



Australian Government

Aged Care Quality and Safety Commission

Site Audit Report

Site audit

Name of service: CapellaBay Aged Care

RACS ID: 5384

Approved provider: McKenzie Aged Care Group Pty Ltd

Introduction

This is the report of a Site Audit from 02 April 2019 to 04 April 2019 submitted to the Aged Care Quality and Safety Commissioner (Commissioner).

There are four Accreditation Standards covering management systems, health and personal care, care recipient lifestyle, and the physical environment. There are 44 expected outcomes such as human resource management, clinical care, medication management, privacy and dignity, leisure interests, cultural and spiritual life, choice and decision-making and the living environment.

An approved provider of a service applies for re-accreditation before its accreditation period expires and an assessment team visits the service to conduct a site audit. The team assesses the quality of care and services at the service and collects evidence of whether the approved provider of the service meets or does not meet the Accreditation Standards. The site audit report is completed by the assessment team and outlines the team's assessment of the approved provider's performance in relation to the service. The approved provider may, within 14 days, give the Commission a written response to the report.

The Commission will make a decision whether to re-accredit or not to re-accredit the service, taking into account this site audit report, any response by the approved provider, and any other relevant information. In making a decision, the Commission must be satisfied that approved provider will undertake continuous improvement in relation to the service.

If the Commission makes a finding of non-compliance the Department of Health is notified.

All accredited services are subject to ongoing monitoring of compliance with the Accreditation Standards by the Commission.

Scope of this document

A site audit against the 44 expected outcomes of the Accreditation Standards was conducted from 02 April 2019 to 04 April 2019.

This site audit report provides an assessment of the approved provider's performance, in relation to the service, against the Accreditation Standards, and any other matters the assessment team considers relevant.

Details about the service

Number of total allocated places	133
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Number of total care recipients	131
Number of care recipients on site during audit	131
Service provides support to specific care recipient characteristics	Not applicable

Audit trail

The assessment team spent three days on site and gathered information from the following:

Interviews

Position title	Number
Facility manager	1
Clinical care manager	1
Registered nurse	3
Enrolled nurse	2
Care staff	5
Office administrator	1
Catering staff	2
Care recipients and/or representatives	26
Hotel services supervisor	1
Laundry staff	1
Cleaning staff	2
Maintenance staff	1
Activity staff	2
Quality and safety coordinator	1
Podiatrist	1

Sampled documents

Document type	Number
Care recipients' files	14
Summary and/or quick reference care plans	14
Medication charts	25

Other evidence reviewed by the team

The assessment team also considered the following both prior to and during the site audit:

- Action plan
- Activity calendar, participation records and program evaluation
- Antipsychotic review checklist
- Audit reports
- Audit schedule and reports
- Care recipient handbook
- Care recipient information pack and agreement
- Clinical incident reports
- Comments, complaints and suggestion records
- Compulsory reporting register
- Controlled drug register
- Current and proposed menus
- Emergency manual
- Food safety program and compliance audit reports
- Hazard reports
- How to guides
- Incident and infection data
- Infection control documentation
- Maintenance records
- Medication refrigerator temperature charts
- Meeting minutes
- Menu and care recipient dietary information
- Newsletters and other publications
- Nurse registration monitoring record
- Orientation program
- Outbreak management procedure
- Personnel files
- Plan for continuous improvement
- Police certificate register
- Policy/procedures
- Quality reports
- Restraint assessment, authorisation and monitoring records
- Risk assessment documentation
- Self-assessment documentation

- Staff roster and allocation sheets
- Training records
- Vaccination records
- Volunteer documentation
- Welcome pack
- Work health and safety documentation

Observations

The assessment team observed the following:

- Activity calendar on display and activities in progress
- Cafe at the home
- Cleaning in progress
- Education calendar and flyers
- Equipment storage areas
- Evacuation signs and diagrams
- Feedback forms and secure lodgement box
- Hand hygiene stations
- Infection control equipment including outbreak kits and colour coded equipment
- Information and notices on display Including poster advising of audit in progress, internal and external complaints mechanism, and vision, mission and values statement
- Interactions between staff, care recipients and representatives
- Living and working environment - internal and external
- Meal and beverage service and staff assistance
- Medication administration, storage and disposal
- Menu on display
- Nurse call bell system, including response by staff
- Short group observation
- Staff practices

Assessment of performance

This section covers information about the assessment of the approved provider's performance, in relation to the service, against each of the expected outcomes of the Accreditation Standards.

Standard 1 – Management systems, staffing and organisational development

Principle:

Within the philosophy and level of care offered in the residential care services, management systems are responsive to the needs of care recipients, their representatives, staff and stakeholders, and the changing environment in which the service operates.

1.1 Continuous improvement

This expected outcome requires that “the organisation actively pursues continuous improvement”.

Assessment of the expected outcome

The service meets this expected outcome

CapellaBay Aged Care (the service) actively pursues continuous improvement. Care recipients and care recipient representatives are satisfied with the quality of care and services provided. The service's continuous improvement program includes processes for identifying areas for improvement, implementing change and monitoring the service's performance measured against the Accreditation Standards. Feedback is sought from care recipients, representatives, staff and other stakeholders to direct improvement activities. Improvement activities are documented on the service's plan for continuous improvement. Management uses a range of monitoring processes such as audits and quality indicators to monitor the performance of the service's quality management systems. Outcomes are evaluated for effectiveness and ongoing monitoring of new processes occurs. Care recipients, representatives, staff and other personnel are provided with feedback about improvements. During this accreditation period the organisation has implemented initiatives to improve the quality of care and services it provides. Recent examples of improvements in Standard 1 Management systems, staffing and organisational development include but are not limited to the following:

- Morning teas for new care recipients have been introduced to support continuous improvement and feedback. These events enable management to monitor how new care recipients are settling in to their new environment.
- An online learning system was introduced for mandatory staff training. All new staff are now required to complete this training prior to commencing work. The advantages of this system are that it ensures consistent training and provides better reporting capabilities.

1.2 Regulatory compliance

This expected outcome requires that “the organisation's management has systems in place to identify and ensure compliance with all relevant legislation, regulatory requirements, professional standards and guidelines”.

Assessment of the expected outcome

The service meets this expected outcome

The service has systems to identify relevant legislation, regulatory requirements and guidelines. The organisation's management has established links with external organisations to ensure they are informed about changes to regulatory requirements. Where changes occur, the organisation undertakes action to update policies and procedures and

communicate the changes to care recipients, their representatives and staff as appropriate. A range of systems have been established by management to ensure compliance with regulatory requirements. There are systems to monitor the requirements that apply to management and staff and the organisation's legislative responsibilities. Staff have an awareness of legislation, regulatory requirements, professional standards and guidelines relevant to their roles. Relevant to Standard 1 Management systems, staffing and organisational development, there are systems to ensure that:

- The organisation's regulatory responsibilities in relation to police certificates and associated documentation are met.
- Care recipients and representatives were notified regarding this unannounced re-accreditation site audit.
- The organisation maintains a plan for continuous improvement.
- Confidential documents are stored, archived and disposed of securely.
- Information regarding internal and external complaint mechanisms and advocacy services is provided.

1.3 Education and staff development

This expected outcome requires that "management and staff have appropriate knowledge and skills to perform their roles effectively".

Assessment of the expected outcome

The service meets this expected outcome

The service's processes support the recruitment of staff with the required knowledge and skills to perform their roles. New staff participate in an orientation program that provides them with information about the organisation, key policies and procedures and equips them with mandatory skills for their role. Staff are scheduled to attend ongoing mandatory training. The effectiveness of the training program is monitored through attendance records, evaluation records and observation of staff practice. Care recipients/representatives interviewed are satisfied staff have the knowledge and skills to perform their roles. All respondents to a consumer experience interview said the service was well run and staff know what they are doing. Staff are satisfied with the education and training provided. Examples of education and training recently provided in relation to Standard 1 Management systems, staffing and organisational development include:

- behavioural management and dementia support for non-clinical staff
- quality management, standards and continuous improvement
- information and communication systems.

1.4 Comments and complaints

This expected outcome requires that "each care recipient (or his or her representative) and other interested parties have access to internal and external complaints mechanisms".

Assessment of the expected outcome

The service meets this expected outcome

There are processes to ensure care recipients, their representatives and others are provided with information about how to access internal and external complaint mechanisms. Care recipients, care recipient representatives and others are supported to access these mechanisms. Facilities are available to enable the submission of confidential complaints and ensure privacy of those using complaints mechanisms. Complaints processes link with the service's continuous improvement system and where appropriate, complaints trigger reviews of and changes to the service's procedures and practices. The effectiveness of the comments and complaints system is monitored and evaluated. Results show complaints are

considered and feedback is provided to complainants as required. Management and staff understand the complaints process and how they can assist care recipients and representatives with access. All respondents to a consumer experience interview said staff follow up when they raise things with them most of the time or always. Care recipients/representatives and other interested people interviewed have an awareness of the complaints mechanisms available to them and are satisfied they can access these if required and without fear of reprisal.

1.5 Planning and leadership

This expected outcome requires that "the organisation has documented the residential care service's vision, values, philosophy, objectives and commitment to quality throughout the service".

Assessment of the expected outcome

The service meets this expected outcome

The organisation has documented the service's vision, philosophy, objectives and commitment to quality. This information is communicated to care recipients, representatives, staff and others through a range of documents.

1.6 Human resource management

This expected outcome requires that "there are appropriately skilled and qualified staff sufficient to ensure that services are delivered in accordance with these standards and the residential care service's philosophy and objectives".

Assessment of the expected outcome

The service meets this expected outcome

There are systems and processes to ensure there are sufficient skilled and qualified staff to deliver services that meet the Accreditation Standards and the service's philosophy and objectives. Recruitment, selection and induction processes ensure staff have the required knowledge and skills to deliver quality care and services. Staffing levels and skill mix are reviewed in response to the number of care recipients and changes in care recipients' needs. There are processes to replace staff on planned and unplanned leave. The service's monitoring, human resource and feedback processes identify opportunities for improvement in relation to human resource management. Staff are satisfied they have sufficient time to complete their work and meet care recipients' needs. Care recipients/representatives interviewed are satisfied with the availability of skilled and qualified staff and the quality of care and services provided.

1.7 Inventory and equipment

This expected outcome requires that "stocks of appropriate goods and equipment for quality service delivery are available".

Assessment of the expected outcome

The service meets this expected outcome

The service has processes to monitor stock levels, order goods and maintain equipment to ensure delivery of quality services. Goods and equipment are securely stored and, where appropriate, stock rotation occurs. A preventative maintenance program and cleaning schedules ensure equipment is monitored for operation and safety. The service purchases equipment to meet care recipients' needs and maintains appropriate stocks of required supplies. Staff receive training in the safe use and storage of goods and equipment including manual handling. Staff, care recipients/representatives interviewed are satisfied with the availability and quality of goods and equipment.

1.8 Information systems

This expected outcome requires that "effective information management systems are in place".

Assessment of the expected outcome

The service meets this expected outcome

The service's information management systems provide all stakeholders with access to current and accurate information. Management and staff have access to information that assists them in providing care and services. Electronic and hard copy information is securely stored. There are processes for the backup, archiving and destruction of obsolete records, in keeping with legislative requirements. Key information is collected, analysed, revised and updated on an ongoing basis. Data obtained through information management systems is used to monitor performance and identify opportunities for improvement. The service regularly reviews its information management systems to ensure they are effective. Staff interviewed stated they are satisfied they have access to current and accurate information. Care recipients/representatives interviewed are satisfied the information provided is appropriate to their needs and supports them in their decision-making.

1.9 External services

This expected outcome requires that "all externally sourced services are provided in a way that meets the residential care service's needs and service quality goals".

Assessment of the expected outcome

The service meets this expected outcome

The service has mechanisms to identify external service needs to achieve its quality goals. The service's expectations in relation to service and quality is specified and communicated to the external providers. The service has agreements with external service providers which outline minimum performance, staffing and regulatory requirements. There are processes to review the quality of external services provided and, where appropriate, action is taken to ensure the needs of care recipients and the service are met. Staff are able to provide feedback on external service providers. Care recipients/representatives and staff interviewed stated they are satisfied with the quality of externally sourced services.

Standard 2 – Health and personal care

Principle:

Care recipients' physical and mental health will be promoted and achieved at the optimum level in partnership between each care recipient (or his or her representative) and the health care team.

2.1 Continuous improvement

This expected outcome requires that “the organisation actively pursues continuous improvement”.

Assessment of the expected outcome

The service meets this expected outcome

Refer to Expected outcome 1.1 Continuous improvement for information about the home's systems to identify and implement improvements. Recent examples of improvements in Standard 2 Health and personal care include but are not limited to the following:

- A set of automatically generated clinical indicators have been developed. Indicators include unplanned weight loss, blood glucose levels, wound management, the use of restraint and care plan review dates. Management reported that the program, operating in conjunction with a specialised nursing tracking tool to provides them with 'live' data and improves monitoring, particularly monitoring of care recipients with specialised care needs.
- The service improved processes to monitor care follow up and supervision through the introduction of a daily clinical follow up tool. Management reported this tool provides clinical managers with an opportunity to ensure actions and follow up have been conducted and to enable feedback to be documented in care recipients' clinical records.

2.2 Regulatory compliance

This expected outcome requires that “the organisation's management has systems in place to identify and ensure compliance with all relevant legislation, regulatory requirements, professional standards and guidelines, about health and personal care”.

Assessment of the expected outcome

The service meets this expected outcome

Refer to Expected outcome 1.2 Regulatory compliance for information about the home's systems to identify and ensure compliance with relevant regulatory requirements. Relevant to Standard 2 Health and personal care, management are aware of the regulatory responsibilities in relation to specified care and services, professional registrations and medication management. There are systems to ensure these responsibilities are met.

2.3 Education and staff development

This expected outcome requires that “management and staff have appropriate knowledge and skills to perform their roles effectively”.

Assessment of the expected outcome

The service meets this expected outcome

The home has a system to monitor and ensure staff have the knowledge and skills to enable them to effectively perform their roles in relation to health and personal care. Refer to Expected outcome 1.3 Education and staff development for more information. Examples of education and training provided in relation to Standard 2 Health and personal care include:

- medication

- fluid thickening
- sling use
- dietary management
- dementia and behaviour
- clinical information system
- clinical care.

2.4 Clinical care

This expected outcome requires that “care recipients receive appropriate clinical care”.

Assessment of the expected outcome

The service meets this expected outcome

The service has mechanisms to ensure care recipients receive clinical care that is appropriate to their needs and preferences. Care needs are identified on entry and on an ongoing basis through a review and transfer of information, consultation with the care recipient and/or their representative and assessment processes. Individual care plans are developed by qualified staff and reviewed regularly. There are processes to ensure staff have access to current information to inform care delivery including care plans, progress notes and handovers. Care recipients' clinical care needs are monitored, evaluated and reassessed through incident analysis, reviews and feedback. The service regularly reviews and evaluates the effectiveness of the clinical care system and tools used. Changes in care needs are identified and documented; where appropriate, referrals are made to medical officers or health professionals. Staff provide care consistent with individual care plans. Care recipients/representatives interviewed are satisfied with the clinical care being provided to the care recipient. All respondents to a consumer experience interview were satisfied that their healthcare needs were met most of the time or always.

2.5 Specialised nursing care needs

This expected outcome requires that “care recipients’ specialised nursing care needs are identified and met by appropriately qualified nursing staff”.

Assessment of the expected outcome

The service meets this expected outcome

Care recipients' specialised nursing care needs are identified through assessment processes on entry to the service. Care is planned and managed by appropriately qualified staff. This information, together with instructions from medical officers and health professionals is documented in the care plan. Specialised nursing care needs are reassessed when a change in care recipient needs occurs and on a regular basis. The service's monitoring processes identify opportunities for improvement in relation to specialised nursing care systems and processes. Staff have access to specialised equipment, information and other resources to ensure care recipients' needs are met. Specialised nursing care is delivered by appropriately qualified staff consistent with the care plan. Care recipients/representatives interviewed are satisfied with how specialised nursing care needs are managed.

2.6 Other health and related services

This expected outcome requires that “care recipients are referred to appropriate health specialists in accordance with the care recipient’s needs and preferences”.

Assessment of the expected outcome

The service meets this expected outcome

The service has systems to ensure care recipients are referred to appropriate health specialists in accordance with their needs and preferences. Health specialist directives are communicated to staff and documented in the care plan and care is provided consistent with these instructions. Staff practices are monitored to ensure care is in accordance with the care recipients' needs and preferences. Staff support care recipients to attend external appointments with health specialists. Care recipients/representatives interviewed are satisfied referrals for the care recipient are made to appropriate health specialists of their choice and staff carry out their instructions.

2.7 Medication management

This expected outcome requires that “care recipients’ medication is managed safely and correctly”.

Assessment of the expected outcome

The service meets this expected outcome

The service has systems to ensure care recipients' medication is managed safely and correctly. There are processes to ensure adequate supplies of medication are available and medication is stored securely and correctly. Medical officers prescribe and review medication orders and these are dispensed by the pharmacy service. Documented medication orders provide guidance to staff when administering medications. Procedural guidelines provide clarification surrounding safe medication practices. The service's monitoring processes include reviews of the medication management system and analysis of medication incident data. Opportunities for improvement in relation to the medication management system are identified and addressed. Staff who administer medications receive education in relation to this. Care recipients and representatives interviewed are satisfied the care recipient's medications are provided as prescribed and in a timely manner.

2.8 Pain management

This expected outcome requires that “all care recipients are as free as possible from pain”.

Assessment of the expected outcome

The service meets this expected outcome

Care recipients' pain is identified through assessment processes on entry to the service and as needs change. Specific assessment tools are available for care recipients who are not able to verbalise their pain. Care plans are developed from the assessed information and are evaluated to ensure interventions remain effective. Medical officers and allied health professionals are involved in the management of care recipients' pain. The service's monitoring processes identify opportunities for improvement in relation to pain management systems and processes. Staff assess care recipients' verbal and non-verbal indicators of pain and implement appropriate actions, including utilising a range of strategies to manage comfort levels. Care recipients/representatives interviewed are satisfied the care recipient is as free as possible from pain.

2.9 Palliative care

This expected outcome requires that “the comfort and dignity of terminally ill care recipients is maintained”.

Assessment of the expected outcome

The service meets this expected outcome

The service has processes for identifying and managing care recipients' individual palliative care needs and preferences. Assessments are completed with the care recipient and/or representative to identify end of life care wishes and this information is documented in an end of life plan. The service uses a multidisciplinary approach that addresses the physical,

psychological, emotional, cultural and spiritual support required by care recipients and their representatives. There is a supportive environment which provides comfort and dignity to the care recipient and their representatives. Care recipients remain in the service whenever possible, in accordance with their preferences. Referrals are made to medical officers, palliative care specialist teams and other health specialist services as required. Staff practices are monitored to ensure the delivery of palliative care is in accordance with the end of life plan. Staff follow end of life plans and respect any changes which may be requested. Care recipients/representatives interviewed are satisfied each care recipient's comfort, dignity and palliative care needs are maintained.

2.10 Nutrition and hydration

This expected outcome requires that “care recipients receive adequate nourishment and hydration”.

Assessment of the expected outcome

The service meets this expected outcome

Care recipients' nutrition and hydration requirements, preferences, allergies and special needs are identified and assessed on entry. Care recipients' ongoing needs and preferences are monitored, reassessed and care plans updated. There are processes to ensure catering and other staff have information about care recipient nutrition and hydration needs. Staff monitor care recipients' nutrition and hydration and identify those care recipients who are at risk. The service provides staff assistance, equipment, special diets and dietary supplements to support care recipients' nutrition and hydration. Staff have an understanding of care recipients' needs and preferences including the need for assistance, texture modified diet or specialised equipment. Staff practices are monitored to ensure nutrition and hydration needs are delivered in accordance with care recipients' needs and preferences. Care recipients/representatives interviewed are satisfied each care recipient's nutrition and hydration requirements are met.

2.11 Skin care

This expected outcome requires that “care recipients' skin integrity is consistent with their general health”.

Assessment of the expected outcome

The service meets this expected outcome

Care recipients' skin care requirements, preferences and special needs are assessed and identified, in consultation with care recipients and/or representatives. Care plans reflect strategies to maintain or improve care recipients' skin integrity and are reviewed regularly. Skin care needs are monitored, evaluated and reviewed as required. Referral processes to other health specialists are available if a need is identified. The service's monitoring processes identify opportunities for improvement in relation to skin care; this includes a process for documenting and analysing incidents relating to skin integrity. Staff promote skin integrity through the use of moisturisers, pressure relieving devices, pressure area care and safe manual handling techniques. Care recipients/representatives interviewed are satisfied with the assistance provided to maintain the care recipient's skin integrity.

2.12 Continence management

This expected outcome requires that “care recipients' continence is managed effectively”.

Assessment of the expected outcome

The service meets this expected outcome

Care recipients' continence needs and preferences are identified during the assessment process and reassessments occur as required. Strategies to manage care recipients'

continence are documented in the care plan and regular evaluation occurs to ensure strategies remain effective. Care staff understand individual care recipients' continence needs and how to promote privacy when providing care. Changes in continence patterns are identified, reported and reassessed to identify alternative management strategies. Equipment and supplies such as continence aids are available to support continence management. The service's monitoring processes identify opportunities for improvement in relation to continence management; this includes the collection and analysis of data relating to infections. Staff are conscious of care recipients' dignity while assisting with continence needs. Care recipients/representatives interviewed are satisfied with the support provided to the care recipient in relation to continence management.

2.13 Behavioural management

This expected outcome requires that “the needs of care recipients with challenging behaviours are managed effectively”.

Assessment of the expected outcome

The service meets this expected outcome

The needs of care recipients with challenging behaviours are identified through assessment processes and in consultation with the care recipient, their representative and/or allied health professionals. Individual strategies to manage challenging behaviours are identified and documented in the care plan and are regularly evaluated to ensure they remain effective. The service practises a minimal restraint policy; when restraint is used it has been assessed, authorised and is monitored to ensure safe and appropriate use. Restraint authorisation is reviewed on a regular basis. The service's monitoring processes identify opportunities for improvement relating to behaviour management; this includes the collection and analysis of behavioural incident data. Staff understand how to manage individual care recipient's challenging behaviours, including those care recipients who are at risk of wandering. Care recipients/representatives interviewed are satisfied that staff are responsive and support care recipients with behaviours which may impact on others.

2.14 Mobility, dexterity and rehabilitation

This expected outcome requires that “optimum levels of mobility and dexterity are achieved for all care recipients”.

Assessment of the expected outcome

The service meets this expected outcome

Care recipients' mobility, dexterity and rehabilitation needs are identified through assessment processes and in consultation with the care recipient and/or their representative. Where a need is identified, referrals are made to medical officers and other health specialists, including physiotherapists. Strategies to manage care recipients' mobility and dexterity are documented in the care plan and are regularly evaluated and reviewed to ensure care recipients' needs are met. The service's monitoring processes identify opportunities for improvement in relation to mobility, dexterity and rehabilitation, including the collection and analysis of data relating to accidents and incidents. Care recipients and staff have access to a variety of equipment to assist with care recipients' mobility, dexterity and rehabilitation needs. Associated programs are delivered by appropriately skilled staff, consistent with the care plan. Care recipients/representatives interviewed are satisfied with the support provided to the care recipient for achieving optimum levels of mobility and dexterity.

2.15 Oral and dental care

This expected outcome requires that “care recipients' oral and dental health is maintained”.

Assessment of the expected outcome

The service meets this expected outcome

Care recipients' oral and dental health needs are identified through assessment processes and in consultation with the care recipient and/or their representative. Care strategies are documented on the care plan and are regularly evaluated and reviewed to ensure care recipients' changing needs are met. The service's monitoring processes identify opportunities for improvement in relation to oral and dental management systems and processes, including clinical monitoring processes and consultation. Equipment to meet care recipients' oral hygiene needs is available. Staff provide assistance with oral and dental care and where necessary referrals are made to health specialists such as dentists. Care recipients/representatives interviewed are satisfied with the assistance given by staff to maintain the care recipient's teeth, dentures and overall oral hygiene.

2.16 Sensory loss

This expected outcome requires that “care recipients’ sensory losses are identified and managed effectively”.

Assessment of the expected outcome

The service meets this expected outcome

Sensory losses are identified through assessment processes and in consultation with care recipients and/or their representative. Care plans identify individual needs and preferences and are reviewed regularly. Care recipients are referred to health specialists, such as audiologists and optometrists, according to assessed need or request and are assisted to attend appointments as required. The service's monitoring processes identify opportunities for improvement in relation to how sensory loss is managed, including clinical monitoring processes and consultation with care recipients, representatives and health professionals. Staff receive instruction in the correct use and care of sensory aids and are aware of the assistance required to meet individual care recipients' needs. Care recipients/representatives interviewed are satisfied with the support provided to manage care recipient sensory needs.

2.17 Sleep

This expected outcome requires that “care recipients are able to achieve natural sleep patterns”.

Assessment of the expected outcome

The service meets this expected outcome

Care recipients' sleep patterns, including settling routines and personal preferences, are identified through assessment processes on entry. Care plans are developed and reviewed to ensure strategies to support natural sleep remain effective and reflect care recipients' needs and preferences. Care recipients experiencing difficulty sleeping are offered a range of interventions to promote sleep; where appropriate medical officers are informed of sleep problems. The environment is optimised to ensure it supports natural sleep and minimises disruption. Environmental and clinical monitoring processes identify opportunities for improvement in relation to sleep management. Staff support care recipients when normal sleep patterns are not being achieved. Care recipients/representatives interviewed are satisfied support is provided to the care recipient and they are assisted in achieving natural sleep patterns.

Standard 3 – Care recipient lifestyle

Principle:

Care recipients retain their personal, civic, legal and consumer rights, and are assisted to achieve control of their own lives within the residential care service and in the community.

3.1 Continuous improvement

This expected outcome requires that “the organisation actively pursues continuous improvement”.

Assessment of the expected outcome

The service meets this expected outcome

Refer to Expected outcome 1.1 Continuous improvement for information about the home's systems to identify and implement improvements. Recent examples of improvements in Standard 3 Care recipient lifestyle include but are not limited to the following:

- The service has introduced a compulsory reporting checklist to ensure all legislative requirements have been taken following an incident and appropriate records maintained.
- A new television platform was introduced to improve choice of television services and care recipients' access to day to day information about the service.

3.2 Regulatory compliance

This expected outcome requires that “the organisation’s management has systems in place to identify and ensure compliance with all relevant legislation, regulatory requirements, professional standards and guidelines, about care recipient lifestyle”.

Assessment of the expected outcome

The service meets this expected outcome

Refer to Expected outcome 1.2 Regulatory compliance for information about the home's systems to identify and ensure compliance with relevant regulatory requirements. Relevant to Standard 3 Care recipient lifestyle, management are aware of the regulatory responsibilities in relation to compulsory reporting, care recipient agreements, care recipients' rights and responsibilities and security of tenure. There are systems to ensure these responsibilities are met.

3.3 Education and staff development

This expected outcome requires that “management and staff have appropriate knowledge and skills to perform their roles effectively”.

Assessment of the expected outcome

The service meets this expected outcome

The home has a system to monitor and ensure staff have the knowledge and skills to enable them to effectively perform their roles in relation to care recipient lifestyle. Refer to Expected outcome 1.3 Education and staff development for more information. Examples of education and training recently conducted in relation to Standard 3 Care recipient lifestyle include:

- death and dying
- cultural capability.

3.4 Emotional support

This expected outcome requires that "each care recipient receives support in adjusting to life in the new environment and on an ongoing basis".

Assessment of the expected outcome

The service meets this expected outcome

Care recipients' emotional needs are identified on entry and on an ongoing basis. Processes to assist care recipients include the provision of information prior to entering the service, support during the settling in period, involvement of family and significant others and a lifestyle plan that meets care recipient needs and preferences. Emotional support is provided to care recipients on an ongoing basis based on their identified need; concerns relating to emotional health are referred to appropriate support services. The service's monitoring processes, including feedback and care reviews, identify opportunities for improvement in relation to the emotional support provided. Staff engage with care recipients and support emotional wellbeing in accordance with care recipient preferences. The majority of respondents to a consumer experience interview said they agree there are staff at the home they felt they could talk to if they were feeling a bit sad or worried. Care recipients/representatives interviewed are satisfied the care recipient is supported on entry to the service and on an ongoing basis, including times of personal crisis.

3.5 Independence

This expected outcome requires that "care recipients are assisted to achieve maximum independence, maintain friendships and participate in the life of the community within and outside the residential care service".

Assessment of the expected outcome

The service meets this expected outcome

Care recipients' needs and preferences are assessed on entry and on an ongoing basis to ensure there are opportunities to maximise independence, maintain friendships and participate in the life of the community. Consideration is given to sensory and communication needs as an element of this process. Strategies to promote care recipients' independence are documented in the care plan and are evaluated and reviewed to ensure they remain current and effective. The living environment is monitored and equipment is available to ensure care recipients' independence is maximised. The service's monitoring processes, including feedback, and environmental and care reviews, identify opportunities for improvement in relation to care recipient independence. Staff are familiar with the individual needs of care recipients. Care recipients/representatives interviewed are satisfied with the information and assistance provided to the care recipient to achieve independence, maintain friendships and participate in the community within and outside the service. The majority of respondents to a consumer experience interview said they agree that they are encouraged to do as much as possible for themselves.

3.6 Privacy and dignity

This expected outcome requires that "each care recipient's right to privacy, dignity and confidentiality is recognised and respected".

Assessment of the expected outcome

The service meets this expected outcome

Care recipients' preferences in relation to privacy, dignity and confidentiality are identified on entry and on an ongoing basis to ensure these needs are recognised and respected. Strategies for ensuring privacy and dignity are planned and implemented; this information is documented in the care plan. The living environment supports care recipients' need for personal space and provides areas for receiving guests. The service's monitoring processes, including feedback, meetings and care reviews, identify opportunities for improvement in relation to the service's privacy, dignity and confidentiality systems and processes. Staff have received education in relation to privacy, dignity and confidentiality and their practices support this. Care recipients/representatives interviewed are satisfied staff treat everyone

with respect and feel the care recipient's information is secure. All respondents to a consumer experience interview said staff treat them with respect most of the time or always.

3.7 Leisure interests and activities

This expected outcome requires that "care recipients are encouraged and supported to participate in a wide range of interests and activities of interest to them".

Assessment of the expected outcome

The service meets this expected outcome

Care recipients' interests and activities of choice are identified on entry; barriers to participation, past history, and cultural and spiritual needs are recognised. This information is documented and regularly updated to inform staff of care recipients' current preferred leisure choices. A varied program of activities is available and is reviewed and evaluated to ensure it continues to meet the needs and preferences of care recipients. The activities program respects care recipients' varied needs and includes group, one-on-one and community activities. Staff encourage and support care recipient participation. Care recipients are satisfied with activities and confirm they are supported to participate in activities of interest to them.

3.8 Cultural and spiritual life

This expected outcome requires that "individual interests, customs, beliefs and cultural and ethnic backgrounds are valued and fostered".

Assessment of the expected outcome

The service meets this expected outcome

Individual care recipients' customs, beliefs and cultural and ethnic backgrounds are identified on entry through consultation with the care recipient and their representatives. Relevant information relating to care recipients' cultural and spiritual life is documented in care plans which are regularly evaluated and reviewed. The service has access to support services such as interpreters and community groups and provision is made for the observation of special days. Care recipients' cultural and spiritual needs are considered in meal planning and the facilitation of leisure activities. The service's monitoring processes identify opportunities for improvement in relation to the way care recipients' cultural and spiritual life is valued and fostered. Staff support care recipients to attend and participate in activities of their choice. Care recipients/representatives interviewed confirmed the care recipient's customs and beliefs are respected.

3.9 Choice and decision making

This expected outcome requires that "each care recipient (or his or her representative) participates in decisions about the services the care recipient receives, and is enabled to exercise choice and control over his or her lifestyle while not infringing on the rights of other people".

Assessment of the expected outcome

The service meets this expected outcome

The service has processes to ensure care recipients and their representatives are provided with information about their rights and responsibilities on entry to the service and on an ongoing basis. The service assesses each care recipients' ability to make decisions and identifies authorised representatives where care recipients are not able to make decisions for themselves. Staff are provided with information about care recipients' rights and responsibilities and provide opportunities for the care recipient to exercise choice and make decisions when providing care and services. Staff practices are monitored to ensure care and services delivered are in line with the choices and preference of care recipients. Staff

demonstrated their understanding of care recipients' rights to make choices and how to support them in their choices. All respondents to a consumer experience interview said staff explain things to them most of the time or always. Care recipients are satisfied they can participate in decisions about the care and services they receive and that staff respect their choices.

3.10 Care recipient security of tenure and responsibilities

This expected outcome requires that "care recipients have secure tenure within the residential care service, and understand their rights and responsibilities".

Assessment of the expected outcome

The service meets this expected outcome

Care recipients and their representatives are provided with information about care recipients' rights and responsibilities, the terms and conditions of their tenure, any limitations to care provision within the service, fees and charges and information about complaints, when they enter the service. Changes to care recipients' security of tenure or rights and responsibilities are communicated to care recipients and/or their representative. If a change in care recipient health requires a room change or transfer to another service, this is discussed with the care recipient and/or their representative and managed in accordance with legislative requirements. The service's monitoring processes, including feedback, meetings and care reviews, identify opportunities for improvement in relation to care recipient rights, responsibilities and security of tenure. Staff demonstrate an understanding of care recipient rights. Care recipients/representatives interviewed understand their rights and responsibilities. They are satisfied the care recipient has secure tenure within the service.

Standard 4 – Physical environment and safe systems

Principle:

Care recipients live in a safe and comfortable environment that ensures the quality of life and welfare of care recipients, staff and visitors.

4.1 Continuous improvement

This expected outcome requires that “the organisation actively pursues continuous improvement”.

Assessment of the expected outcome

The service meets this expected outcome

Refer to Expected outcome 1.1 Continuous improvement for information about the home's systems to identify and implement improvements. Recent examples of improvements in Standard 4 Physical environment and safe systems include but are not limited to the following:

- An online safety management system was introduced for the reporting of all staff related incidents and hazards. Reporting and response has improved as it is easier for staff to complete a report and the system automatically notifies the management group about incidents and critical hazards.
- The installation of CCTV has improved security monitoring and the investigation and analysis of incidents. Management are working to further improve coverage through the elimination of blind spots.

4.2 Regulatory compliance

This expected outcome requires that “the organisation’s management has systems in place to identify and ensure compliance with all relevant legislation, regulatory requirements, professional standards and guidelines, about physical environment and safe systems”.

Assessment of the expected outcome

The service meets this expected outcome

Refer to Expected outcome 1.2 Regulatory compliance for information about the home's systems to identify and ensure compliance with relevant regulatory requirements. Relevant to Standard 4 Physical environment and safe systems, management are aware of the regulatory responsibilities in relation to work, health and safety, fire systems, staff vaccinations and food safety. There are systems to ensure these responsibilities are met.

4.3 Education and staff development

This expected outcome requires that “management and staff have appropriate knowledge and skills to perform their roles effectively”.

Assessment of the expected outcome

The service meets this expected outcome

The home has a system to monitor the knowledge and skills of staff members and enable them to effectively perform their role in relation to physical environment and safe systems. Refer to Expected outcome 1.3 Education and staff development for more information. Examples of education and training recently conducted in relation to Standard 4 Physical environment and safe systems include:

- manual handling
- incident and hazard reporting

- fire safety and emergency procedures
- hand hygiene
- workplace safety
- cleaning and infection control
- food safety
- chemicals.

4.4 Living environment

This expected outcome requires that "management of the residential care service is actively working to provide a safe and comfortable environment consistent with care recipients' care needs".

Assessment of the expected outcome

The service meets this expected outcome

The service's environment meets the safety and comfort needs of care recipients, including comfortable temperatures, noise and light levels, sufficient and appropriate furniture and safe, easy access to internal and external areas. Environmental strategies are employed to minimise the use of restraint; when restraint is used it is authorised and monitored. The safety and comfort of the living environment is assessed and monitored through feedback from meetings, surveys, incident and hazard reporting, audits and inspections. There are appropriate preventative and routine maintenance programs for buildings, furniture, equipment and fittings. Staff support a safe and comfortable environment through hazard, incident and maintenance reporting processes. All respondents to a consumer experience interview always felt safe at the service. Care recipients/representatives interviewed are satisfied the living environment is safe and comfortable.

4.5 Occupational health and safety

This expected outcome requires that "management is actively working to provide a safe working environment that meets regulatory requirements".

Assessment of the expected outcome

The service meets this expected outcome

Management is actively working to provide a safe working environment. The organisation's processes support the provision of a safe working environment, including policies and procedures, staff training, routine and preventative maintenance and incident and hazard reporting processes. Staff are trained in incident reporting and hazard reporting and in the safe use of equipment. The service has staff qualified in safety to advise management. Opportunities for improvement in the health and safety program are identified through audits, inspections, meetings and the analysis of incident and hazard data. Sufficient and appropriate goods and equipment are available to support staff in their work and minimise health and safety risks. Staff have a sound understanding of safe work practices and are provided with opportunities to have input to the service's workplace health and safety program. Staff were observed to carry out their work safely and are satisfied management is actively working to provide a safe working environment.

4.6 Fire, security and other emergencies

This expected outcome requires that "management and staff are actively working to provide an environment and safe systems of work that minimise fire, security and emergency risks".

Assessment of the expected outcome

The service meets this expected outcome

Policies and procedures relating to fire, security and other emergencies are documented and accessible to staff; this includes an emergency evacuation plan. Staff attend training in fire, security and other emergencies when they commence work at the service and on an ongoing basis. Emergency equipment is inspected and maintained and the environment is monitored to minimise risks. Staff have an understanding of their roles and responsibilities in the event of a fire, security breach or other emergency and there are routine security measures. Security is monitored through CCTV. Care recipients/representatives interviewed feel safe and secure in the service; they are also satisfied that staff are capable of assisting the care recipient in emergencies.

4.7 Infection control

This expected outcome requires that there is "an effective infection control program".

Assessment of the expected outcome

The service meets this expected outcome

The service has processes to support an effective infection control program. The infection control program is managed by clinical staff and includes regular assessment of care recipients' clinical care needs in relation to current infections, susceptibility to infections and prevention of infections. Staff and management have guidelines to follow for the reporting and management of notifiable diseases. Care plans describe specific prevention and management strategies. The service's monitoring processes identify opportunities for improvement in relation to infection control; this includes observation of staff practices, analysis of clinical and infection data and evaluation of results. Preventative measures used to minimise infection include staff training, a food safety program, cleaning regimes, vaccination programs for care recipients and staff, a pest control program, waste management and laundry processes. Staff are provided with information about infections at the service and have access to policies and procedures and specific equipment to assist in the prevention and management of an infection or outbreak. Care recipients/representatives and staff interviewed are satisfied with the prevention and management of infections.

4.8 Catering, cleaning and laundry services

This expected outcome requires that "hospitality services are provided in a way that enhances care recipients' quality of life and the staff's working environment".

Assessment of the expected outcome

The service meets this expected outcome

The service identifies care recipients' needs and preferences relating to hospitality services on entry to the service through assessment processes and consultation with the care recipient and their representatives. There are processes available that support care recipients to have input into the services provided and the manner of their provision. The service has a food focus group. The service's monitoring processes identify opportunities for improvement in relation to the hospitality services provided; this includes feedback from care recipients and representatives and monitoring of staff practice. Hospitality staff interviewed said they readily have access to information about care recipients' preferences and receive feedback about services provided. Staff are satisfied the hospitality services enhance the working environment. Care recipients/representatives interviewed were satisfied with cleaning and laundry services and generally satisfied with catering services. A high proportion of respondents to a consumer experience interview liked the food most of the time or always.