

COMMUNITY CARE – QUALITY PLAN/SCHEDULES 2023

AUDITS & MONITORING	Freq	Resp.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Wellness & Reablement Plan	A	DCC												
Diversity Plan	A	DCC												
CQI Plan	M	DCC, SUP-CK-CF, TL JP and HCP Care Managers												
DVA Service Provision	2M	SUP-CK,												
DVA Community Nursing -Claiming	2M	SUP-CF, RN												
Client Adverse Events-CIM and SiRS register	M	DCC, with all staff including information in the register												
CIMS and SIRS Report Monthly to Executive Meeting and Bimonthly to the Board subcommittee	M	DCC												
DEX-correcting errors in monthly data	M	SUP-CK-CF												
Client Feedback	M	DCC, SUP-CK, Care Coordination Team and Care Management Team rein												
HACC PYP MDS data	Q	SUP-CK												
HCP QPS Benchmarking	3M	HCPIQC, HCP-JP												
HCP QIP monthly surveys	M	Compliance Officer												
Client Leave (long term)	2M	SUP-CK												
Client Wait List	M	SUP-CK												
Client Reviews	M	SUP-CK, Care Coordination team												
Client Communication Folder	3M	Carers to report missing information and return notes for scanning into Carelink												
Police Checks	M	Compliance officer												
First Aid/CPR	M	Compliance Officer												

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WWCC	M	Compliance Officer												
Funding targets and KPIs	M	DCC												
Food Safety/Service Registration and food safety Plan	M	BJ												
Client Shopping Transactions	M	SUP-CK												
Community Care Pol & Proc Review	M	DCC												

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Memos folder -Policy updates circulated to staff for comment and final copies sent to staff and place din memo folder	M	DCC												
AHPRA Registration-nurses	Annually													
Emergency Folder – Client & Staff list														
On-Call Folder – Client & Staff list and rosters printed	Daily	TL Scheduling												
Spot Audits	M	Q&C												
Annual Training and Bimonthly meeting schedule for carers	M	DCC												
Annual performance appraisals	Annually	All staff												
RCD test/tag	6M													
HCP time tracking	M	HCP TL												
Covid Plan	3M	DCC												
MAC KPIs	M	SUP-CK												
Vulnerable Client register	M	SUP-CK												
Client deterioration register	M	TL HCPs and TL Nursing												
Sector Support Development	6M	DCC												
Fire and Emergency Mock Evacuation	6M	SUP-CF, BJ												
Volunteer training	6M													
Client satisfaction Surveys-VHC, CHSP, HACC, HCP	Annually													
Volunteer-intake, police checks, referee checks	M	Volunteer officer and Compliance Officer												
Staff induction manual-review	6M	SUP-CF												
Client welcome pack -CHSP and HCP clients-review and update	6M													
Volunteer welcome pack-update and review	6M													
Contractor agreement and information pack-review	6M													
Emergency Management Manual-review and update	Annually													
Carer competency -medication assistance, villa maree compliance	Annually													
SDS chemical register maintained and updated annually														
Infection control audit	6M													

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Fit testing annual testing	Annually													
Staff satisfaction survey and workplan-QPS	Annually													
Newsletters/updates-client and carers	Monthly													