style-type: none"> <li>Updated in accordance with the updated flowchart for BBFE (23.1.1)</li> </ul>
<b>Infection Prevention &amp; Control</b>	<b>3.0</b>			
<b>Hand hygiene</b>	<b>3.1</b>			
Demonstrates correct hand hygiene technique	3.1.1	2	Updated	<ul style="list-style-type: none"> <li>Reviewed and a minor change</li> </ul>
<b>Outbreak management</b>	<b>3.2</b>			
Demonstrates an understanding of outbreak management (gastro, resp. illness, scabies)	3.2.1	2	Updated	<ul style="list-style-type: none"> <li>Updated in accordance with the updated flowcharts for gastro (23.2.1) and scabies (23.5.4) outbreak management</li> </ul>
<b>Personal protective equipment</b>	<b>3.3</b>			
Demonstrates an understanding of how to select and use personal protective equipment (PPE)	3.3.1	2	Updated	<ul style="list-style-type: none"> <li>Reviewed and a minor change</li> </ul>
Demonstrates ability to correctly put on and remove personal protective equipment	3.3.2	2	Updated	<ul style="list-style-type: none"> <li>Reviewed, no change</li> </ul>
<b>Spills management</b>	<b>3.4</b>			
Demonstrates correct blood &body fluid spills management	3.4.1	2		<ul style="list-style-type: none"> <li>Reviewed and updated in accordance to the updated BBF Spills Management procedure (24.17)</li> </ul>
<b>Services</b>	<b>4.0</b>			
<b>Catering</b>	<b>4.1</b>			
Demonstrates an understanding of basic food handling	4.1.1	2	Updated	<ul style="list-style-type: none"> <li>Reviewed and a minor change</li> </ul>
<b>Cleaning</b>	<b>4.2</b>			
Demonstrates spills management other than body fluids	4.2.2	2	Updated	<ul style="list-style-type: none"> <li>Reviewed and minor changes</li> </ul>
<b>Laundry</b>	<b>4.3</b>			
Demonstrates correct laundry processes for linen and personal clothing	4.3.1	2	Updated	<ul style="list-style-type: none"> <li>Renamed, was Demonstrates correct laundry processes for collection, transportation, sorting and washing of soiled linen</li> <li>Reformatted into the new template</li> <li>4.3.2 combined into this competency</li> </ul>
Demonstrates correct laundry processes for drying, folding and transportation & storage of clean linen	4.3.2	4	Deleted	<ul style="list-style-type: none"> <li>Combined into the Demonstrates correct laundry processes for linen and personal clothing competency</li> </ul>
<b>Consumer Care</b>	<b>5.0</b>			
<b>Medication administration</b>	<b>5.9</b>			
Demonstrates an understanding of safe medication administration	5.9.1	2	Updated	<ul style="list-style-type: none"> <li>A few minor changes</li> </ul>
Demonstrates basic drug calculations	5.9.2	2	Updated	<ul style="list-style-type: none"> <li>A number of changes to provide some different calculations</li> </ul>
<b>Specimen collection – urine &amp; faecal</b>	<b>5.15</b>			



**Staff Competency Package**

<b>Document</b>	<b>No</b>	<b>Pgs</b>	<b>New/ updated</b>	<b>Description</b>
Demonstrates ability to collect specimens: faecal	5.15.4	2	Updated	<ul style="list-style-type: none"><li>• A few minor changes</li></ul>