



Visit us at: 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:

\$1,166 plus gst and
\$583 plus gst for additional sites

Subscription updates are also available when individual manuals are purchased

Please note: the subscription is not a compliance service

What's New?

Incident Management (IMS) & Serious Incident Response Scheme (SIRS) (March 2021)

A new **Incident Management System** procedure and has been developed in accordance with the Aged Care Quality and Safety Commission guidelines. The procedure has a number of guides linked to reportable incidents to external bodies including the Serious Incident Reporting Scheme (SIRS) Guide.

The procedure is supported by the **Governance and Risk Management policy** and process (\$50 ex. GST)

The **Incident Management System** Pack includes the:

- Incident Management System (IMS) procedure (\$30 ex. GST)
- Open Disclosure Response Flowchart (\$25 ex. GST)
- Missing Consumer Flowchart (\$25 ex. GST)
- Mandatory Notification of Health Practitioner Conduct Report (\$20 ex. GST)
- Elder Abuse Response Flowchart (\$25 ex. GST)
- Identify, Respond to and Report Incidents Flowchart (\$40 ex. GST)
- Incident Investigation (\$25 ex. GST)
- Open Disclosure Guide (\$25 ex. GST)
- Serious Incidents Response Scheme (SIRS) Guide (\$25 ex. GST)
- Reportable Death Guide (\$20 ex. GST)
- WorkSafe Vic Incident Notification Guide (\$20 ex. GST)
- Health Professional Notifiable Conduct Guide (\$20 ex. GST)

Purchase documents individually or as a pack:
\$270 (ex. GST)

The **Elder Abuse** procedure was update to include the Serious Incident Reporting Scheme (SIRS) requirements related to what is and is not a reportable incident.

- Elder Abuse (\$30 ex. GST)
- Types of Elder Abuse Guide (\$25 ex. GST)

Purchase documents individually or as a pack:
\$50 (ex. GST)

The **Register of CI Activities & Complaints and PCI (PCI)** was converted into a spreadsheet and updated in accordance with IMS & SIRS requirements. (\$50 ex. GST)

The **Statistical Report** with graphs was updated to include notifications of Priority 1 and Priority 2 incidents to the Commission and notifications to other bodies. (\$50 ex. GST)

Contact Us:

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All prices exclude gst

Management Manual \$3,600

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.



Includes; Incident Management, Open Disclosure, SIRS, Workplace Bullying, Elder Abuse, Gastroenteritis and Respiratory Illness Outbreak Management.

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 \$1,000

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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