

## LeapFrog Update Guide – Dec 20 – Jan 21

### Planned updates for 2021- guide only:

#### Feb-March

- **Safe environment:** Review the Incident Reporting procedure and related procedures and forms to include the Serious Incident Response Scheme to be implemented 1 April 2021. Review the antimicrobial stewardship program and the COVID-19 Management Plan.
- **Health and wellbeing:** Review the Oral and Dental, Communication and Sensory Loss.

#### April -June

- **Management: Management:** New and updated mandatory Quality Indicator Program to be implemented 1 July 2021. Review the Purchasing policy, process and the Contract Management procedure. A new Bus Safety procedure. Create a Spreadsheet/s for the Maintenance Calendar, the Asset Register and Thermometer Calibration.
- **Safe environment:** A new procedure for Workplace Drugs and Alcohol. Review the Special Dietary Requirements Guide.
- **Health and wellbeing:** Wound Management and Pain Management procedures.
- **Surveys:** Governance and workforce.

#### July – Sept

- **Management:** Review of HR process and procedures (6) and the Personnel Database including appraisal outcomes.
- **Safe environment:** Review the Emergency procedures policy, process and procedures (11).
- **Health and wellbeing:** Review the Medication Management and guidelines including the requirements for an Imprest System and Poison's Plan. Review of the procedures for Promote Mental Health and Behaviour Management and Continence Management.

#### Oct – Dec

- **Management:** Review the Service Environment & Asset Management procedures (5) for Essential Safety Measures, Legionella Control, Electrical Safety, Isolation Lock Out Tag, Working at Heights.
- **Safe environment:** Review of the Occupational Health and Safety policy, process and (6) procedures for Hazardous Manual Handling, Return to Work, Workplace Bullying, Occupational Violence, Slips, Trips and Falls, Workplace Health and Wellbeing.
- **Health and wellbeing:** Review the procedures for Mobility and Falls Prevention, Respiratory Management, Diabetes Management and Enteral Nutrition.

#### Notes:

- Changes are in **red text** within the documents and the below guidelines provide some detail of the changes.
- A document with a **red heading** indicates a new document or a document with significant changes.
- Some clients may already have some changes depending when you purchased manuals.
- Internal assessments, care plan system forms, handbooks, care plan resource booklet and competencies will be updated as relevant in line with procedure updates.

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### Management Manual

Document	No	No of Pgs	New/updated	Description
<i>Organisational Chart</i>	1.0.2	1	Updated	• Updated to include IPC (Lead)
<b>Quality Indicators</b>				
<i>Pressure Injuries</i>	1	3	Updated	• Updated to include the new Pressure Injury Risk Management Guide 41.6.8
<b>Position Descriptions</b>				
<i>Clinical Care Coordinator-IPC Lead</i>	4.1	7	Updated	• Updated to include the new requirements for IPC – Lead
<i>Staff Development Program</i>	5.4.4	6	Updated	• Palliative care training updated
<i>Preventative Maintenance Calendar</i>	7.0.2	10	Updated	• Syringe drivers added

### Safe Environment Manual

Document	No	No of Pgs	New/updated	Description
<i>Infection Prevention and Control</i>	23.0	18	Updated	• Updated to include IPC (Lead)

### Health and Wellbeing Manual

Document	No	No of Pgs	New/updated	Description
<i>Advance Care Planning</i>	40.1.1	3	Updated	• Personal values and preferences form added to the type of document column and few minor changes
<i>Admission &amp; Discharge Details</i>	41.0.1	6	Updated	• The admission details related to gender identity and marital status have been updated as well as a few other minor changes
<i>Admission Process</i>	41.0.4	4	Updated	• The SPICT-4ALL™ form has been added
<i>Initial Assessment and Interim Care Plan</i>	41.0.6	6	Updated	• Qt added under the Identity, culture and diversity section related to LGBTI
<i>Care Plan</i>	41.0.9	18	Updated	• The palliative care section has been updated in line with the palliative care assessment and related documents
<i>Consumer of the Day</i>	41.0.20	1	Updated	• The SPICT-4ALL™ form has been added
<i>Return from Hospital Checklist</i>	41.0.29	1	Updated	• The SPICT-4ALL™ form has been added
<i>Recognise &amp; Respond to Deterioration Flowchart</i>	41.0.33	2	Updated	• The SPICT-4ALL™ form has been added
<i>Respite Assessment and Care Plan</i>	41.17.2	6	Updated	• Qt added under the Identity, culture and diversity section related to LGBTI
<i>Care Plan Evaluation Prompts</i>		2	Updated	• The SPICT-4ALL™ form has been added
<b>Palliative Care</b>	<b>41.4</b>	<b>7</b>	Updated	<ul style="list-style-type: none"> <li>• A comprehensive review and update in accordance with more current evidence-based guidelines</li> <li>• The sections related to symptom management and syringe drivers have been moved to separate guides.</li> </ul>
<i>SPICT4ALL</i>	41.4.1	1	New	• The Supportive and Palliative Care Indicators Tool (SPICT) is an evidence-based tool that can be used to assist to identify consumers with declining health and to assess them for unmet supportive and palliative care needs

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Health and Wellbeing Manual				
Document	No	No of Pgs	New/updated	Description
<i>Palliative Care Assessment</i>	41.4.2	5	Updated	<ul style="list-style-type: none"> <li>Renumbered, was 41.4.1</li> <li>Structure and content reviewed and updated</li> </ul>
<i>End of Life Care Plan</i>	41.4.3	8	Updated	<ul style="list-style-type: none"> <li>Renumbered, was 41.4.2</li> <li>Reviewed and updated</li> <li>A What is important to me section added</li> </ul>
<i>End-of-life Care Guide</i>	41.4.4	9	New	<ul style="list-style-type: none"> <li>New guide that includes end-of-life symptom management.</li> </ul>
<i>Management of Subcutaneous Infusions Guide</i>	41.4.5	4	New	<ul style="list-style-type: none"> <li>New guide for the management of subcutaneous infusions via a syringe driver when other routes are inappropriate or no longer effective.</li> </ul>
<i>Upon Death Record</i>	41.4.6	3	Updated	<ul style="list-style-type: none"> <li>Renumbered, was 41.4.3</li> <li>General update</li> </ul>
<i>Voluntary Assisted Dying Guide</i>	41.4.7	7	New	<ul style="list-style-type: none"> <li>New guide that provides guidance related to the Victorian legislation that allows for a person in the late stages of advanced disease to take a medication prescribed by a doctor that will bring about their death at a time they choose.</li> <li>Voluntary assisted dying is only available to consumers who meet all the conditions and the process set out in the law.</li> </ul>
<i>Reflections Booklet</i>			Updated	<ul style="list-style-type: none"> <li>Reviewed, minor change</li> </ul>
<b>Skin Care and Personal Hygiene</b>	<b>41.6</b>	<b>5</b>	Updated	<ul style="list-style-type: none"> <li>Reviewed and updated</li> <li>Sections related to hygiene, hair, nail and foot care and pressure injury risk management moved to new guides</li> <li>The planning hygiene and grooming section has been removed as the individual Hygiene and Skin Care Chart (41.6.5) is now used.</li> <li>References updated</li> </ul>
<i>Skin Assessment</i>	41.6.1	8	Reviewed	<ul style="list-style-type: none"> <li>Reviewed, no change</li> </ul>
<i>Personal Hygiene and Grooming Assistance Assessment Chart</i>	41.6.2	2	Reviewed	<ul style="list-style-type: none"> <li>Reviewed, no change</li> </ul>
<i>Braden Pressure Ulcer Risk Assessment</i>	41.6.3	1	Reviewed	<ul style="list-style-type: none"> <li>Reviewed, no change</li> </ul>
<i>Foot Care Assessment</i>	41.6.4	4	Reviewed	<ul style="list-style-type: none"> <li>Reviewed, no change</li> </ul>
<i>Hygiene &amp; Skin Care Chart</i>	41.6.5	2	Reviewed	<ul style="list-style-type: none"> <li>Reviewed, no change</li> </ul>
<i>Personal Hygiene Guide</i>	41.6.6	11	New	<ul style="list-style-type: none"> <li>New Guide</li> <li>Information moved from the Skin Care and Personal Hygiene procedure and the hygiene and nail care competencies, then reviewed and updated</li> <li>References updated</li> </ul>
<i>Bedmaking Guide</i>	41.6.7	3	New	<ul style="list-style-type: none"> <li>New guide. Information moved from the bedmaking competencies, reviewed and updated</li> </ul>
<i>Pressure Injury Risk Management Guide</i>	41.6.8	3	New	<ul style="list-style-type: none"> <li>New Guide</li> <li>Information moved from the Skin Care and the Personal Hygiene procedure</li> <li>References updated</li> </ul>

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Internal Assessment (Audit) System				
Sheet	Internal Assessment Tools	No of Pgs	New/updated	Description
<b>Health and Wellbeing (Clinical Audits)</b>				
21	Palliative Care	7	Updated	<ul style="list-style-type: none"> <li>Updated according to the palliative care procedure update</li> <li>The Advance Care Planning section has been removed as it is already covered in Sheet 14</li> </ul>
23	Skin Care & Wound Management	7	Updated	<ul style="list-style-type: none"> <li>Updated according to the update of the skin care and personal hygiene procedure and related guides.</li> </ul>

Staff Competency Package				
Document	No	Pgs	New/updated	Description
<b>Consumer Care</b>	<b>5.0</b>			
<b>Bed making</b>	<b>5.3</b>			
Demonstrates correct linen change of an occupied bed	5.3.1	2	Updated	<ul style="list-style-type: none"> <li>Updated into the new format</li> <li>Aligned to the new Bedmaking Guide</li> </ul>
Demonstrates correct linen change of an unoccupied bed	5.3.2	2	Updated	<ul style="list-style-type: none"> <li>Updated into the new format</li> <li>Aligned to the new Bedmaking Guide</li> </ul>
<b>ADLs</b>	<b>5.1</b>			
Demonstrates ability to assist consumers with personal hygiene	5.1.2	2	Updated	<ul style="list-style-type: none"> <li>Renamed, was: Demonstrates ability to assist consumers with hygiene needs for skin and hair care</li> <li>Updated into the new format</li> <li>Aligned to the new Personal Hygiene Guide</li> </ul>
Demonstrates ability to provide finger nail care	5.1.5	2	Updated	<ul style="list-style-type: none"> <li>Renamed, was Demonstrates ability to provide nail care</li> <li>Updated into the new format</li> <li>Aligned to the new Personal Hygiene Guide – Fingernail Care section.</li> </ul>
<b>Palliative care</b>	<b>5.12</b>			
Demonstrates an understanding of end-of-life care	5.12.1	2	Updated	<ul style="list-style-type: none"> <li>Renamed, was Demonstrates an understanding of palliative care</li> <li>Content reviewed and updated into the new format.</li> <li>Includes a marking guide</li> </ul>