## **ANNUAL TRAINING PLAN: 2019-2021**

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| **Topic** | **2019Date Completed** | **2020Date Completed** | **2021Date 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
* Remember, completion of some of these topics may be counted towards your CPD points – check with your professional association or APHRA.
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| XXXX Service Delivery Model policy (focuses on person-centred service delivery) |  |  |  |
| Participants rights & responsibilities (in NDIS participant Service Agreement) |  |  |  |
| Incident & Complaints Management Policy (including reporting to NDIS, Mandatory (Child) Abuse and Elder Abuse) & related forms / documents |  |  |  |
| Risk Management Policy & related forms / documents |  |  |  |
| Risk Register  |  |  |  |
| Privacy and Information Policy & related forms / documents |  |  |  |
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| Safe Practice & Environment Policy & related documents - covers participant and AHP safety  |  |  |  |
| Infection Control – hand washing Infection Control – hand washing (online) <https://www.hha.org.au/online-learning/learning-module-information> |  |  |  |
| Ergonomics and Manual Handling  |  |  |  |
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| NDIS Code of Conduct  |  |  |  |
| NDIS Terms of Business for Registered Providers |  |  |  |
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| Cultural Responsiveness |  |  |  |
| Dignity of Risk and Duty of Care |  |  |  |
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| Epi Pen Training **Add if providing a school-based service** |  |  |  |
| CPR Training Add if physiotherapist  |  |  |  |
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