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# DOB ENTERPRISES PTY LTD

## DOB Nursing Staff Compliance Policy IMS-541-02-POL



DOB ENTERPRISES PTY LTD  
ABN 20112 866001

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Revision

2

Date

13.08.2021

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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
13.08.21	2	Ellen Crepaz	Update to add more 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. NDIS Orientation module – Quality, Safety and You
5. Two professional references
6. Qualification verification
7. Registration (APHRA) verification
8. First Aid and CPR verification and expiration check
9. Drivers Licences, Vehicle Registration and third Party Insurance

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

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. NDIS Worker Handbook, including NDIS Code of Conduct
7. Drug and Alcohol Policy
8. Expected Duties/service types
9. Electrical Safety
10. Emergency procedures
11. Fire Safety
12. Grievance, Feedback and Complaints
13. Hazardous Chemicals
14. Infection Control
15. Manual Handling
16. Medication Competency
17. Privacy and Confidentiality
18. Mobile Phone use
19. Safety in Home



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20. Slips, Trips and Falls
  21. Reporting Risks, hazards, incidents, accidents and breaches
  22. Covid – 19 Preparedness

**Checks and recertification includes:**

1. Criminal History Check – 3 yearly
2. Working with Children Check – 5 yearly
3. NDIS Worker Screening Check - 5 yearly
4. NDIS Sole Worker risk assessment, as required
5. Registration (APHRA) verification - annual
6. First Aid and CPR expiration check - annual
7. 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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