



Visit us at: [www.leapfrogpl.com.au](http://www.leapfrogpl.com.au)

Our system is an integrated **Quality Management System** for **Residential Aged Care** services that incorporates the **Aged Care Quality Standards**.



## Quality Management System:

\$14,000 plus gst

OR

purchase products individually

Visit our website or contact us for individual prices.

Additional Site Licenses/site: 25% of purchase price

## Annual subscription available when you purchase the complete system:

\$972 plus gst and \$488 plus gst for additional sites

Subscription updates are also available when individual manuals are purchased

Please note: the subscription is not a compliance service

**Our policies and processes have been transitioned to the Aged Care Quality Standards including:**

- Consumer Dignity and Choice (St. 1, 4)
- Assess, Plan & Deliver Safe, Effective Care (St.2,3)
- Infection Prevention & Control (St.3) which has also been aligned to the 2019 National Infection Prevention & Control Guidelines
- Cleaning, Laundry, Catering (St. 4,5)
- Service Environment & Asset Mx (St. 5)
- Quality Improvement – feedback and complaints (St.6)
- Human Resource Management (St.7)
- Governance & Risk Management (St. 8)

**Other new and revised products:**

- Consumer Feedback Surveys (9) based on the Aged Care Quality Standards
- A Diversity Action Plan example
- A Clinical Governance Framework
- Position Descriptions aligned to the Clinical Governance Framework and the new standard requirements.
- Staff Development Program aligned to the new standards
- Consumer Decision-Making Capacity Assessment & Support Plan
- Supported Decision-Making Guide
- Consumer Risk Assessment & Mx Plan to support dignity of risk
- Open Disclosure Flowchart
- Restraint Minimisation procedure and Restraint Management Plan
- Activity Program with a focus on consumer interests and personal strengths
- Handover Guidelines using the ISOBAR tool
- Recognise & Respond to Deterioration Flowchart and Record form
- Antimicrobial Stewardship Program
- Texture Modified Food & Fluid Preparation Guide (IDDSI)

**Internal Audit Tools and Competencies** are updated as policies and procedures are updated

## Contact Us:

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**Our system supports safe, quality consumer-centred care**



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All prices exclude gst

## Management Manual \$3,400

This manual contains policies and procedures related to; Governance and Risk Management including a Clinical Governance Framework, Continuous Improvement including Quality Indicators, Feedback and Complaints, Regulatory Compliance, Human Resource Management, Staff Development and Staff Appraisal, Information Systems, Inventory and Equipment and External Services. Includes 29 Position Descriptions.



## Safe Environment Manual \$3,250

This manual contains the policies and procedures related to; Health & Safety, Emergency Procedures, Infection Prevention and Control, Cleaning, Laundry, Catering and Food Safety.



Procedures such as; Incident Reporting with Open Disclosure, Workplace Bullying, Elder Abuse, Gastroenteritis and Respiratory Illness Outbreak Management are included.

## Health and Wellbeing Manual \$3,900

This manual provides comprehensive procedures that focus on best practice to provide quality care to consumers.



Includes policies and procedures for; Consumer Dignity & Choice, Advance Care Planning, Restraint Minimisation, Activity Program, Culturally Appropriate Care, Sexuality and Intimacy. Assess, Plan & Deliver, Safe & Effective Care, ACFI, Medication Management, Pain Management, Palliative Care, Nutrition and Hydration, Skin Care and Personal Hygiene, Continence Management, Promote Cognition and Mental Health, Mobility & Fall Prevention Program, Oral and Dental Care, Communication and Sensory Loss, Sleep and Rest, Respiratory Management, Wound Management, Diabetes Management, Enteral Nutrition, Respite Care.

The Care Planning System forms are integrated within the manual as they are linked to each related procedure.

## Internal Assessment (Audit) System \$990

Contains an internal assessment procedure, 31 Internal Assessment (audit) Tools and Excel files for graphing the percentage of compliance with assessment criteria. Includes 18 **clinical audit tools**.



The focus of the tools is to assess work practice compliance with policy and procedure requirements and the aged care accreditation standards. Identified gaps provide opportunities to improve.

## Competency Pack \$1,800

This package contains over 80 competencies related to; quality, health & safety, infection prevention & control, services and consumer care.



Competencies are conducted following appropriate learning related to the subject matter.

Most competencies come with a guideline to assist with the learning for each competency or group of competencies. And Marking Guides are provided for most knowledge competency questionnaires.

Staff demonstrate their knowledge by completing a questionnaire in an education workshop or as a self-directed activity and or demonstrate a skill in an education workshop or in the work place.

## Care Planning System \$2,500

Easy to use. Provides quality information for consumer care.

Forms have been developed in MicroSoft Word so they can be adapted to your needs. The Care Plan can be typed up from the assessments.



## Surveys \$1,600

- Governance Survey
- New Consumer Survey
- Consumer Feedback Surveys (9) based on the Aged Care Quality Standards
- Consumer Experience Survey
- Staff Survey
- Staff Exit Survey
- Volunteer Survey



## Handbooks \$350

- Consumer Information Booklet
- Financial Information Booklet
- Health Professional Handbook
- Staff Handbook
- Supplier Handbook
- Volunteer Handbook



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