

## 1. POLICY CERTIFICATION

Policy title:	<b>Aged Care Health and Personal Care Policy</b>
Policy number:	<b>FACS031</b>
Category:	<b>Policy</b>
Classification:	<b>Community Services</b>
Status:	<b>Approved</b>

## 2. PURPOSE

The purpose of this policy is to:

- Ensure each resident/care recipient has their health and personal care needs assessed by an appropriately qualified health professional
- Ensure the individual preferences of each person are taken into consideration in the development of their care plan
- Ensure each person has an individualised care plan which sets out the strategies and services to meet their health and personal care needs
- Ensure the assessed needs include:
  - Specialised nursing care; other health and related needs; medication management; pain management; palliative care/end of life wishes; nutrition and hydration; continence management; skin care; behaviour management; mobility and dexterity; oral and dental care; sensory needs; and sleep
  - Consideration of privacy and confidentiality
  - Consideration of cognitive and physical capacity
  - Consideration of the need for advocacy
  - Strategies to maximise independence
  - Consideration of cultural and spiritual needs
  - Promotion of choice and decision making
  - Minimal use of restraint
  - Celebration of the person's identity and diversity
- Ensure the care plan reflects the assessed needs and ongoing changes to the person's needs and preferences
- Ensure the ongoing review of each person's needs and subsequent adjustments to the care plan and services provided
  - Ensure timely and appropriate referrals are made to medical/allied health/other practitioners and services as appropriate

## 3. ORGANISATIONAL SCOPE

This policy applies to all employees, councillors, volunteers and contractors of Roper Gulf Regional Council engaged in:

- Any type of work for the organisation; and,
- Management and review of employees and/or volunteers on behalf of the organisation

#### 4. POLICY STATEMENT

Roper Gulf Regional Council is committed to enhancing and maintaining the wellbeing of all our customers (residents/care recipients) through meeting their health and personal care needs.

The organisation will endeavour to provide person centred care services which honour and support the individual needs and preferences of each person in the assessment process, care planning, and the provision of health and personal care services.

The organisation will strive to provide best practice through the application of evidenced based techniques and services in the provision of health and personal care.

We will use education and training, research to inform practice, and external resources/specialised services/practitioners to enhance the skills/knowledge of staff and service delivery.

#### 5. DEFINITIONS

Organisation	Roper Gulf Regional Council
Residents/ Care Recipients	Care recipients receiving Aged Care and Disability Services from Council
Service/ Program	Aged Care and Disability Services funded by the Australian and Northern Territory Governments

#### 6. PRINCIPLES

##### 6.1 Risks

Rating	Overview	Risks / Mitigation
High	The organisation would be at a major risk without an immediate policy.	Review policy against the Service Access Policy, Professional Standards and relevant legislation on an bi-annual basis.

##### 6.3 Consultation

Quality Assurance Manager  
 Board of Directors  
 Chief Executive  
 Executive Managers  
 Committees

#### 6.4 Customer Participation and Review (Resident, Care recipient, Consumer, Representative)

Consumer Advisory Group

### 7. REFERENCES

Acknowledgements (original author/source documents)	Babyboomers Pty Ltd licenced template 2016
Related Policies	<ul style="list-style-type: none"> <li>• WS003 Work Health and Safety Policy</li> <li>• ADM012 Organisational Delegations Manual</li> <li>• HR001 Code of Conduct</li> <li>• HR005 Confidentiality and Privacy Policy</li> </ul>
Related Publications	<ul style="list-style-type: none"> <li>• Aged Care Act 1997</li> <li>• Accountability Principles 2014</li> <li>• Quality of Care Principles 2014</li> <li>• Accreditation Standards</li> <li>• Home Care Standards</li> <li>• Privacy Act 1988 and update 2014</li> <li>• Work Health and Safety Act 2012</li> </ul>
Relevant Forms	Care Plan

### 8. DOCUMENT CONTROL

Policy number	<b>FACS031</b>
Policy Owner	<b>Director Council and Community Services</b>
Endorsed by	<b>Ordinary Meeting of Council</b>
Date approved	<b>27 July 2016</b>
Revisions	
Amendments	
Next revision due	<b>July 2018</b>

**9. CONTACT PERSON**

Contact person

**Manager Governance and Corporate  
Planning**

Contact number

**08 8972 9000**