
DOB ENTERPRISES PTY LTD

DOB Nursing Staff Compliance Policy IMS-541-01-POL



DOB ENTERPRISES PTY LTD
ABN 20112 866001

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Revision

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Revision History

Date	Rev	Modified By	Changes Made, Review History	Reviewed by	Approved by
19.02.19	0	Sunette Opperman	Creation	S Rupert	S Rupert
29.6.21	1	Ellen Crepaz	Update information	S Rupert	S Rupert



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DOB Enterprises Pty Ltd t/a MBC Nursing Agency, is committed to employing qualified, experienced Nursing staff, and implementing a strict policy of periodic checks on Criminal History, Working with Children, professional registrations, First Aid and CPR.

Scope:

This policy covers the employment and placement of Registered Nurses, Enrolled Nurses and Care staff.

Objective:

DOB will ensure suitably qualified staff are placed with clients and that they are regularly checked and refreshed.

Policy:

DOB has adopted the following schedule of checks and certifications:

- **Upon employment before placement the following are lodged and/or verified:**

1. Criminal History Check
2. Working with Children Check
3. NDIS Worker Screening Check
4. Two professional references
5. Qualification verification
6. Registration (APHRA) verification
7. First Aid and CPR verification and expiration check
8. Drivers Licence, Vehicle Registration and third Party Insurance

- **Before placement all staff are inducted on:**

- **MBC Nursing Staff Manual as well as**

1. Equal Opportunity, Bullying, Harassment, Aggression, Violence
2. Client abuse
3. Child Protection
4. Carer and client rights and responsibilities
5. Code of Conduct and Professional Boundaries
6. Drug and Alcohol Policy
7. Expected Duties/service types
8. Electrical Safety
9. Emergency procedures
10. Fire Safety
11. Grievance, Feedback and Complaints
12. Hazardous Chemicals
13. Infection Control
14. Manual Handling
15. Medication Competency
16. Privacy and Confidentiality
17. Mobile Phone use
18. Safety in Home
19. Slips, Trips and Falls
20. Reporting Risks, hazards, incidents, accidents and breaches
21. Covid-19 preparedness



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Checks and recertification include:

1. Criminal History Check - annual
2. Working with Children Check – 5 yearly
3. NDIS Worker Screening Check – 5 yearly
4. Registration (APHRA) verification - annual
5. First Aid and CPR expiration check - annual
6. Drivers Licences, Vehicle Registration and third Party Insurance

Annual Reinduction Includes:

1. Equal Opportunity, Bullying, Harassment, Aggression, Violence
2. Client abuse
3. Child Protection
4. Carer and client rights and responsibilities
5. Code of Conduct and Professional Boundaries
6. Drug and Alcohol Policy
7. Electrical Safety
8. Emergency procedures
9. Fire Safety
10. Grievance, Feedback and Complaints
11. Hazardous Chemicals
12. Infection Control
13. Manual Handling
14. Medication Competency
15. Privacy and Confidentiality
16. Mobile Phone use
17. Safety in Home
18. Slips, Trips and Falls
19. Reporting Risks, hazards, incidents, accidents and breaches
20. Work Health and Safety Questionnaire

Method:

Upon employment and new staff member is entered into our client/candidate management software.

All the employee's qualifications, certifications, and inductions are linked to their individual profile with initial date, expiration date and a reminder date.

Reminder dates are set from 3 months to 1 month in advance and generates a notification to the employee, nursing management and rostering team. If an expired item is not actioned a report is sent to the Nursing Manager, the WHS Manager and the company Director, and the employee is deactivated until action is taken.

The system does not allow for rostering staff to roster any staff with expired or incomplete qualifications, certifications or inductions.



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