

LeapFrog PL

Aged Care Specialists since 1998



Price List March 2020

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Internal and external review provides quantum leaps in improvement referred to as 'leapfrogging' continuous improvement (McNair 1992)

Table of Contents

Products	Pages
Quality Management System Products (*not in manuals) <ul style="list-style-type: none"> • Surveys* • Databases • Handbooks* • Pain Assessment Flipchart* • Flowcharts 	2
Management Manual <ul style="list-style-type: none"> • Position Descriptions 	7
Safe Environment Manual <ul style="list-style-type: none"> • Pet Care Plans • Food Safety Program 	6
Health and Wellbeing Manual	2
Care Planning System	6
Internal Assessment (Audit) System	5
Competency Package	1
	8

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: \$972.00 (ex. GST)

Additional Site License's/Site

Price: \$3,500 (ex GST)

Subscription for additional sites for a Complete Quality Management System

Price: \$488 (ex. GST) per site

Price List (+gst)

QMS Products

Document	No of Pages	\$ Individual Document	\$ Policy/ Procedure & Forms	\$ Pack	\$ Manual
Surveys					
Governance Survey		250			
New Consumer Survey		250			
Consumer Feedback Surveys					
• Standard 1 Dignity and Choice		60		480	
• Standard 2 Assessment and Planning		60			
• Standard 3 Delivering Care		60			1,600
• Standard 4 Activity Program		60			
• Standard 4 Support Services		60			
• Standard 5 Service Environment		60			
• Standard 6 Feedback and Complaints		60			
• Standard 7 Human Resources		60			
• Standard 8 Organisational Governance		60			
Staff Survey		250			
Volunteer Survey		250			
Staff Exit Survey		250			
Databases					
Personnel Database (Excel spreadsheet)		150		400	
Consumer Database (Excel spreadsheet)		150			
Approved Suppliers List (Excel spreadsheet)		100			
Stock Lists (Excel spreadsheets x 6)		30			
Health and Related Services Resource List (Excel spreadsheet)		25			
Booklets					
Staff Handbook	31	75			
Supplier Handbook	20	60			
Consumer Information Booklet	26	65		\$350	
Financial Information Booklet	20	35			
Health Professional Handbook	27	65			
Volunteer Handbook	32	75			
Pain Assessment Tools					
Albanian	2	\$14			
Bosnian	2	\$14			
Chinese	2	\$14			
Croatian	2	\$14			
Dutch	2	\$14			
English	2	\$14			
Filipino (Tagalog)	2	\$14			
French	2	\$14			
German	2	\$14			
Greek	2	\$14			
Hindi	2	\$14		\$250	
Hungarian	2	\$14			
Khmer (Cambodian)	2	\$14			
Lebanese (Arabic)	2	\$14			
Macedonian	2	\$14			
MalteseCon	2	\$14			
Polish	2	\$14			
Punjabi	2	\$14			
Romanian	2	\$14			
Russian	2	\$14			
Serbian	2	\$14			
Spanish	2	\$14			

Document	Number	No of Pages	\$ Individual Document	\$ Policy/ Procedure & Forms	\$ Pack	\$ Manual
Governance & Risk Management	1.0	11	50			3,400
<i>Statements for Stakeholders</i>	1.0.1	1	15			
<i>Organisational Chart</i>	1.0.2	1	15			
<i>Committee and Meeting Structure</i>	1.0.3	1	15			
<i>Committee Terms of Reference</i>	1.0.4	1	10			
Committee Terms of Reference						
<i>Senior Management Team</i>	1	2	15			
<i>Quality and Risk Committee</i>	2	1	15			
<i>Consumer Meetings</i>	3	1	15			
<i>Best Practice Review Committee</i>	4	1	15			
<i>Medication Advisory Committee</i>	5	3	25	400	600	
<i>Safe Environment Committee</i>	6	2	15			
<i>Outbreak Management Team</i>	7	1	15			
<i>ICT Steering Committee</i>	8	1	15			
<i>Team Meetings</i>	9	1	15			
<i>Meeting Agenda</i>	1.0.5	1	10			
<i>Minutes of Meetings</i>	1.0.6	4	15			
<i>Events Calendar</i>	1.0.7	4	15			
<i>Strategic Plan Objectives 2015-2018 – includes a Diversity Action Plan</i>	1.0.8	4	25			
<i>Annual Operational Plan</i>	1.0.9	2	10			
<i>New Board Member/Director Induction Program</i>	1.0.10	1	15			
<i>Clinical Governance Framework Template</i>		27	250			
<i>Strategic Plan Template</i>		9	30			
Risk Management	1.1	5	25			
<i>Risk Matrix</i>	1.1.1	1	15	75		
<i>Risk Management Plan</i>	1.1.2	8	25			
<i>Project Risk Management Plan</i>	1.1.3	2	15			
Quality Improvement	2.0	6	30	230		
<i>Improvement Form</i>	2.0.1	3	20			
<i>Consumer- Centred Care Guide</i>	2.0.2	1	25			
<i>Action Plan</i>	2.0.3	2	15			
<i>Register of CI Activities & Complaints and PCI (PCI)</i>	2.0.4	3	50			
<i>Quality Activity Report</i>	2.0.5	1	10			
<i>Statistical Report and Spreadsheet</i>	2.0.6	2	50			
<i>CI Process Flowchart</i>	2.0.7	1	25			
<i>How to Conduct a Survey Flowchart</i>	2.0.8	3	25			
<i>Quality & Risk Report (Template)</i>		3	15			
<i>Quality of Care Report (Template)</i>		10	25			
<i>Project Report Template</i>		6	20			
Document Control	2.1	4	20	40		
<i>External Documents List</i>	2.1.1	2	10			
<i>Working Folders and Document Update List</i>	2.1.2	10	25		750	
Review	2.2	3	20	35		
<i>Policy and Procedure Review Schedule</i>	2.2.1	1	10			
<i>Problem Solving Tool – Fishbone Diagram</i>	2.2.2	2	15			
Internal Assessment	2.3	4	25	40		
<i>Internal Assessment Schedule</i>	2.3.1	2	15			
<i>Internal Assessment Sheet</i>	2.3.2	3	15			
Benchmarking and Quality Indicator Program	2.4	5	25	360		
<i>Quality Indicator Measures Summary</i>	2.4.1	1	10			
<i>Quality Indicator Flowchart (template)</i>	2.4.2	1	10			

Price List (+gst)

Safe Environment

Document	Number	No of Pages	\$ Individual Document	\$ Policy/ Procedure & Forms	\$ Pack	\$ Manual
Occupational Health & Safety	21.0	12	60			3,250
<i>Environmental Inspection</i>	21.0.1	4	20			
<i>Risk Assessment</i>	21.0.2	4	25			
<i>Chemical Register</i>	21.0.3	2	10			
<i>Personal Protective Equipment -PPE</i>	21.0.4	8	25			
<i>Key Register</i>	21.0.5	2	10	230		
<i>General Risk Register</i>	21.0.6	2	10			
<i>Hazardous Manual Handling Risk Register</i>	21.0.7	2	10			
<i>Visitors' Register</i>	21.0.8	2	10			
<i>Resident Day Leave Register</i>	21.0.9	2	10		735	
<i>First Aid Kit Contents</i>	21.0.10	1	15			
<i>Safe Chemical Handling Guide</i>	21.0.11	5	30			
<i>Homebased Workstation Self-Assessment</i>	21.0.12	4	20			
Signs						
<i>Health and Safety Policy Sign</i>		1	15			
<i>Health and Safety Representative Sign</i>		1	10			
<i>Workplace Standards of Behaviour Sign</i>		1	15			
<i>Health and Wellbeing Statements Sign</i>		1	10			
Incident Reporting	21.1	12	45	120		
<i>Open Disclosure Response Flowchart</i>	21.1.1	2	25			
<i>Missing Resident Flowchart</i>	21.1.2	1	25			
<i>Mandatory Notification of Health Practitioner Conduct</i>	21.1.3	2	20			
<i>Elder Abuse Compulsory Reporting Flowchart</i>	21.1.4	1	25			
<i>Incident Reporting Guide</i>	21.1.5	2	25			
<i>Incident Investigation</i>	21.1.6	3	20			
Hazardous Manual Handling	21.2	10	50	120		
<i>Moving & Transferring Residents Guide</i>	21.2.1	12	50			
<i>Manual Handling Equipment List</i>	21.2.2	1	15			
<i>Work Break Exercises</i>	21.2.3	1	20			
Return to Work	21.3	10	50	40		
Workplace Bullying	21.4	13	50	90		
<i>Workplace Standards of Behaviour</i>	21.4.1	1	15			
<i>List of Resources</i>	21.4.2	1	15			
<i>Workplace Bullying Flowchart</i>	21.4.3	1	25			
Elder Abuse	21.5	12	45	115		
<i>Compulsory Reporting of Resident Assault</i>	21.5.1	3	15			
<i>Elder Abuse Report Register</i>	21.5.2	1	10			
<i>Types of Elder Abuse & Response Guide</i>	21.5.3	4	25			
<i>Other Types of Elder Abuse Record</i>	21.5.4	6	25			
Smoking	21.6	5	30	40		
<i>No smoking signs</i>		1	10			
<i>Designated Smoking Area sign</i>		1	10			
Health and Wellbeing Program	21.7	2	20	40		
<i>Health and Wellbeing Mission & Policy</i>	21.7.1	1	10			
<i>Healthy Workplace Program Plan</i>	21.7.2	1	15			
Occupational Violence	21.8	6	35	35		
Slips, Trips and Falls	21.9	4	25	25		
Emergency Procedures	22.0	14	60			
<i>Emergency Procedure Action Plan</i>	22.0.1	3	15			
<i>Emergency Contact List</i>	22.0.2	6	10			
<i>Emergency Control Coordination (ECO) Team Register</i>	22.0.3	2	10	100		

Price List (+gst)

Safe Environment

Document	Number	No of Pages	\$ Individual Document	\$ Policy/ Procedure & Forms	\$ Pack	\$ Manual
Food Safety Program	27.0	4	20			
<i>Business Details</i>	27.0.1	1	10			
<i>Organisational Chart</i>	27.0.2	1	10			
<i>Competencies for Food Services Staff</i>	27.0.3	1	10	115		
<i>Training Plan</i>	27.0.4	1	10			
<i>Staff Training Record Sheet</i>	27.0.5	2	10			
<i>Process Flow Chart</i>	27.0.6	1	10			
<i>Kitchen Layout</i>	27.0.7	1	10			
<i>Hazard Analysis and Control</i>	27.0.8	12	50			
Health and Hygiene Practices	27.1	3	20	25		
<i>Staff Illness Record Sheet</i>	27.1.1	2	10			
Purchase and Reveal of Goods	27.2	2	15			
<i>Preferred Suppliers List</i>	27.2.1	2	10			
<i>Goods Reveal Record Sheet</i>	27.2.2	2	10	40		
<i>Register of Food Brought into the Facility</i>	27.2.3	2	10			
Storage	27.3	3	20	20		
Food Preparation	27.4	8	35	40		
<i>Time Log for High Risk Foods & Example</i>	27.4.1	2	15			
<i>Texture Modified Food & Fluid Preparation Guide</i>	27.4.2	4	20			
<i>Chopping Board Sign</i>		1	15			
<i>IDDSI Sign</i>		1				
Cleaning & Sanitising	27.5	3	20	35		
<i>Cleaning Schedule & Record Sheet</i>	27.5.1	3	20			
<i>Cleaning Verification Checklist</i>	27.5.2	2	15			
Temperature Monitoring	27.6	1	15	35		
<i>Temperature Record Sheet</i>	27.6.1	2	10			
<i>Activity Log for High Risk Foods and Example</i>	27.6.2	2	15			
Maintenance & Calibration	27.7	1	10	25		\$500
<i>Calibration Record Sheet</i>	27.7.1	2	10			
<i>Calibrate a Probe Thermometer Guide</i>	27.7.2	1	15			
Waste Disposal	27.8	1	15	15		
Pest Control & Animals	27.9	2	20	15		
Corrective Action	27.10	1	15	20		
<i>Corrective Action Log</i>	27.10.1	1	10			
Food Poisoning	27.11	4	20	20		
Food Recall	27.12	1	15	20		
<i>Food Recall Record Sheet</i>	27.12.1	2	10			
Review and auditing	27.13	2	10	40		
<i>Internal Assessment Sheet (No.13)</i>		11	40			
Menu Planning	27.14	4	25	35		
<i>Menu</i>	27.14.1	1	15			
<i>Recipes</i>	27.14.2	1	10			
Food Allergens and Intolerances	27.15	4	25	30		
<i>Food Allergen Matrix</i>	27.15.1	2	15			
Listeria Management	27.16	7	30	30		
<i>Listeria Monitoring Record Sheet</i>	27.16.1	2	15			
Recipes (Note recipe list eg only)						
Beverages	1.0					
<i>Fortified Drinks</i>	1.1	1	15	15		
Breakfast	2.0					
<i>Porridge</i>	2.1					
Soups	3.0					
<i>Cream Chicken and Corn</i>	3.1					

Price List (+gst)

Health and Wellbeing

Document	Number	No of Pages	\$ Individual Document	\$ Policy/ Procedure & Forms	\$ Pack	\$ Manual
Consumer Dignity and Choice	40.0	10	50			\$3,900
<i>Consumer and Family Orientation Program</i>	40.0.1	1	20	180		OR
<i>Respecting Consumer Rights Guide</i>	40.0.2	1	15			\$2,400
<i>Decision-making Capacity Assessment & Plan</i>	40.0.3	2	20			Without
<i>Supported Decision-Making Guide</i>	40.0.4	2	15			Care
<i>Consumer Risk Assessment & Management Plan</i>	40.0.5	4	35			Planning
<i>Consumer Consent</i>	40.0.6	2	20			
<i>Leave Days Record</i>	40.0.7	2	15			
<i>Social Leave Plan</i>	40.0.8	1	15			
<i>Charter of Aged Care Rights</i>		2				
<i>Toiletry Pack Contents List</i>						
Advance Care Planning (Victoria)	40.1	8	40	50		
<i>Advance Care Planning</i>	40.1.1	3	20			
<i>Personal Values & Preferences</i>	40.1.2	3	20			
<i>Can your adult patient CONSENT? Flowchart</i>						
Advance Care Planning (NSW)	40.1	8	40	50		
<i>Advance Care Planning</i>	40.1.1	3	20			
<i>Personal Values & Preferences</i>	40.1.2	3	20			
Restraint Minimisation	40.2	12	50			
<i>Restraint Alternatives Trial Chart</i>	40.2.1	2	20			
<i>Restraint Management Plan</i>	40.2.2	6	35	115		
<i>Physical Restraint & Bed Pole Monitoring Chart</i>	40.2.3	2	20			
Activity Program	40.3	7	50			
<i>Social, Cultural, Spiritual & Activity Assessment</i>	40.3.1	6	35			
<i>Individual Activity Program</i>	40.3.2	2	20			
<i>Activity Participation Chart</i>	40.3.3	2	20			
<i>Activity Groups OR Consumer Database</i>	40.3.4	2	20			
<i>Activity Program Calendar Planner</i>	40.3.5	1	20	360		
<i>What's on Today</i>	40.3.6	1	10			
<i>Weekly Activities</i>	40.3.7	1	25			
<i>Individual and Small Group Program</i>	40.3.8	2	20			
<i>Activities Program Guide</i>	40.3.9	13	40			
<i>Consumer Birthday List OR Consumer Database</i>	40.3.10	1	20			
<i>Cultural & Religious Requirements List OR Consumer Database</i>	40.3.11	1	15			
<i>Religious Visitors List OR Consumer Database</i>	40.3.12	2	15			
<i>Planning and Evaluating an Outing</i>	40.3.13	3	20			
<i>Outing Check List</i>	40.3.14	1	20			
<i>Outings Register</i>	40.3.15	2	10			
<i>Newsletter Template</i>		4	10			
Culturally Appropriate Care	40.4	7	50			
<i>Multilingual Staff/Volunteer List</i>	40.4.1	1	10	70		
<i>Interpreter Service Record</i>	40.4.2	2	20			
Sexuality and Intimacy	40.5	15	65	80		
<i>Sexual Health Assessment</i>	40.5.1	4	30			
Security of Tenure	40.6	2	20			
Assess, Plan & Deliver Safe, Effective Care	41.0	10	50			
<i>Admission & Discharge Details</i>	41.0.1	6	20			
<i>Consumer Details List OR Consumer Database</i>	41.0.2	1	15			
<i>Medical Practitioner List OR Consumer Database</i>	41.0.3	1	15			
<i>Admission Process</i>	41.0.4	5	25			
<i>Consumer's Belongings List</i>	41.0.5	3	20			
<i>Initial Assess and Interim Care Plan</i>	41.0.6	7	30			

Price List (+gst)

Care Planning System

Document	Number	No of Pages	\$ Individual Document	\$ Policy/ Procedure & Forms	\$ Pack	\$ Manual
Admission						
<i>Australian Privacy Principles Policy</i>	4.0.1	3	20			\$2,500 complete system
<i>Admission & Discharge Details</i>	41.0.1	6	20			
<i>Admission Process</i>	41.0.4	4	25			
<i>Belongings List</i>	41.0.5	3	20			
<i>Initial Assess and Interim Care Plan</i>	41.0.6	6	30			
<i>Respite Admission Process</i>	41.17.1	1	20			
<i>Respite Assessment & Care Plan</i>	41.17.2	6	30			
<i>Consumer and Family Orientation Program</i>	40.0.1	1	20			
<i>Consumer Consent</i>	40.0.6	2	20			
<i>Advance Care Planning</i>	40.1.1	3	20			
<i>Personal Values & Preferences</i>	40.1.2	3	20			
<i>Charter of Aged Care Rights</i>		2				
Assessment						
<i>Social, Cultural, Spiritual & Interests Assessment</i>	40.3.1	6	40			
<i>Sexual Health Assessment</i>	40.5.1	4	30			
<i>Smoking Risk Assessment</i>	41.0.25	3	20			
<i>Medication Assessment</i>	41.2.1	3	25			
<i>Self Admin Medication Assessment</i>	41.2.2	3	25			
<i>Pain Assessment</i>	41.3.1	2	25			
<i>The Consumer's Verbal Brief Pain Inventory (RVBPI)</i>	41.3.2	1	Free			
<i>ABBEY Pain Scale</i>	41.3.3	2	Free			
<i>Palliative Approach to Care Assessment</i>	41.4.1	5	25			
<i>Nutrition and Hydration Assessment</i>	41.5.1	6	40			
<i>Diet and Assistance – Respite</i>	41.5.6	2	20			
<i>Skin Assessment</i>	41.6.1	8	40			
<i>Braden Pressure Ulcer Risk Assessment</i>	41.6.3	4	Free			
<i>Foot Care Assessment</i>	41.6.4	4	30			
<i>Continence Assessment</i>	41.7.1	5	40			
<i>Cognition, Mental Health & Behaviour Assessment</i>	41.8.1	8	40			
<i>Pyschogeriatric Assessment Scale (PAS) – Cognition</i>	41.8.2	6	Free			
<i>The Cornell Scale</i>	41.8.3	12	Free			
<i>Confusion Assessment Method (CAM)</i>	41.8.9	1	Free			
<i>Mobility Assessment</i>	41.9.1	4	30			
<i>Physical Mobility Scale Assessment</i>	41.9.2	3	Free			
<i>Physical Mobility Scale Summary</i>	41.9.3	1	Free			
<i>Falls Risk Assessment</i>	41.9.6	2	20			
<i>Oral And Dental Assessment</i>	41.10.1	5	30			
<i>Communication and Sensory Loss Assessment</i>	41.11.1	9	40			
<i>Communication Sheet (laminated)</i>		2				
<i>Sleep & Rest Assessment</i>	41.12.1	3	25			
<i>Respiratory Assessment</i>	41.13.1	2	15			
Plans of Care						
<i>Decision-making Capacity Assessment & Support Plan</i>	40.0.4	2	20			
<i>Consumer Risk Assessment & Management Plan</i>	40.0.5	6	35			
<i>Social Leave Plan</i>	40.0.8	1	20			
<i>Restraint Management Plan</i>	40.2.2	2	35			
<i>Care Plan</i>	41.0.9	18	55			
<i>Short Term Care Plan – Blank</i>	41.0.18	1	12			

Price List (+gst)

Internal Assessment (audit)

Document	Number	No of Pages	\$ Individual Document	\$ Policy/ Procedure & Forms	\$ Pack	\$ Manual
Internal Assessment procedure	2.3	3	20	35		990
Internal Assessment Schedule	2.3.1	1	10			
Internal Assessment Sheet	2.3.2	3	15			
Management						
Governance & Risk Management	1.	5	30			
Quality Improvement	2.	8	30			
Financial Management	3.	6	30			
Administration & Information Management	4.	7	30			
Human Resource Management	5.	9	35			
Purchasing	6.	7	32			
Service Environment & Asset Management	7.	7	35			
Safe Environment						
Occupational Health and Safety	8.	12	45			
Emergency Procedures	9.	7	35			
Infection Prevention and Control	10.	11	45			
Cleaning Service	11.	5	32			
Laundry Service	12.	5	32			
Catering Service - Food Safety Program	13.	11	40			
Health and Wellbeing (Clinical audits)						
Consumer Dignity and Choice	14.	9	35			
Activity Program	15.	5	32			
Culturally Appropriate Care	16.	5	30			
Assess, Plan and Deliver Safe, Effective Care	17.	8	35			
Medication Management	18.	9	40			
Pain Management		4	30			
Palliative Care	19.	5	32			
Catering - Nutrition & Hydration	20.	7	35	55		
- Food Waste Audit & Instructions	21.	4	25			
Skin Care & Wound Management	22.	6	32			
Continence Management	23.	4	30			
Promote Cognition & Mental Health, Behaviour Management & Restraint	24.	8	35			
Mobility & Falls Prevention	25.	5	30			
Oral and Dental Care	26.	5	30			
Communication and Sensory Loss	27.	4	22			
Sleep and Rest	28.	4	25			
Respiratory Management	29.	5	27			
Diabetes Management	30.	5	30			
Enteral Nutrition	31.	5	30			

Price List (+gst)

Competency Package

Document MG = Includes Marking Guide TBD = to be developed	Number	No of Pages	\$ Individual Document	\$ Pack	\$	\$
Quality	1.0			\$155	\$1,800	\$2,400
Consumer-centred care	1.1			Quality	All	All
Demonstrates an understanding of Consumer-centred care including the handling of a consumer feedback/concern	1.1.1	2	25	Pack	competencies &	Competencies,
Consumer-centred care guide	2.0.2	1	25	Only	related	related
Pack: Includes instructional guide, the competency and a marking guide			45		marking	marking
Incident reporting	1.2				guides	guides
Demonstrates ability to complete an incident report using an Improvement Form (MG)	1.2.1	2	25		only	and all
Incident Reporting Guide	21.1.5	2	25			Instructional
Pack: Includes instructional guide, the competency and a marking guide			45			Guides
Internal audit	1.3					
Demonstrates ability to plan and conduct internal assessments (audits) and report the findings (MG)	1.3.1	2	25			
Internal Assessment (Audit) procedure	2.3	4	25			
Pack: Includes instructional guide, the competency and a marking guide			45			
Policy and procedure	1.4					
Demonstrates ability to locate policies, procedures and forms using the index system	1.4.1	1	15			
Document Control procedure (or use organisation's procedure)	2.1	4	20			
Pack: Includes procedure, the competency and a marking guide			30			
Health and Safety	2.0			\$240		
Blood /Body Fluid Exposure (BBFE)	2.1			Health		
Demonstrates an understanding of the action to be taken for a blood /body fluid exposure (MG)	2.1.1	2	20	& Safety		
Blood & Body Fluid Exposure Flowchart	23.1.1	1	20	Pack		
Pack: Includes flowchart, the competency and a marking guide			35	Only		
Chemical handling	2.2					
Demonstrates safe chemical handling (MG)	2.2.1	3	20			
Safe Chemical Handling Guide	21.0.11	5	30			
Pack: Includes instructional guide, the competency and a marking guide			45			
Elder abuse	2.3					
Demonstrates an understanding of elder abuse and compulsory reporting (MG)	2.3.1	2	25			
Types of Elder Abuse & Response Guide	22.5.3	4	25			

Price List (+gst)

Competency Package

Document MG = Includes Marking Guide TBD = to be developed	Number	No of Pages	\$ Individual Document	\$ Pack	\$	\$
Pack: Includes instructional guide, the competency and a marking guide			45			
Emergency procedures	2.4					
Demonstrates an understanding of Emergency Procedures	2.4.1	5	25			
Demonstrates appropriate fire and evacuation strategies during a drill	2.4.2	3	20			
Demonstrates correct use of Firefighting equipment	2.4.3	3	20			
Demonstrates adult Cardiopulmonary Resuscitation (CPR) using a manikin	2.4.4	5	30			
Demonstrates appropriate action for choking	2.4.5	5	TBD			
Manual handling	2.5					
Demonstrates safe resident manual handling (MG)	2.5.1	2	20			
Moving & Transferring Residents Guide	21.2.1	12	50			
Pack: Includes instructional guide, the competency and a marking guide			65			
Workplace bullying	2.6					
Demonstrates an understanding of workplace bullying (MG)	2.6.1	2	25			
Workplace Bullying Flowchart	21.4.3	1	25			
Pack: Includes flowchart, the competency and a marking guide			45			
Infection Prevention & Control	3.0			\$220		
Hand hygiene	3.1			Infection		
Demonstrates correct hand hygiene technique	3.1.1	2	20	Preventi on &		
Handwash Sign (Guide)		1	15	Control		
Handrub Sign (Guide)		1	15	Pack		
Pack: Includes instructional guide and the competency			40	Only		
Outbreak management	3.2					
Demonstrates an understanding of outbreak management (gastro, resp. illness, scabies) – (MG)	3.2.1	2	25			
Gastroenteritis Outbreak Management Flowchart	23.2.1	4	25			
Respiratory Illness Outbreak Management Flowchart	23.3.8	4	25			
Scabies Outbreak Management Flowchart	23.5.4	4	25			
Pack: Includes flowcharts, the competency and a marking guide			90			
Personal protective equipment (PPE)	3.3					
Demonstrates an understanding of how to select and use personal protective equipment (MG)	3.3.1	2	25			
Selecting Personal Protective Equipment Guide	21.0.4	8	25			
Pack: Includes instructional guide, the competency and a marking guide			45			

Price List (+gst)

Competency Package

Document MG = Includes Marking Guide TBD = to be developed	Number	No of Pages	\$ Individual Document	\$ Pack	\$	\$
Demonstrates ability to correctly put on and remove personal protective equipment	3.3.2	2	20			
Sequence of PPE poster		2	15			
Pack: Includes poster, the competency and a marking guide			30			
Spills management	3.4					
Demonstrates correct blood & body fluid spills management	3.4.1	2	20			
Blood and Body Fluids Spills Management procedure	24.17	4	25			
Pack: Includes instructional guide, the competency and a marking guide			40			
Services	4.0			\$295		
Catering	4.1			Services		
Demonstrates an understanding of basic food handling (MG)	4.1.1	2	25	Pack		
Food Safety InHouse Orientation Program			No charge	Only		
Pack: Includes orientation program, the competency and a marking guide			25			
Demonstrates ability to calibrate a probe thermometer for ice and boiling point	4.1.2	2	20			
How To Calibrate A Probe Thermometer Guide	27.7.2	1	15			
Pack: Includes instructional guide and the competency			30			
Demonstrates an understanding of special dietary requirements (MG)	4.1.3	2	25			
Special Dietary Requirements Guide	26.0.6	4	20			
Pack: Includes instructional guide, the competency and a marking guide			40			
Demonstrates correct food & fluid texture modification	4.1.4		20			
Texture Modified Food & Fluid Preparation Guide	27.4.2	2	15			
Pack: Includes the instructional guide and the competency			30			
Demonstrates attractive plating and presentation of meals (MG)	4.1.5	2	25			
Plating and Food Presentation Guide	26.0.7	3	15			
Pack: Includes instructional guide, the competency and a marking guide			35			
Cleaning	4.2					
Demonstrates routine and 2 step cleaning methods (MG)	4.2.1	2	25			
Routine and 2 in 1 Cleaning Methods Guide	24.0.6	3	20			
Pack: Includes instructional guide, the competencies and a marking guide			40			
Demonstrates spills management other than body fluids (MG)	4.2.2	2	20			
Spills Management – General procedure	24.16	2	20			

Price List (+gst)

Competency Package

Document MG = Includes Marking Guide TBD = to be developed	Number	No of Pages	\$ Individual Document	\$ Pack	\$	\$
Pack: Includes the procedure, the competency and a marking guide			35			
Laundry	4.3					
Demonstrates correct laundry processes for linen and personal clothing	4.3.1	2	25			
Resident Care	5.0			\$1,615		
ADLs	5.1			Resident		
Demonstrates ability to assist residents with their meals and drinks	5.1.1	5	30	Care Pack		
Demonstrates ability to assist residents with hygiene needs for skin and hair care	5.1.2	8	35	Only		
Demonstrates ability to provide oral and dental care	5.1.3	7	30			
Demonstrates ability to assist residents care for sensory aids	5.1.4	5	30			
Demonstrates ability to provide nail care	5.1.5	4	25			
Demonstrates ability to provide 1:1 active, assisted and passive range of movement exercises	5.11.4	4	25			
Behaviour	5.2					
Demonstrates ability to document an aggressive behaviour incident	5.2.1	2	20			
Demonstrates an understanding of appropriate behaviour management strategies (MG)	5.2.2	2	25			
Behaviours of Concern (BOC) Management Guide	41.8.7	6	40			
Pack: Includes instructional guide, the competency and a marking guide			60			
Bed making	5.3					
Demonstrates correct linen change of an occupied bed	5.3.1	5	25			
Demonstrates correct linen change of an unoccupied bed	5.3.2	4	20			
Contenance aids	5.4					
Demonstrates ability to provide perineal care following an incontinent episode and apply a continence aid	5.4.1	2	20			
Contenance Management Guide	41.7.5	8	30			
Pack: Includes instructional guide, the competency and a marking guide			45			
Diabetes	5.5					
Demonstrates ability to measure and record BGL readings, BK and Control testing of the meter	5.5.1	6	30			
Demonstrates an understanding of hypo and hyper glycaemia management (MG)	5.5.2	2	25			

Price List (+gst)

Competency Package

Document MG = Includes Marking Guide TBD = to be developed	Number	No of Pages	\$ Individual Document	\$ Pack	\$	\$
Hypo and Hyperglycaemia Management Flowchart	41.15.5	2	35			
Pack: Includes flowchart, the competency and a marking guide			55			
Enteral nutrition	5.6					
Demonstrates ability to correctly insert a naso-gastric tube	5.6.1	2	20			
Demonstrates ability to provide enteral nutrition site and tube care (MG)	5.6.2	2	20			
Enteral Nutrition Access & Tube Care Guide	41.16.3	4	25			
Pack: Includes instructional guide, the competencies and a marking guide			60			
Demonstrates ability to correctly administer enteral nutrition (intermittent and continuous) (MG)	5.6.3	2	25			
Enteral Nutrition Administration Guide	41.16.4	5	30			
Pack: Includes instructional guide, the competency and a marking guide			50			
Falls prevention	5.7					
Demonstrates an understanding of falls prevention and post falls management (MG)	5.7.1	2	25			
Falls Prevention Power point Presentation (ppt)			25			
Post Fall Management Flowchart	41.9.11	1	25			
Pack: Includes ppt presentation, flowchart, the competency and a marking guide			70			
Health monitoring	5.8					
Demonstrates ability to measure and record vital signs (T°, P, R, & BP)	5.8.1	5	25			
Demonstrates ability to measure resident's weight using digital scales	5.8.2	3	20			
Demonstrates ability to calculate Body Mass Index	5.8.3	3	20			
Medication administration	5.9					
Demonstrates an understanding of safe medication administration (MG)	5.9.1	2	25			
Demonstrates basic drug calculations (MG)	5.9.2	2	25			
Safe Medication Administration Guide	41.2.11	4	40			
Pack: Includes instructional guide, the competencies and marking guides			85			
Able to check Drugs of Dependence administered by a nurse	5.9.3	2	20			
Demonstrates ability to witness a phone order taken by a nurse	5.9.4	2	15			
Medication System Guide	41.2.10	9	40			
Pack: Includes instructional guide and the competencies			70			

Price List (+gst)

Competency Package

Document MG = Includes Marking Guide TBD = to be developed	Number	No of Pages	\$ Individual Document	\$ Pack	\$	\$
Demonstrates safe medication administration – oral	5.9.5	2	25			
Safe Medication Administration Guide	41.2.11	4	40			
Oral Medication Administration Guide	41.2.12	4	25			
Pack: Includes instructional guides and the competency			85			
Demonstrates safe medication administration – topical	5.9.6	2	25			
Safe Medication Administration Guide	41.2.11	4	40			
Topical Medication Administration Guide	41.2.13	7	35			
Pack: Includes instructional guides and the competency			95			
Demonstrates safe medication administration – respiratory	5.9.7	2	25			
Safe Medication Administration Guide	41.2.11	4	40			
Respiratory Medication Administration Guide	41.2.14	5	25			
Pack: Includes instructional guides and the competency			85			
Demonstrates safe medication administration – insulin	5.9.8	2	25			
Safe Medication Administration Guide	41.2.11	4	40			
Insulin Administration Guide	41.2.15	4	25			
Pack: Includes instructional guides and the competency			85			
Demonstrates safe medication administration – enteral	5.9.9	2	25			
Safe Medication Administration Guide	41.2.11	4	40			
Enteral Medication Administration Guide	41.2.16	4	25			
Pack: Includes instructional guides and the competency			85			
Ostomy care	5.10					
Demonstrates ability to provide ostomy and stoma care	5.10.1	2	25			
Ostomy Care Guide	41.7.7	5	25			
Pack: Includes instructional guides and the competency			45			
Pain management	5.11					
Demonstrates an understanding of pain management and appropriate follow up for episodes of pain (MG)	5.11.1	2	20			
Demonstrates safe application of hot and cold packs	5.11.2	2	20			
Demonstrates ability to use a TENS machine	5.11.3	2	20			
Pain Management Guide	41.3.6	8	40			
Pack: Includes instructional guide, the competencies and a marking guide			95			
Palliative care	5.12					

Price List (+gst)

Competency Package

Document MG = Includes Marking Guide TBD = to be developed	Number	No of Pages	\$ Individual Document	\$ Pack	\$	\$
Demonstrates an understanding of palliative care	5.12.1	4	25			
Respiratory care	5.13					
Demonstrates ability to set up oxygen therapy equipment (cylinder and concentrator)	5.13.1	2	25			
Demonstrates an understanding of oxygen safety and how to care for a resident with oxygen therapy (MG)	5.13.2	2	25			
Demonstrates ability to perform pulse oximetry	5.13.3	2	20			
Oxygen Therapy Guide	41.13.3	6	30			
Pack: Includes instructional guide, competencies and marking guide			95			
Demonstrates ability to provide tracheostomy care (MG)	5.13.4	2	25			
Demonstrates ability to change a tracheostomy tube	5.13.5	2	25			
Demonstrates ability to change a tracheostomy tube inner cannula	5.13.6	2	20			
Demonstrates ability to suction a tracheostomy	5.13.7	2	20			
Tracheostomy Care Guide	41.13.5	8	35			
Pack: Includes instructional guide, the competencies and a marking guide			120			
Sleep and Rest	5.14					
Demonstrates an understanding of how to promote sleep and rest (MG)	5.14.1	2	20			
Promote Sleep & Rest Guide	4.12.4	7	30			
Pack: Includes instructional guide, the competencies and a marking guide			45			
Specimen collection – urine & faecal	5.15					
Demonstrates ability to collect urine and perform routine urinalysis	5.15.1	2	20			
Demonstrates ability to collect specimens: Midstream Urine (MSU)	5.15.2	2	20			
Demonstrates ability to collect specimens: Catheter Specimen Urine (CSU)	5.15.3	2	20			
Demonstrates ability to collect specimens: faecal	5.15.4	2	20			
Urine and Faecal Specimens Guide	41.7.8	5	25			
Pack: Includes instructional guide and the competencies			100			
Specimen collection – sputum, nose & throat	5.16					
Demonstrates ability to collect specimens: sputum, nose and throat swabs	5.16.1	2	25			
Nose and Throat Swabs Guide	23.3.7	2	15			
Pack: Includes instructional guide and the competency			35			

Price List (+gst)

Competency Package

Document MG = Includes Marking Guide TBD = to be developed	Number	No of Pages	\$ Individual Document	\$ Pack	\$	\$
Urinary drainage systems	5.17					
Demonstrates ability care for urinary drainage systems	5.17.1	2	25			
Demonstrates ability to apply and remove a condom drainage system	5.17.2	2	25			
Demonstrates ability to insert and remove an indwelling catheter (IDC) - female & male	5.17.3	2	25			
Demonstrates ability to change and remove a supra pubic catheter (SPC)	5.17.4	2	25			
Urinary Drainage Systems Guide	41.7.6	11	45			
Pack: Includes instructional guide and the competencies			140			
Wound care	5.18					
Demonstrates wound care using an aseptic technique	5.18.1	2	25			
ANTT Guide	23.0.7	3	20			
Pack: Includes instructional guide and the competency			40			
Demonstrates appropriate interventions for a skin tear	5.18.2	4	25			
Demonstrate ability to select (RN) /apply anti embolic stockings	5.18.3	4	25			

Price List (+gst)

Care Planning System

Document	Number	No of Pages	\$ Individual Document	\$ Policy/ Procedure & Forms	\$ Pack	\$ Manual
Short Term Care Plans						
<i>Short Term Care Plan – Gastroenteritis</i>	1	2	15			
<i>Short Term Care Plan – Respiratory Illness</i>	2	2	15			
<i>Short Term Care Plan – Scabies</i>	3	3	15		\$105	
<i>Short Term Care Plan – Respiratory</i>	4	2	15			
<i>Short Term Care Plan – Eye Infection</i>	5	2	15			
<i>Short Term Care Plan – UTI</i>	6	2	15			
<i>Short Term Care Plan – Diabetes Sick Days</i>	7	2	15			
<i>Short Term Care Plan – Constipation</i>	8	2	15			
<i>Summary Care Plan</i>	41.0.23	3	25			
<i>Smoking Care Plan</i>	41.0.28	1	12			
<i>End of Life Care Plan</i>	41.4.2	7	30			
<i>Dietary Requirements</i>	41.5.3	1	20			
<i>Fluid Restriction Plan</i>	41.5.10	1	12			
<i>Mobility/Transfer Plan</i>	41.9.4	1	20			
<i>Physical Therapy Assessment & Plan</i>	41.9.5	5	40			
<i>Motorised Mobility Aid Assessment & License</i>	41.9.7	3	25			
<i>Motorised Mobility Aid Agreement</i>	41.9.10	2	25			
<i>Wound Assessment & Management Plan</i>	41.14.1	8	30			
<i>Diabetes Management Plan</i>	41.15.1	1	25			
<i>Enteral Nutrition Management Plan</i>	41.16.1	2	25			
Lists						
Consumer Database (Excel spreadsheet from which various lists can be printed – at least 17 as indicated)			150			
<i>Consumer Evacuation List OR Consumer Database</i>	22.2.3	1	10			
<i>Dietary Requirements List OR Consumer Database</i>	26.0.2	2	15			
<i>Drinks List OR Resident Database</i>	26.0.3	2	15			
<i>Meal Choices OR Consumer Database</i>	26.0.4	3	15			
<i>Do Not Serve List OR Consumer Database</i>	26.0.5	2	10			
<i>Consumer Details List OR Consumer Database</i>	41.0.2	1	10			
<i>Medical Practitioner List OR Consumer Database</i>	41.0.3	1	15			
<i>Health Check Monitoring OR Consumer Database</i>	41.0.7	2	10			
<i>Consumer Daily Care List OR Consumer Database</i>	41.0.24	1	15			
<i>Care Plan Consultation Contact List OR Consumer Database</i>	41.0.26	1	10			
ACFI Re-appraisal Due Dates OR Consumer Database	41.6.5	1	15			
<i>Physical Therapy List OR Consumer Database</i>	41.9.8	1	15			
<i>Consumer Continence Products - Consumer Database</i>						
<i>Consumer Immunisation Register - Consumer Database</i>						
<i>Appointment List</i>		1	10			
Progress Notes & Related Forms						
<i>Leave Days Record</i>	40.0.7	1	20			
<i>Consumer Health Conditions</i>	41.0.8	1	15			
<i>Progress Notes</i>	41.0.11	2	20			
<i>Transfer Letter</i>	41.0.16	2	20			
<i>Handover Sheet OR Consumer Database</i>	41.0.17	1	20			
<i>Referral Form</i>	41.0.19	1	15			
<i>Health Practitioner Visits</i>	41.0.22	1	15			
<i>Return from Hospital Checklist</i>	41.0.29	1	20			
<i>Missing Consumer</i>	41.8.5	1	15			

Price List (+gst)

Care Planning System

Document	Number	No of Pages	\$ Individual Document	\$ Policy/ Procedure & Forms	\$ Pack	\$ Manual
<i>Respite Record</i>	41.17.3	1	15			
Charts and Records						
<i>Clothing Repair and Replacement Chart</i>	25.0.6	1	20			
<i>Restraint Alternatives Trial Chart</i>	40.2.1	2	20			
<i>Physical Restraint & Bed Pole Monitoring Chart</i>	40.2.3	2	20			
<i>Activity Participation Chart</i>	40.3.3	2	20			
<i>Interpreter Service Record</i>	40.4.2	2	20			
<i>Health Monitoring Chart (obs chart)</i>	41.0.12	2	30			
<i>Frequent Observations Chart</i>	41.0.13	2	30			
<i>Blood Pressure Monitoring Chart</i>	41.0.21	2	20			
<i>Neurological Observations Chart</i>	41.0.31	2	30			
<i>Recognise & Respond to Deterioration Record</i>	41.0.34	4	25			
<i>Anticoagulant Monitoring Chart</i>	41.2.7	2	20			
<i>Medication Self-Administration Monitoring Chart</i>	41.2.10	2	15			
<i>Pain Management Chart</i>	41.3.4	2	20			
<i>Pain Management Therapy Chart</i>	41.3.5	2	20			
<i>Upon Death Record</i>	41.4.3	3	20			
<i>Meals & Drinks Assistance Assessment</i>	41.5.2	3	20			
<i>Fluid Balance Chart</i>	41.5.4	2	25			
<i>Food and Fluid Chart</i>	41.5.5	3	25			
<i>Weight Monitoring Graph</i>	41.5.7	1	20			
<i>Nutritional Supplement Chart</i>	41.5.9	1	20			
<i>Personal Hygiene and Grooming Assessment Chart</i>	41.6.2	2	20			
<i>Hygiene & Skin Care Chart</i>	41.6.5	2	20			
<i>Bowel Chart</i>	41.7.2	2	20			
<i>Continence Assessment Chart</i>	41.7.3	2	20			
<i>Toileting Assessment Chart</i>	41.7.4	2	20			
<i>Urinary System and Ostomy Care Chart</i>	41.7.10	2	15			
<i>Dialysis Care Chart</i>	41.7.11	2	15			
<i>Behaviour Assessment Chart</i>	41.8.4	2	20			
<i>Sighting Chart</i>	41.8.6	2	20			
<i>Hip & Head Protector Observation Chart</i>	41.9.9	1	20			
<i>Sleep and Rest Assessment Chart</i>	41.12.2	2	20			
<i>Sleep & Rest Record</i>	41.12.3	2	15			
<i>Peak Flow Readings Chart</i>	41.13.1	2	15			
<i>Respiratory Equipment Chart</i>	41.13.4	2	15			
<i>Tracheostomy Care Chart</i>	41.13.6	2	15			
<i>BGL Monitoring Chart</i>	41.15.2	1	20			
<i>Enteral Nutrition Administration Chart</i>	41.16.2	2	20			
<i>Enteral Nutrition Tube Care Chart</i>	41.16.5	2	20			
Review & Evaluation						
<i>Care Plan Evaluation Schedule OR Consumer Database</i>	41.0.14	1	15			
<i>Care Plan Evaluation</i>	41.0.15	3	30			
<i>Care Plan Evaluation Prompts</i>		2				
<i>Consumer of the Day</i>	41.0.20	1	25			
<i>Monthly Care Plan Evaluation Flowchart</i>	41.0.27	1	25			
<i>Change of Dietary Requirements</i>	41.5.8	1	15			
<i>Weight Management Flowchart</i>	41.5.11	1	25			
<i>Weight Monitoring Summary</i>	41.5.12	1	20			
<i>Changed Behaviour Flowchart</i>	41.8.8	1	25			
<i>Post Falls Management Flowchart</i>	41.9.11	1	25			
ACFI Classification						

Price List (+gst)

Care Planning System

Document	Number	No of Pages	\$ Individual Document	\$ Policy/ Procedure & Forms	\$ Pack	\$ Manual
<i>ACFI Classification & Rate Calculator</i>	41.1.1	1	25			
<i>ACFI Re-appraisal Process</i>	41.1.2	2	20			
<i>ACFI Re-appraisal Due Dates OR Resident Database</i>	41.1.3	2	15			
<i>ACFI Appraisal Pack Cover</i>	41.1.4	1	15			
<i>ACFI Appraisal Pack Checklist</i>	41.1.5	2	15			
Activity Program						
<i>Individual Activity Program</i>	40.3.2	2	20			
<i>Activity Groups OR Consumer Database</i>	40.3.4	2	20			
<i>Activity Program Calendar Planner</i>	40.3.5	1	20			
<i>What's on Today</i>	40.3.6	1	10			
<i>Weekly Activities</i>	40.3.7	1	25			
<i>Individual and Small Group Program</i>	40.3.8	2	20			
<i>Activities Program Guide</i>	40.3.9	13	40			
<i>Birthday List OR Consumer Database</i>	40.3.10	1	20			
<i>Cultural & Religious Requirements List OR Consumer Database</i>	40.3.11	1	15			
<i>Religious Visitors List OR Consumer Database</i>	40.3.12	2	15			
<i>Planning and Evaluation an Outing</i>	40.3.13	3	20			
<i>Outing Checklist</i>	40.3.14	1	20			
<i>Outings Register</i>	40.3.15	1	10			
New Consumer Charting Folder			10			
Consumer File Framework			10			
Resource Book		57	100			

Price List (+gst)

Health and Wellbeing

Document	Number	No of Pages	\$ Individual Document	\$ Policy/ Procedure & Forms	\$ Pack	\$ Manual
<i>Consumer Health Check Monitoring OR Consumer Database</i>	41.0.7	2	10			
<i>Consumer Health Conditions</i>	41.0.8	1	15			
<i>Consumer's Care Plan</i>	41.0.9	18	55			
<i>Health and Related Services Resource List OR Spreadsheet</i>	41.0.10	2	10/25	600		
<i>Progress Notes</i>	41.0.11	1	20			
<i>Health Monitoring Chart</i>	41.0.12	2	30			
<i>Frequent Observations Chart</i>	41.0.13	2	30			
<i>Care Plan Evaluation Schedule OR Consumer Database</i>	41.0.14	1	15			
<i>Care Plan Evaluation</i>	41.0.15	3	30			
<i>Care Plan Evaluation Prompts</i>		2				
<i>Appointment List</i>			10			
<i>Transfer Letter</i>	41.0.16	2	20			
<i>Handover Sheet OR Consumer Database</i>	41.0.17	1	20			
<i>Short Term Care Plan – Blank</i>	41.0.18	1	10			
Short Term Care Plans						
<i>Short Term Care Plan – Gastroenteritis</i>	1	2	15			
<i>Short Term Care Plan – Respiratory Illness</i>	2	2	15		105	
<i>Short Term Care Plan – Scabies</i>	3	3	15			
<i>Short Term Care Plan – Respiratory</i>	4	2	15			
<i>Short Term Care Plan – Eye Infection</i>	5	2	15			
<i>Short Term Care Plan – UTI</i>	6	2	15			
<i>Short Term Care Plan – Diabetes Sick Days</i>	7	2	15			
<i>Short Term Care Plan – Constipation</i>	8	2	15			
<i>Referral Form</i>	41.0.19	1	15			
<i>Consumer of the Day</i>	41.0.20	1	20			
<i>Blood Pressure Monitoring Chart</i>	41.0.21	2	20			
<i>Health Practitioner Visits</i>	41.0.22	1	20			
<i>Consumer Summary Care Plan</i>	41.0.23	3	25			
<i>Consumer Daily Care List</i>	41.0.24	2	20			
<i>Smoking Risk Assessment</i>	41.0.25	3	20			
<i>Care Plan Consultation Contact List OR Consumer Database</i>	41.0.26	1	10			
<i>Consumer Database (Excel spreadsheet from which lists can be printed)</i>			150			
<i>Monthly Care Plan Evaluation Flowchart</i>	41.0.27	1	25			
<i>Smoking Care Plan</i>	41.0.28	1	12			
<i>Return from Hospital Checklist</i>	41.0.29	1	15			
<i>RN Oncall Record</i>	41.0.30	1	15			
<i>Neurological Observations Chart</i>	41.0.31	2	15			
<i>Handover Guide</i>	41.0.32	2	20			
<i>Recognise & Respond to Deterioration Flowchart</i>	41.0.33	2	25			
<i>Responding to Deterioration Record</i>	41.0.34	4	25			
<i>Consumer Database</i>			150			
Aged Care Funding Instrument (ACFI)	41.1	12	55			
<i>ACFI Classification & Rate Calculator</i>	41.1.1	1	25			
<i>ACFI Reappraisal Process</i>	41.1.2	2	20	130		
<i>ACFI Summary & Reappraisal Due Dates OR Consumer Database</i>	41.1.3	2	15			
<i>ACFI Appraisal Pack Cover</i>	41.1.4	1	15			

Document	Number	No of Pages	\$ Individual Document	\$ Policy/ Procedure & Forms	\$ Pack	\$ Manual
<i>ACFI Appraisal Pack Checklist</i>	41.1.5	2	25			
Medication Management	41.2	5	30			
<i>Medication Assessment</i>	41.2.1	3	25			
<i>Self Administration Medication Assessment</i>	41.2.2	3	25			
<i>Medication Self – Administration Monitoring Chart</i>	41.2.3	2	15			
<i>Nurse Initiated Medications</i>	41.2.4	2	15			
<i>Medication Refrigerator Record</i>	41.2.5	2	10			
<i>Medication Fridge Thermometer Calibration Record</i>	41.2.6	2	10	440		
<i>Anticoagulant Monitoring Chart</i>	41.2.7	2	20			
<i>Medication Chart Missing Signature Daily Audit Sheet</i>	41.2.8	5	20			
<i>Medication Management Guide</i>	41.2.9	4	25			
<i>Medication System Guide</i>	41.2.10	9	40			
<i>Safe Medication Administration Guide</i>	41.2.11	9	40			
<i>Oral Medication Administration Guide</i>	41.2.12	4	25			
<i>Topical Medication Administration Guide</i>	41.2.13	7	35			
<i>Respiratory Medication Administration Guide</i>	41.2.14	5	25			
<i>Insulin Medication Administration Guide</i>	41.2.15	4	25			
<i>Enteral Medication Administration Guide</i>	41.2.16	4	25			
<i>Cytotoxic Medicines Guide</i>	41.2.17	6	30			
<i>Blue Card</i>						
Pain Management	41.3	3	25			
<i>Pain Assessment</i>	41.3.1	2	25			
<i>The Consumer’s Verbal Brief Pain Inventory (RVBPI)</i>	41.3.2	1	free	130		
<i>ABBEY Pain Scale</i>	41.3.3	2	free			
<i>Pain Management Chart</i>	41.3.4	2	20			
<i>Pain Management Therapy Chart</i>	41.3.5	2	20			
<i>Pain Management Guide</i>	41.3.6	8	40			
<i>Pain Assessment Flipchart (English)</i>			14			
Palliative Care	41.4	15	55			
<i>Palliative Approach to Care Assessment</i>	41.4.1	5	25	120		
<i>End of Life Care Plan</i>	41.4.2	7	30			
<i>Upon Death Record</i>	41.4.3	3	15			
<i>Reflections Booklet</i>			5			
Nutrition and Hydration	41.5	10	60			
<i>Nutrition and Hydration Assessment</i>	41.5.1	6	40			
<i>Meals & Drinks Assistance Assessment Chart</i>	41.5.2	3	25	320		
<i>Consumer Dietary Requirements</i>	41.5.3	1	20			
<i>Fluid Balance Chart</i>	41.5.4	2	25			
<i>Food and Fluid Chart</i>	41.5.5	3	25			
<i>Diet and Assistance – Respite Consumer</i>	41.5.6	2	20			
<i>Weight Monitoring Graph</i>	41.5.6	1	20			
<i>Change of Consumer Dietary Requirements</i>	41.5.8	2	15			
<i>Nutritional Supplement Chart</i>	41.5.9	1	20			
<i>Fluid Restriction Plan</i>	41.5.10	1	12			
<i>Weight Management Flowchart</i>	41.5.11	1	25			
<i>Weight Monitoring Summary</i>	41.5.12	2	20			

Document	Number	No of Pages	\$ Individual Document	\$ Policy/ Procedure & Forms	\$ Pack	\$ Manual
<i>Nil Orally laminated sign</i>		1	15			
<i>IDDS sign</i>			-			
Skin Care and Personal Hygiene	41.6	13	55			
<i>Skin Assessment</i>	41.6.1	8	40			
<i>Personal Hygiene and Grooming Assessment Chart</i>	41.6.2	2	20	130		
<i>Braden Pressure Ulcer Risk Assessment</i>	41.6.3	1	free			
<i>Foot Care Assessment</i>	41.6.4	4	30			
<i>Consumer Hygiene & Grooming Chart</i>	41.6.5	2	15			
Continence Management	41.7	13	60			
<i>Continence Assessment</i>	41.7.1	5	40	275		
<i>Bowel Chart</i>	41.7.2	2	20			
<i>Continence Assessment Chart</i>	41.7.3	2	20			
<i>Toileting Assistance Assessment Chart</i>	41.7.4	2	20			
<i>Continence Management Guide</i>	41.7.5	8	30			
<i>Urinary Drainage Systems Guide</i>	41.7.6	11	45			
<i>Ostomy Care Guide</i>	41.7.7	5	25			
<i>Urine and Faecal Specimens Guide</i>	41.7.8	5	25			
<i>Constipation Management Flowchart</i>	41.7.9	2	20			
<i>Urinary System and Ostomy Care Chart</i>	41.7.10	2	15			
<i>Dialysis Care Chart</i>	41.7.11	2	15			
Promoting Cognitive & Mental Health	41.8	21	70			
<i>Cognition, Mental Health & Behaviour Assessment</i>	41.8.1	7	40			
<i>Psychogeriatric Assessment Scale (PAS) – Cognition</i>	41.8.2	6	free	185		
<i>The Cornell Depression Scale</i>	41.8.3	12	free			
<i>Behaviour Assessment Chart</i>	41.8.4	2	20			
<i>Missing Consumer</i>	41.8.5	1	20			
<i>Sighting Chart</i>	41.8.6	2	20			
<i>BOC Management Guide</i>	41.8.7	6	40			
<i>Changed Behaviour Flowchart</i>	41.1.8	1	25			
<i>Confusion Assessment Method (CAM)</i>	41.8.9	1	free			
<i>Recognising the 3D's</i>	41.8.10	1	20			
Mobility & Fall Prevention Program	41.9	16	60			
<i>Mobility Assessment</i>	41.9.1	4	30			
<i>Physical Mobility Scale Assessment</i>	41.9.2	3	free			
<i>Physical Mobility Scale Summary</i>	41.9.3	1	free			
<i>Mobility/Transfer Plan</i>	41.9.4	1	20			
<i>Physical Therapy Assessment & Plan</i>	41.9.5	5	40			
<i>Falls Risk Assessment</i>	41.9.6	2	20	180		
<i>Motorised Mobility Aid Assessment & Licence</i>	41.9.7	3	25			
<i>Physical Therapy List OR Consumer Database</i>	41.9.8	1	15			
<i>Hip & Head Protector Observation Chart</i>	41.9.9	1	20			
<i>Motorised Mobility Aid Agreement</i>	41.9.10	2	25			
<i>Post Fall Management Flowchart</i>	41.9.11	1	25			
<i>Instructions for Equipment</i>						
Oral and Dental Care	41.10	10	50	70		
<i>Oral And Dental Assessment</i>	41.10.1	5	30			
Communication and Sensory Loss	41.11	8	40			
<i>Communication & Sensory Loss Assessment</i>	41.11.1	9	40	80		
<i>Communication Sheet</i>		3	20			
Sleep and Rest	41.12	2	20			

Document	Number	No of Pages	\$ Individual Document	\$ Policy/ Procedure & Forms	\$ Pack	\$ Manual
<i>Sleep & Rest Assessment</i>	41.12.1	3	25	95		
<i>Sleep and Rest Assessment Chart</i>	41.12.2	2	20			
<i>Sleep & Rest Record</i>	41.12.3	2	15			
<i>Promote Sleep & Rest Guide</i>	41.12.4	7	30			
Respiratory Management	41.13	9	50	170		
<i>Respiratory Assessment</i>	41.13.1	2	15			
<i>Peak Flow Readings Chart</i>	41.13.2	2	15			
<i>Oxygen Therapy Guide</i>	41.13.3	6	30			
<i>Respiratory Equipment Chart</i>	41.13.4	2	15			
<i>Tracheostomy Care Guide</i>	41.13.5	8	35			
<i>Tracheostomy Care Chart</i>	41.13.6	2	15			
<i>Oxygen Safety Sign</i>		1	10			
Wound Management	41.14	22	70			
<i>Wound Assessment & Management Plan</i>	41.14.1	8	30	130		
<i>Wound Dressing Guide</i>	41.14.2	6	40			
<i>Wound Measurement Tool</i>			2.50			
Diabetes Management	41.15	13	55			
<i>Diabetes Management Plan</i>	41.15.1	1	20	155		
<i>BGL Monitoring Chart</i>	41.15.2	1	20			
<i>Blood Glucose Meter Control Testing</i>	41.15.3	2	15			
<i>Diabetes Medicines</i>	41.15.4	2	20			
<i>Hypo and Hyperglycaemia Management Flowchart</i>	41.15.5	2	35			
Enteral Nutrition	41.16	3	25			
<i>Enteral Nutrition Management Plan</i>	41.16.1	2	25	130		
<i>Enteral Nutrition Administration Chart</i>	41.16.2	2	20			
<i>Enteral Nutrition Access & Tube Care Guide</i>	41.16.3	4	25			
<i>Enteral Nutrition Administration Guide</i>	41.16.4	5	30			
<i>Enteral Nutrition Tube Care Chart</i>	41.16.5	2	20			
Respite Care	41.17	3	20			
<i>Respite Admission Process</i>	41.17.1	1	20	75		
<i>Respite Assessment & Care Plan</i>	41.17.2	7	30			
<i>Respite Record</i>	41.17.3	1	15			

*Price List (+gst)**Safe Environment*

Document	Number	No of Pages	\$ Individual Document	\$ Policy/ Procedure & Forms	\$ Pack	\$ Manual
Pea and Ham	3.2					
Vegetable	3.3					
Main Course	4.0					
Baked Potatoes	4.1					
Beef and Vegie Stew	4.2					
Beef Stew	4.3					
Braised Chops	4.4					
Chow Mien	4.5					
Curried Chop Stew	4.6					
Hamburgers	4.7					
Meat and Vegetables	4.8					
Pasta	4.9					
Quiche	4.10					
Sausages in Onion Gravy	4.11					
Savory Mince	4.12					
Scrambled Eggs	4.13					
Sea Pie	4.15					
Spaghetti/Baked Beans	4.16					
Tuna Casserole	4.17					
Zucchini Slice	4.18					
Sandwiches	5.0					
Mixed Sandwiches	5.1					
Deserts / Sweets	6.0					
Bread and Butter Pudding	6.1					
Chocolate Pudding	6.2					
Custard	6.3					
Jelly	6.4					
Junket	6.5					
Rice Cream	6.6					
Upside Down Cake	6.7					
Cakes and Slices	7.0					
Basic Muffins	7.1					
Chocolate Roughts	7.2					
Cinnamon Chocolate Cake	7.3					
Cream Puffs	7.4					
Date or Nut Loaf	7.5					
Ginger Fluff Sponge	7.6					
Jelly Slice	7.7					
Pancakes	7.8					
Raspberry Short Tartlets	7.9					
Raspberry Slice	7.10					
Small Cakes	7.11					

Price List (+gst)

Safe Environment

Document	Number	No of Pages	\$ Individual Document	\$ Policy/ Procedure & Forms	\$ Pack	\$ Manual
<i>Traumatic Events Information Sheet</i>	22.0.4	2	15			
<i>Emergency Record</i>	22.0.5	2	10			
<i>Emergency Procedures Hazard Analysis & Management Plan</i>	22.0.6	4	25			
<i>Memorandum of Understanding Template</i>		2	20			
Business Continuity	22.1	3	20	60		
<i>Business Continuity Management Plan</i>	22.1.1	10	35			
<i>Emergency Supply List</i>	22.1.2	2	15			
Evacuation and Relocation	22.2	11	60			
<i>Emergency Evacuation Evaluation</i>	22.2.1	1	15			
<i>Emergency Evacuation Map</i>	22.2.2	1	5			
<i>Resident Evacuation List OR Resident Database</i>	22.2.3	1	15	150		
<i>Evacuation & Relocation Packs Checklist</i>	22.2.4	2	15			
<i>Resident Relocation Pack Checklist</i>	22.2.5	1	15			
<i>Resident ID Cards for relocation</i>		1	15		675	
<i>Emergency Evacuation Management Plan</i>	22.2.6	4	20			
<i>Emergency Relocation Management Plan</i>	22.2.7	7	30			
Bomb Threat	22.3	6	35	50		
<i>Bomb Threat Management Plan</i>	22.3.1	3	20			
Fire – internal	22.4	6	35	50		
<i>Fire (internal) Management Plan</i>	22.4.1	3	20			
Fire – Bush fire	22.5	7	35	50		
<i>Bush Fire Management Plan</i>	22.5.1	3	20			
Flood	22.6	7	35	50		
<i>Flood Management Plan</i>	22.6.1	5	25			
Heatwave	22.7	6	35	45		
<i>Heat Wave Management Plan</i>	22.7.1	3	15			
Medical Emergency	22.8	9	45			
<i>Medical Emergency Equipment Checklist</i>	22.8.1	1	15	75		
<i>Medical Emergency Management Plan</i>	22.8.2	5	25			
Personal Threat	22.9	4	25	40		
<i>Personal Threat Management Plan</i>	22.9.1	3	20			
Resident Aggression	22.10	4	25	45		
<i>Resident Aggression Management Plan</i>	22.10.1	3	25			
Severe Storm	22.11	3	20	40		
<i>Severe Storm Management Plan</i>	22.11.1	4	25			
Infection Prevention & Control	23.0	18	75		950	
<i>Waste Disposal</i>	23.0.1	3	15		Inc	
<i>Pathology Specimen Register</i>	23.0.2	1	10		Pet	
<i>Monitoring of Infections</i>	23.0.3	2	10		Care	
<i>General Outbreak Management Plan</i>	23.0.4	5	20		Plans	
<i>Outbreak Management Kit</i>	23.0.5	4	20			
<i>Specimen Tracking Form</i>	23.0.6	1	10			
<i>Aseptic Technique Guide</i>	23.0.7	3	20	255		
<i>Standard & Transmission-based Precautions Flowchart</i>	23.0.8	1	25			
<i>Precautions for Infections/Conditions in Aged Care Guide</i>	23.0.9	2	15			
<i>Antimicrobial Stewardship Program</i>	23.0.10	4	30			
Signage						
<i>5 Moments Hand Hygiene Sign</i>		1	-			
<i>Handwash Sign</i>		1	-			
<i>Handrub Sign</i>		1	-			
<i>Visitor Hand Hygiene Sign</i>		1	15			

Price List (+gst)

Safe Environment

Document	Number	No of Pages	\$ Individual Document	\$ Policy/ Procedure & Forms	\$ Pack	\$ Manual
<i>Sneeze & Cough Etiquette sign</i>		1	-			
<i>Sequencing Personal Protective Equipment (PPE) Sign – On / Off</i>		2	15			
<i>Permanent Entrance Sign</i>		2	15			
Blood/Body Fluid Exposure Management	23.1	3	20	35		
<i>Blood and Body Fluid Exposure Flowchart</i>	23.1.1	1	20			
Gastroenteritis Outbreak Management	23.2	13	65			
<i>Gastroenteritis Outbreak Management Flowchart</i>	23.2.1	1	25			
<i>Gastroenteritis Outbreak Management Plan</i>	23.2.2	5	25			
<i>Gastroenteritis Outbreak Cleaning Schedule</i>	23.2.3	2	15	165		
<i>Gastroenteritis Outbreak Cleaning Schedule - Kitchen</i>	23.2.4	2	15			
Signage						
<i>Attention all Visitors</i>		1	10			
<i>Staff/Volunteer Notice Board Sign</i>		1	10			
<i>Restrict Access to the Kitchen Sign</i>		1	10			
Respiratory Illness Outbreak Management	23.3	14	65	250		
<i>Respiratory Illness & Pandemic Influenza Outbreak Management Plan</i>	23.3.1	6	25			
<i>Nose and Throat Swabs Guide</i>	23.3.2	2	15			
<i>Respiratory Illness Transfer Advice</i>	23.3.3	1	15			
<i>Respiratory Illness Outbreak Cleaning Schedule</i>	23.3.4	3	15			
<i>Respiratory Illness Outbreak Management Flowchart</i>	23.2.5	2	25			
<i>Pandemic Influenza Flowchart</i>	23.3.6	1	20			
<i>Influenza Vaccination Program – Annual Action Plan</i>	23.3.7	4	30			
<i>COVID-19 Outbreak Management Plan</i>	23.3.8	8	45			
Template Letters (DHHS)						
<i>Families pre-season influenza information</i>		2	-			
<i>GP pre-season with FluVax AntiViral planning tool</i>		7	-			
<i>GP Outbreak in the Facility</i>		2	-			
Signage						
<i>Attention all Visitors Front Door Sign</i>		1	10			
<i>Staff/Volunteer Notice Board Sign</i>		1	10			
<i>Resume Normal Activities Sign (Respiratory Illness)</i>		1	10			
COVID-19						
Templates						
<i>COVID-19 Transfer Letter</i>		1	-			
<i>Families COVID-19 Letter</i>		2	-			
<i>GP COVID-19 Letter</i>		1	-			
<i>Initial RAC report to PHU COVID-19</i>		1	-			
<i>Entrance sign for visitors COVID-19 (Prevention)</i>		1	10			
<i>Attention all staff sign COVID-19 (Prevention)</i>		1	10			
<i>Entrance sign for visitors COVID-19 (Outbreak)</i>		1	10			
<i>Attention all staff sign COVID-19 (Outbreak)</i>		1	10			
Multi-resistant organism (MRO) Management	23.4	4	35	35		
Scabies Management	23.5	8	45			
<i>Scabies Management Plan</i>	23.5.1	6	25	130		
<i>Scabies Information Sheet</i>	23.5.2	2	20			
<i>Scabies Outbreak Cleaning Schedule</i>	23.5.3	2	15			

Price List (+gst)

Safe Environment

Document	Number	No of Pages	\$ Individual Document	\$ Policy/ Procedure & Forms	\$ Pack	\$ Manual
<i>Scabies Outbreak Management Flowchart</i>	23.5.4	1	25			
Signage						
<i>Visitor Alert</i>		1	10			
<i>Staff/Volunteer Notice Board Sign</i>		1	10			
Blood Borne Diseases	23.6	5	40	40		
Cleaning Services	24.0	5	25			
<i>Cleaning Standards</i>	24.0.1	2	15			
<i>Guidelines for Setting Up Cleaning Schedules</i>	24.0.2	4	25	150		
<i>Overview Sheet</i>	24.0.3	2	15			
<i>Cleaning Schedule</i>	24.0.4	6	30			
<i>Cleaning of Consumers' Rooms Schedule</i>	24.0.5	2	10			
<i>Night Duty List</i>	24.0.6	3	15			
<i>Routine and 2- in- 1 Cleaning Guide</i>	24.0.7	3	20			
<i>Discharge Cleaning & Maintenance Checklist</i>	24.0.8	1	15			
Cleaning of Windows	24.1	3	20			
Cleaning of Hard Floors	24.2	4	25			
Cleaning of Soft Floors	24.3	2	20			
Cleaning of Walls, Skirtings & Ceilings	24.4	3	20		425	
Cleaning of Doors	24.5	2	15			
Cleaning of Ducts, Grills, Vents	24.6	2	15			
Cleaning of Electrical fixt. & App.	24.7	3	20			
Cleaning of Pantry fixt. & App.	24.8	3	20	310		
Cleaning of Toilet & Bathroom Fixtures	24.9	3	20			
Cleaning of Consumer Equipment	24.10	2	20			
Cleaning for Furniture & Fixtures	24.11	3	20			
Cleaning for Odour Control	24.12	1	15			
General Tidiness	24.13	1	15			
Cleaning of External Features, Fire Exits	24.14	3	20			
Cleaning of Cleaning Equipment	24.15	4	20			
Spills Management – General	24.16	2	20			
Spills Management – blood & body fluids	24.17	2	20			
Laundry Service	25.0	9	40			
<i>Washing and Drying Cycles</i>	25.0.1	1	15			
<i>Laundry Wash Monitoring</i>	25.0.2	2	15			
<i>Laundry Cleaning Schedule</i>	25.0.3	3	15	130		
<i>Linen Repairs & Replacement</i>	25.0.4	2	10			
<i>Bedscreen Schedule</i>	25.0.5	2	15			
<i>Clothing Repair and Replacement</i>	25.0.6	2	10			
<i>Lifting Sling Replacement & Washing Schedule</i>	25.0.7	1	15			
<i>Shower Curtain Schedule</i>	25.0.8	1	10			
<i>Clean and Dirty Area Signs</i>			10			
Catering Services	26.0	7	30	105		
<i>Catering Items for Replacement</i>	26.0.1	2	10			
<i>Dietary Requirements List OR Resident Database</i>	26.0.2	2	10			
<i>Residents' Drinks List OR Resident Database</i>	26.0.3	4	15			
<i>Meal Choices OR Resident Database</i>	26.0.4	3	15			
<i>Do Not Serve List OR Resident Database</i>	26.0.5	2	10			
<i>Special Dietary Requirements Guide</i>	26.0.6	5	20			
<i>Plating and Food Presentation Guide</i>	26.0.7	3	15			
Food Safety Program	27.0			500		
Pet Care Plans						
Cat			\$25	125		
Dog			\$25			
Chooks			\$25			

Price List (+gst)

Safe Environment

Document	Number	No of Pages	\$ Individual Document	\$ Policy/ Procedure & Forms	\$ Pack	\$ Manual
Birds			\$25			
Fish			\$25			
Rabbit/Guinea Pig			\$25			

Price List (+ gst)

Management

Document	Number	No of Pages	\$ Individual Document	\$ Policy/ Procedure & Forms	\$ Pack	\$ Manual
Quality Indicators						
<i>Pressure Injuries</i>	1	3	15			
<i>Use of Physical Restraint</i>	2	4	15			
<i>Unplanned Weight Loss</i>	3	4	15			
<i>Aggression</i>	4	3	15			
<i>Falls</i>	5	3	15			
<i>Infections & Antimicrobial Use</i>	6	5	20			
<i>Medicine Incidents</i>	7	3	15			
<i>Skin Tear</i>	8	3	15			
<i>Polypharmacy</i>	9	3	15			
<i>Pressure Injuries Data Collection Sheet</i>	2.4.3	2	15			
<i>Use of Physical Restraint Data Collection Sheet</i>	2.4.4	2	15			
<i>Unplanned Weight Loss Data Collection Sheet</i>	2.4.5	2	15			
<i>Internal Quality Indicator Data Collection Sheet</i>	2.4.6	2	15			
<i>Infection Definitions & Data Collection Sheet</i>	2.4.7	2	15			
<i>Quality Indicator Report (Word & Spreadsheet)</i>	2.4.8	2	75			
Regulatory Compliance	2.5	4	25	20		
Complaint Handling	2.6	10	45	100		
<i>Complaint Handling Record</i>	2.6.1	5	20			
<i>Complaint Management Flowchart</i>	2.6.2	1	25			
<i>Improvement Form Sign</i>		1	10			
Template Letters and Reports						
<i>Template Letter – Acknowledgement</i>		1	10			
<i>Template Letter – Decision</i>		1	10			
<i>Template Report – Provider Resolution Process</i>		1	10			
Financial Management	3.0	3	20	35		
<i>Consumer Petty Cash</i>	3.0.1	2	10			
<i>Lifestyle Program Petty Cash</i>	3.0.2	2	10			
Financial Arrangements	3.1	12	50			
<i>New Consumer Checklist</i>	3.1.1	1	15	85	200	220
<i>Consumer Administrative File Colour Coding System</i>	3.1.2	1	5			Incl
<i>Consumer Administrative File Note</i>	3.1.3	2	10			Financial
Template Letters						handbook
<i>Notification of Increased Care and Service Entitlements</i>		1	10			
Prudential Standards	3.2	6	40			
<i>Prudential Governance Policy Framework</i>	3.2.1	6	30			
<i>Disclosure Information Register</i>	3.2.2	1	10			
<i>Prudential Standards Training Register</i>	3.2.3	1	10	100		
<i>Prudential Standards Reporting Framework</i>	3.2.4	1	15			
Template Letters						
<i>Disclosure Statement</i>		1	10			
Administration & Information Management	4.0	14	50			
<i>Australian Privacy Principles Policy</i>	4.0.1	3	20			
<i>Privacy Issues Register</i>	4.0.2	2	10			
<i>Consent to Use/Disclose Information</i>	4.0.3	1	10	170		
<i>Request to Access/Correct Information & Response</i>	4.0.4	2	15			
<i>Staff Signature Register</i>	4.0.5	1	10			
<i>Data Breach Response Flowchart</i>	4.0.6	1	20			
<i>Data Breach Response Plan</i>	4.0.7	5	25			
<i>Data Breach Incident Report</i>	4.0.8	3	20			
Template Letters					350	

Price List (+ gst)

Management

Document	Number	No of Pages	\$ Individual Document	\$ Policy/ Procedure & Forms	\$ Pack	\$ Manual
<i>Notification of Refusal</i>		1	10			
Administration	4.1	3	20			
<i>Record Management</i>	4.1.1	15	40			
<i>Reporting Framework</i>	4.1.2	3	15	90		
<i>Memo Template</i>		1	10			
<i>Memo Register</i>	4.1.3	2	10			
<i>Memo Record of Staff Signatures</i>	4.1.4	1	10			
Office Equipment	4.2	3	20	20		
<i>Fax Example</i>		1	10			
Payroll	4.3	2	10	10		
Information and Communications Technology (ICT)	4.4	8	40	110		
<i>Computer Network Diagram (secured)</i>	4.4.1	1	10			
<i>Computer Software Register</i>	4.4.2	2	10			
<i>Responsible Use of ICT</i>	4.4.3	5	25			
<i>Information Security Management Framework</i>	4.4.4	6	35			
Human Resource Management	5.0	12	50		1,500	
<i>Staffing Plan</i>	5.0.1	2	15			
<i>Roster</i>	5.0.2	4	15			
<i>Change of Shift</i>	5.0.3	1	10			
<i>Position Description Template</i>	5.0.4	4	20			
Position Descriptions						
Management	1.0					
<i>CEO/General Manager</i>	1.1	5	25			
<i>Director of Care</i>	1.2	5	25			
<i>CFO/ Finance Manager</i>	1.3	5	25			
<i>Site Manager/ Facility Manager</i>	1.4	5	25			
<i>Quality & Risk Manager – Includes Privacy & Complaints Officer</i>	1.5	6	25			
<i>Human Resource Manager/ People & Culture</i>	1.6	6	25			
<i>Services Manager - includes purchasing & contract management</i>	1.7	6	25			
Administration	2.0					
<i>Accounts & Payroll Clerk</i>	2.1	5	25			
<i>Administrative Assistant / Receptionist</i>	2.2	5	25	675		
<i>Admissions Coordinator</i>	2.3	5	25			
Human resources & Health & safety	3.0					
<i>Workplace Trainer & Assessor</i>	3.1	5	25			
<i>Health & Safety Representative</i>	3.2	5	25			
Consumer care	4.0					
<i>Clinical Care Coordinator – Medication management & IPC coordination</i>	4.1	7	25			
<i>ACFI Coordinator</i>	4.2	5	25			
<i>Registered Nurse</i>	4.3	6	25			
<i>Enrolled Nurse - Team Leader</i>	4.4	6	25			
<i>Enrolled Nurse</i>	4.5	6	25			
<i>Personal Carer – Team Leader</i>	4.6	6	25			
<i>Personal Carer</i>	4.7	6	25			
<i>Physiotherapist Assistant</i>	4.8	5	25			
Activity program	5.0					
<i>Activity Program Coordinator</i>	5.1	6	25			
<i>Activities Assistant</i>	5.2	5	25			
<i>Volunteer</i>	5.3	5	25			
Services	6.0					

Price List (+ gst)

Management

Document	Number	No of Pages	\$ Individual Document	\$ Policy/ Procedure & Forms	\$ Pack	\$ Manual
<i>Chef/ Cook</i>	6.1	5	25			
<i>Food Services Assistant</i>	6.2	5	25			
<i>Cleaner</i>	6.3	4	25			
<i>Laundry Attendant</i>	6.4	4	25			
<i>Cleaning & Laundry Attendant</i>	6.5	5	25			
<i>Maintenance & Grounds</i>	6.6	5	25			
<i>Duty Statement Template</i>	5.0.5	2	15			
Duty Statements						
<i>Consumer Care</i>	1	3	20			
<i>Catering</i>	2	2	10	50		
<i>Cleaning and Laundry</i>	3	2	10			
<i>Administration</i>	4	1	10			
<i>Maintenance and Grounds</i>	5	1	10			
<i>Personnel File Colour Coding System</i>	5.0.6	1	10			
<i>Personnel File Note</i>	5.0.7	1	10			
<i>Leave Application</i>	5.0.8	1	15			
<i>Workload Analysis</i>	5.0.9	1	20			
<i>Personnel Database (Excel spreadsheet)</i>			150	150		
Template Letters						
<i>Acknowledgement of Resignation & Termination</i>		1	10			
Recruitment, Selection and Appointment (RSA)	5.1	8	30			
<i>Staff Selection Kit</i>	5.1.1	10	30			
<i>Application for Employment</i>	5.1.2	2	15			
<i>Staff and Volunteer Details Sheet</i>	5.1.3	4	20			
<i>Contract of Employment</i>	5.1.4	4	25			
<i>Organisational Orientation Program</i>	5.1.5	4	20			
<i>Departmental Orientation Program</i>	5.1.6	2	15			
Departmental Orientation Program						
<i>Activities Program</i>	1	2	15			
<i>Administration</i>	2	2	15			
<i>Catering</i>	3	2	15			
<i>Cleaning Service</i>	4	2	15			
<i>Laundry</i>	5	2	15	350		
<i>Maintenance & Grounds</i>	6	2	15	Includes		
<i>Consumer Care</i>	7	2	15	Staff		
<i>Agency Staff Orientation</i>	5.1.7	1	15	Hand		
<i>Staff and Volunteer Appointment Checklist</i>	5.1.8	1	15	book		
<i>Staff ID Tags</i>		1	15			
Template Letters						
<i>Acknowledgement of Application</i>		1	10			
<i>Staff Interview</i>		1	10			
<i>Employment Offer</i>		1	10			
<i>Unsuccessful Applicant</i>		1	10			
<i>Organisational Orientation</i>		1	10			
Staff Appraisal	5.2	4	20	45		
<i>Staff Appraisal Form</i>	5.2.1	4	20	Incl Staff Training Plan		
Performance Management	5.3	9	35			
<i>Performance Improvement Plan</i>	5.3.1	4	15			
Template Letters						
<i>Initial Underperformance Meeting</i>		1		50		
<i>Verbal Warning</i>		1				
<i>First – Second Warning</i>		1				

Price List (+ gst)

Management

Document	Number	No of Pages	\$ Individual Document	\$ Policy/ Procedure & Forms	\$ Pack	\$ Manual
<i>Final warning</i>		1				
<i>Termination – with notice</i>		2				
<i>Termination- serious misconduct</i>		1				
Staff Development Program	5.4	4	25			
<i>Staff Skills & Competency Matrix</i>	5.4.1	3	15			
<i>Staff Competency Assessment</i>	5.4.2	2	15			
<i>Staff Development Program</i>	5.4.4	4	25			
<i>Education Session Flyer</i>	5.4.5	1	10	120		
<i>Staff Development Attendance List</i>	5.4.6	2	10			
<i>Staff Development Record</i>	5.4.7	2	10			
<i>Education Evaluation Sheet</i>	5.4.8	1	15			
<i>Education Evaluation Report</i>	5.4.9	2	15			
<i>Education Evaluation Report Register</i>	5.4.10	2	10			
<i>Staff Training Plan</i>	5.4.11	1	15			
Police Checking	5.5	10	40			
<i>Police Check Record</i>	5.5.1	3	15			
<i>Police Check Decision Making</i>	5.5.2	3	15	65		
<i>Statutory Declaration form – staff & volunteers</i>		2				
Template Letters						
<i>Three yearly Police Check</i>		1	10			
Volunteer Program	5.6	5	35			
<i>Volunteer Information Sheet</i>		1	10			
<i>Volunteer Application</i>	5.6.1	3	20	200		
<i>Volunteer Agreement</i>	5.6.2	3	20	Includes		
<i>Volunteer Attendance Record</i>	5.6.3	1	10	Volunteer		
<i>Out of Pocket Expenses Claim</i>	5.6.4	1	10	Handbook		
Template Letters				& PD		
<i>Volunteer Interview</i>		1	10			
<i>Unsuccessful Volunteer</i>		1	10			
<i>Volunteer Appointment and Orientation</i>		1	10			
<i>Volunteer Termination</i>		1	10			
Workplace Equal Opportunity	5.7	12	40			
<i>Parental Leave</i>	5.7.1	2	10	65		
<i>Flexible Working Arrangements Request</i>	5.7.2	2	15			
Template Letters						
<i>Workplace Gender Equality annual report notification</i>		1				
Dispute Resolution	5.8	8	30			
<i>Dispute Resolution Flowchart</i>	5.8.1	1	25			
<i>Dispute Investigation</i>	5.8.2	2	15			
Template Letters and Reports				90		
<i>Template letter – Acknowledgement</i>		1	10			
<i>Template letter – Decision</i>		1	10			
<i>Template report – Formal Dispute Resolution Investigation</i>		1	10			
Purchasing	6.0	3	20			
<i>Stock Control List OR Spreadsheets</i>	6.0.1	2	10			
Stock Control List (Spreadsheets)				300		
<i>Administration</i>	1		5	Including		
<i>Catering</i>	2		5	Handbook		
<i>Cleaning</i>	3		5			
<i>Healthcare</i>	4		5			
<i>Laundry</i>	5		5			
<i>Maintenance</i>	6		5			

Price List (+ gst)

Management

Document	Number	No of Pages	\$ Individual Document	\$ Policy/ Procedure & Forms	\$ Pack	\$ Manual
<i>Product Evaluation</i>	6.0.2	5	25			
<i>Instrument of Delegation</i>	6.0.3	2	20			
Contractor Management	6.1	8	30			
<i>Selection of Supplier</i>	6.1.1	3	15			
<i>Contractor Requirements Guide</i>	6.1.2	3	15			
<i>Approved Suppliers List OR Spreadsheet</i>	6.1.3	2	15			
<i>Supplier Agreement</i>	6.1.4	11	50			
<i>Supplier Orientation</i>	6.1.5	1	15			
<i>Supplier File Note</i>	6.1.6	2	10			
<i>Supplier Evaluation</i>	6.1.7	1	15			
<i>Supplier Appointment Template Letter</i>		1	10			
<i>Supplier Annual Review Template Letter</i>		1	10			
Service Environment & Asset Management	7.0	9	40	215	300	
<i>Asset Register & Maintenance Requirements</i>	7.0.1	1	10			
<i>Preventative Maintenance Calendar</i>	7.0.2	10	30			
<i>Maintenance Schedule</i>	7.0.3	1	10			
<i>Job Card</i>	7.0.4	2	10			
<i>Mixing Valve Monitoring</i>	7.0.5	2	10			
<i>Thermometer Calibration Record Sheet</i>	7.0.6	1	10			
<i>Job Safety Analysis and Safe Work Method Statements Register</i>	7.0.7	2	15			
<i>Job Safety Analysis</i>	7.0.8	2	25			
<i>Consumer's Property List</i>	7.0.9	2	10			
<i>Status Report</i>	7.0.10	1	15			
<i>Equipment Safety Checklist</i>	7.0.11	1	15			
<i>Corrective Maintenance Book</i>	7.0.12	2	15			
<i>Confined Space Entry Permit</i>	7.0.13	3	15			
<i>Safe Work Method Statement (WorkSafe Template)</i>		2				
Essential Safety Measures Management	7.1	5	25			
<i>Annual Essential Safety Measures Report</i>		2				
Legionella Control in the Water Distribution System	7.2	3	20			
<i>Risk Management Plan Legionella Control Template</i>		23				
Electrical Safety	7.3	4	20			
Isolation, Lock out and Tagging (Plant & Equipment)	7.4	4	20			
Working at Heights	7.5	3	20			

Price List (+gst)

QMS Products

Document	No of Pages	\$ Individual Document	\$ Policy/ Procedure & Forms	\$ Pack	\$ Manual
Turkish	2	\$14			
Ukrainian	2	\$14			
Vietnamese	2	\$14			
Flowcharts					
Continuous Improvement Flowchart (2.0.7)	1	\$25		500	
How to Conduct a Survey Flowchart (2.0.8)	3	\$25			
Complaints Management Flowchart (2.6.2)	1	\$25			
Data Breach Response Flowchart (4.0.6)	1	\$20			
Dispute Resolution Flowchart (5.8.1)	1	\$25			
Open Disclosure Response Flowchart (21.1.1)	2	\$30			
Missing Consumer Flowchart (21.1.2)	1	\$25			
Workplace Bullying Flowchart (21.1.3)	1	\$25			
Elder Abuse Compulsory Reporting Flowchart (21.1.4)	1	\$25			
Standard and Transmission-based Precautions Flowchart (23.0.8)	1	\$25			
Blood & Body Fluid Exposure (BBFE) Flowchart (23.1.1)	1	\$20			
Pandemic Influenza Flowchart (23.2.6)	1	\$20			
Gastroenteritis Outbreak Management Flowchart (23.2.7)	1	\$25			
Respiratory Illness Outbreak Management Flowchart (23.3.5)	2	\$25			
Scabies Outbreak Management Flowchart (23.5.4)	1	\$25			
Care Plan Evaluation Flowchart (41.0.27)	1	\$25			
Recognise and Respond to Deterioration Flowchart (41.0.33)	1	\$25			
Weight Management Flowchart (41.5.11)	1	\$25			
Constipation Management Flowchart (41.7.9)	2	\$30			
Change in Behaviour Flowchart (41.8.8)	1	\$25			
Post Falls Management Flowchart (41.9.11)	1	\$25			
Hypo & Hyperglycaemia Management Flowcharts (41.15.5)	2	\$35			