



# Agency Seminars

New

Achieving compliance with 1.8 Information systems

Managing risk to avoid non-compliance

Evidence-based practice

Continuous improvement



*Can't make it? Let us come to you.*

Take advantage of the cost savings, convenience, flexibility & team building opportunities.

Save over \$115 per participant\* as well as on travel and accommodation.

"In-house direct seminars are more than convenient. Relevant information direct to our organisation, without a doubt, provides invaluable lessons not otherwise achieved." *Waldreas Village*

See back page for more details

For seminar dates and locations visit  
[www.accreditation.org.au](http://www.accreditation.org.au)

**5% discount**  
on group registrations  
of 5 or more

## Achieving compliance with 1.8 Information systems

Find out how to develop and maintain effective information systems that will facilitate the improvement and maintenance of high quality focused care.

**The seminar will provide participants with an understanding of:**

- the relevance and importance of having and using effective information systems
- the essential components of effective information systems
- demonstrating compliance with 1.8 Information systems
- how information systems contribute to strategic and operational planning and decision making
- how to critically analyse existing information systems to identify gaps
- how to develop strategies to successfully implement changes to existing or new information systems.

**The seminar will help you to:**

- measure and monitor your compliance with 1.8 Information systems
- implement and maintain effective and sustainable information systems
- achieve positive results for residents, relatives and staff.

**Ideal for:**

- senior managers / group and site managers
- director of nursing / directors of care / village managers
- quality managers.

**Cost**

\$270 incl GST

## Managing risk to avoid non-compliance

Find out how to adopt a risk management approach to avoid non-compliance. This seminar uses practical industry examples to assist providers with risk identification, analysis, management and planning.

**The seminar will provide participants with an understanding of:**

- the key risk indicators that are often associated with non-compliant homes and how they can be managed
- the top 10 non-compliant expected outcomes, the possible causes for non-compliance and how these can be avoided
- structures and processes to assist participants develop an integrated approach to identifying risks that may impact resident care.

**This seminar will help you to:**

- demonstrate an understanding of the risk management process in aged care
- identify risks and treatment options associated with non-compliance with the Accreditation Standards
- acquire skills and strategies for prioritising and controlling risk in your home.

**Ideal for:**

- directors of nursing / senior managers
- registered nurses / care supervisors
- quality coordinators / educators.

**Cost**

\$270 incl GST

## Evidence-based practice

Find out how to implement a planned organisational approach to evidence-based practice that will result in measurable improvements for residents, staff and the organisation.

**The seminar will provide participants with an understanding of:**

- evidence-based practice
- best available evidence and how to find it
- clinical guidelines and how they are developed
- critical appraisal of clinical guidelines
- application, contextualisation and implementation of clinical guidelines
- clinical audits
- how a clinical audit can measure current practice and then be used as a tool to improve practice.

**This seminar will help you to:**

- locate evidence
- appraise clinical practice guidelines
- contextualise and implement a clinical practice guideline
- clinically audit current practice
- develop strategies for practice improvement.

**Ideal for:**

- directors of nursing / senior managers
- registered nurses / care supervisors
- quality coordinators / educators.

**Cost**

\$270 incl GST

## Continuous improvement

Find out how to implement continuous improvement processes that will benefit residents, staff and the organisation.

**The seminar will provide participants with an understanding of:**

- an approach to achieving sustainable gains through linking the strategic direction of the organisation to continuous improvement
- structures and processes for developing a continuous improvement system that will achieve the best for residents
- selecting the right tools and approaches for monitoring, evaluation, management of risk, innovation and sustainable improvement in key priority areas
- techniques for tracking, evaluating and reporting on achievements to demonstrate tangible improvements in resident quality care.

**This seminar will help you to:**

- understand the relationship between continuous improvement and strategic planning
- define objectives and outcomes
- maintain a resident focus in your continuous improvement plan
- involve key stakeholders in your continuous improvement activities
- monitor and evaluate your continuous improvement activities.

**Ideal for:**

- directors of nursing / senior managers
- registered nurses / care supervisors
- quality coordinators / educators.

**Cost**

\$195 incl GST

One day – 9am-5pm. Registration from 8.30am.

Seminar fees include seminar material, lunch and refreshments.

# Registration form and tax invoice



Aged Care  
Standards and Accreditation Agency Ltd

Aged Care Standards and Accreditation Agency Ltd ABN 64 079 618 652



## Participant information

Please print. Forms may be photocopied.

Seminar	Fee	Fee per person for group of 5 or more
Achieving compliance with 1.8 Information systems	<input type="checkbox"/> \$270	<input type="checkbox"/> \$256.50
Managing risk to avoid non-compliance	<input type="checkbox"/> \$270	<input type="checkbox"/> \$256.50
Evidence-based practice	<input type="checkbox"/> \$270	<input type="checkbox"/> \$256.50
Continuous improvement	<input type="checkbox"/> \$195	<input type="checkbox"/> \$185.25

See website for dates and locations.

Seminar state \_\_\_\_\_

Seminar location \_\_\_\_\_ Seminar date \_\_\_\_\_

Title \_\_\_\_\_ First name \_\_\_\_\_

Surname \_\_\_\_\_

Preferred name on badge \_\_\_\_\_

Job title \_\_\_\_\_

Company or approved provider (if applicable) \_\_\_\_\_

Name of home (if applicable) \_\_\_\_\_

All correspondence will be sent directly to the participant. Please ensure that the following contact details are those of the person attending the course.

Mailing address \_\_\_\_\_

Suburb/Town \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_

Tel ( ) \_\_\_\_\_

Fax ( ) \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Special requirements (eg dietary, mobility) \_\_\_\_\_

## Payment details

Registration must be accompanied by payment.  
Payments cannot be made via EFT.

Total amount to be paid: \$ \_\_\_\_\_

(all prices in Australian dollars and include GST)

Cheque/money order is enclosed (payable to Aged Care Standards and Accreditation Agency Ltd)

Cheque number: \_\_\_\_\_

Bank: \_\_\_\_\_

Branch: \_\_\_\_\_

Drawer: \_\_\_\_\_

Please debit my credit card as nominated below

MasterCard

VISA

Amex

Diners Club

Card no. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiry date \_\_\_\_ / \_\_\_\_

Cardholder's name \_\_\_\_\_

Signature \_\_\_\_\_

Please regard this registration form as a tax invoice. A separate invoice will not be issued.

Registrations close two weeks prior to seminar commencement. Places are strictly limited.

## Registration confirmation

Registrations will not be confirmed without payment. If you do not receive a confirmation letter please call to confirm attendance at least two weeks prior to seminar commencement.

## Privacy

The Agency may use information we have collected about you to send you material about issues we think will be of interest which includes upcoming education and networking events. We (or someone nominated by us) may also contact you to invite you to tell us more about your experiences, needs and expectations so we can improve our service to you. If you do not want us to use your personal information for that purpose, or would like us to update your details, email seminars@accreditation.org.au at any time.

## Registration conditions

By returning this form you acknowledge that you have read the seminar information and registration conditions as specified.

Please return with payment to:  
Aged Care Standards and Accreditation Agency Ltd  
Agency Seminars  
PO Box 773 Parramatta NSW 2124

For any enquiries contact us on:  
Ph: 1800 728 589  
Fax: (02) 9687 0412  
Email: seminars@accreditation.org.au

## Can't make it? Let us come to you.

What are the advantages of having a seminar delivered direct to your organisation?

- Substantial savings\*** – save over \$115 per participant on the seminar training fee (based on a maximum of 20 participants). Save on staff travel and accommodation.
- Convenience** – participants can learn at their usual workplace enabling them to be available during breaks if required.
- Flexibility** – we can work with you to schedule a date to suit your staff's availability.
- Team building** – staff attending the same session can build relationships, promote a shared understanding and foster team spirit.
- Relevance** – we can focus on your organisation's specific issues and challenges.

"The organisation-direct method of training was an excellent way for the staff at Garrawarra Centre to participate in an interactive workshop and gain knowledge, skills & information which will benefit care delivery." - *Garrawarra Centre, South Eastern Sydney and Illawarra Area Health Service.*

Call **1800 728 589** to find out more about running a seminar for your staff at your organisation.

## Seminar information

### Locations

Details of venue locations will be sent to participants upon registration.

### Travel and accommodation

Participants requiring travel and accommodation should make their own arrangements. Prior to booking travel and accommodation, it is recommended participants await written confirmation that the seminar is proceeding and a place has been allocated.

### Access for people with disabilities

People with specific needs should contact us to ensure their requirements can be met before registering.

### Registration conditions

#### Cancellation and transfer policy

The Aged Care Standards and Accreditation Agency Ltd will not accept liability or responsibility for changes to personal or organisational circumstances. There are no refunds for non-attendance.

#### Cancellation of seminar

Seminars will proceed subject to sufficient numbers. In the event a seminar does not meet minimum participant numbers, we will advise of cancellation within 10 days of the scheduled date. Participants can transfer to another suitable date or elect for a full refund.

### Cancellation of attendance

Cancellations must be received in writing at least 14 days prior to the start of the event. A refund will then be processed less \$55 (incl GST) administration charge. No refunds will be processed for any cancellations received within 14 days prior to the start of the event.

### Transfers and substitutions

Transferring participants between seminars and substitutions of participants on any seminar will be accepted if they are advised in writing at least 14 days prior to the commencement date. One transfer and one substitution is permissible at no charge. Subsequent transfers and substitutions will incur an administrative fee of \$55 (incl GST).

### Insurance

The Aged Care Standards and Accreditation Agency Ltd does not accept responsibility for personal accidents, injuries, theft and/or damage to the property of participants. Travel insurance is recommended for travel within Australia.

### Disclaimer

All information is correct at time of printing. The Agency reserves the right to change facilitators at any time during the seminar.

### Seminar enquiries

Ph: 1800 728 589

Fax: (02) 9687 0412

Email: [seminars@accreditation.org.au](mailto:seminars@accreditation.org.au)

[www.accreditation.org.au](http://www.accreditation.org.au)



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