## **ANNUAL TRAINING PLAN: 2020-2022**

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| **Topic (and Relevant Documents / References for Training Where Appropriate)** | **2020Date Completed** | **2021Date Completed** | **2022Date Completed** |
| Notes: * Details on the completion of the NDIS e-learning Orientation module for each worker is included in the HR Register
* If you are a solo AHP - many of these topics will be ‘refresher’ training and will also provide an opportunity to review and update policies and forms
* If you have a number of staff you will need to complete the Training Attendance Record and ensure those who missed the group training are provided with the same / similar training
* Remember, completion of some of these topics may be counted towards CPD points – check with your professional association or APHRA
* P&P = Policy and Procedures.
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| Service Delivery Model (Policy) (focus on person-centred service delivery + ‘Engagement’ in Risk Management Register) |  |  |  |
| Participants Rights & Responsibilities (P&P + NDIS participant Service Agreement + refer to [Declaration of Human Rights](22-V%20Annual%20Training%20Plan-2019-2021.docx) + other policies as below) [https://www.amnesty.org.au/how-it-works/what-are-human-rights/?cn=trd&mc=click&pli=23501504&PluID=0&ord={timestamp}&gclid=Cj0KCQiAt\_PuBRDcARIsAMNlBdplnOtHBcWJ5-IAYkKKz9nYj0Th4k-8FWNMqLYTqP86HOTjjRghPbIaAmbhEALw\_wcB](https://www.amnesty.org.au/how-it-works/what-are-human-rights/?cn=trd&mc=click&pli=23501504&PluID=0&ord=%7btimestamp%7d&gclid=Cj0KCQiAt_PuBRDcARIsAMNlBdplnOtHBcWJ5-IAYkKKz9nYj0Th4k-8FWNMqLYTqP86HOTjjRghPbIaAmbhEALw_wcB) |  |  |  |
| Advocacy (P&P) |  |  |  |
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| Feedback & Complaints Management (P&P & related forms / documents including the NDIS Quality and Safeguards Commission's Effective *Complaint Handling Guidelines for NDIS Providers)* |  |  |  |
| Incident Management including reporting to NDIS, Mandatory (Child) Abuse and Elder Abuse (P&P, [NDIS Commission Incident Management Systems: Detailed Guidance for Registered NDIS Providers June 2019](https://www.ndiscommission.gov.au/sites/default/files/documents/2019-06/detailed-guidance-incident-management-systems-detailed-guidance-regi.pdf) esp re identifying incidents & related forms / documents) |  |  |  |
| Risk Management (P&P, Risk Management Register & related forms / documents including audi) |  |  |  |
| Quality Management (Program, Quality Improvement Plan, Projects Register & related forms / documents including audits, use of Doc Control Register) |  |  |  |
| Privacy and Information Policy & related forms / documents |  |  |  |
| Conflict of Interest & Register |  |  |  |
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| Safe Practice & Environment Policy & related documents - covers participant and AHP safety  |  |  |  |
| Management of Injured Workers Policy – reporting & management / support |  |  |  |
| Infection Control – hand washing (online) <https://www.hha.org.au/online-learning/learning-module-information> |  |  |  |
| Ergonomics and Manual Handling  |  |  |  |
| Participant Money & Property – handling / consent / recording |  |  |  |
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| NDIS Code of Conduct  |  |  |  |
| NDIS Terms of Business for Registered Providers |  |  |  |
| Strategic Plan – Overview / Review |  |  |  |
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| Cultural ResponsivenessPossible useful resource - SBS App approx 3 hrs - $40 <https://cultural-competence.com.au/individuals> |  |  |  |
| Dignity of Risk and Duty of Care (P&P) |  |  |  |
| Consent (P&P, Results of Serv Agreement Audit) Substitute Decision Makers and Duty of Care for Participants with Reduced Decision Making Capacity (P&P)  |  |  |  |
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| Service delivery related processes – SOPs, checklists (eg Participant Transition-Discharge Checklist) |  |  |  |
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| Epi Pen Training **-** Add if providing a school-based service |  |  |  |
| CPR Training - Add if physiotherapist  |  |  |  |
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