

Contractors Documentation Requirements

POLICY

All contractors working for Westmont Community Care are to ensure that they comply with all legislation and industry standards at all times.

PROCEDURE

Contractor organisations can access the Contractors Handbook via Westmont's web site and will be required to complete a new Contractor Agreement annually and provide relevant insurances.

Staff of contractor organisations will be required to complete a Confidentiality Agreement, Contractor Declaration and Statutory Declaration as well as providing a current Police Check, driver licence or photo identification, AHPRA registration or qualifications (where relevant), Covid-19 vaccinations and annual Influenza vaccinations.

Existing Contractor Organisations and Contractor Staff

The Quality, Compliance and Volunteer Coordinator will monitor when Contractor Agreements and/or relevant insurances are due for renewal. The Quality, Compliance and Volunteer Coordinator will email the Contractor organisation when their Contractor Agreement and/or relevant insurances are due for renewal.

The completed and returned Contractor Agreement is reviewed and approved by the Director of Community Care.

The signed and completed Contractor Agreement is scanned and attached in MALIVE, MFiles and Manad and contact details are updated in eTools.

The updated insurances are scanned and attached in MALIVE, MFiles and Manad.

The Quality, Compliance and Volunteer Coordinator will monitor when contractor staff compliance documents are due for renewal and will email the contractor to request updated compliance documentation. The staff compliance documentation is recorded in Carelink or the Contractors Compliance Spreadsheet and is then scanned and attached in MFiles.

New Contractor Organisations and Contractor Staff

The HCP Care Manager, Supervisor – Systems and Reporting or the Director of Community Care will liaise with new contractor organisations on their organisations and staff compliance documentation requirements. New contractor organisations and their staff will be guided by the HCP Care Manager, Supervisor – Systems and Reporting or the Director of Community Care on where to access the relevant information and how to upload the information at Westmont's web site.

The completed and returned Contractor Agreement is reviewed and approved by the Director of Community Care.

The signed and completed Contractor Agreement is scanned and attached in MALIVE, MFiles and Manad and contact details are updated in eTools.

The insurances are scanned and attached in MALIVE, MFiles and Manad.

The staff compliance documentation is recorded in Carelink or the Contractors Compliance Spreadsheet and is then scanned and attached in MFiles.

HCP Contractor Risk Assessment

Where a contractor staff member does not provide all required compliance documentation, an HCP Contactor Risk Assessment form must be completed by the HCP Care Manager and HCP Team Leader in limited circumstances.

The HCP Care Manager must determine the identified risk, likelihood and consequence of injury to the client and provide a risk rating. The risk rating takes into consideration whether services will be provided within the client's home. A risk rating greater than six will be deemed unacceptable.

The completed Risk Assessment is returned to the Quality, Compliance and Volunteer Coordinator and will be recorded in Carelink or the Contractors Compliance Spreadsheet and then scanned and attached in MFiles.

Date approved:	August 2022	By Department:	DCC		
To be reviewed:	August 2025	By Department:		Key changes:	