
DOB ENTERPRISES PTY LTD

DOB Nursing Staff Compliance Policy IMS-541-00-POL



DOB ENTERPRISES PTY LTD
ABN 20112 866001

Level 1 49 Horton Street
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Revision

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Date

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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



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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. Two professional references
 4. Qualification verification
 5. Registration (APHRA) verification
 6. First Aid and CPR verification and expiration check
 7. 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. 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

Annual Checks and recertification include:

1. Criminal History Check
2. Working with Children Check
3. Registration (APHRA) verification
4. First Aid and CPR expiration check



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5. 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
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19. Reporting Risks, hazards, incidents, accidents and breaches

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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