INCIDENT REPORTING SKILLS

Combining the convenience of self-paced e-learning with live online training via Zoom

Date: Thursday 11 April 2024 - The e-learning module (part 1) must be completed prior to 11/4

Time: 1.00pm to 2.30pm SA, NT | 1.30pm to 3.00pm VIC, NSW, ACT, TAS, QLD | 11.30am to 1pm WA

Presenter: Donny Raets from Preventing Harm Initiative

This course will teach you to successfully report and respond to incidents to improve outcomes for staff, services, and the people you support.

Part 1: e-learning - self-paced online learning module

Duration: 45 minutes

- Be able to identify what an incident is
- Know what information about an incident to report and why it is important
- Learn the importance of providing factual and accurate information
- Be aware of how to respond to incidents and what actions to take
- Know how to meet the Quality Standard requirements about incident reporting

* You will receive the e-learning invite from phi-online prior to the workshop training

Part 2: Instructor led training via Zoom

Duration: 1.5 hours

Pre-requisite: Completed Part 1 e-learning module

- Use the knowledge gained from Part 1 to write an incident report
- Practice writing case studies to improve your skills

Who should attend

- Direct care and support staff who report incidents in Aged or Disability services

BLENDED LEARNING
INCIDENT REPORTING SKILLS

Email registration form to enquiry@acia.asn.au

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☐ Member - $180 per person (Inc GST)   ☐ Non-Member - $198.00 per person (Inc GST)

* Contact us for a discount for a booking of 4 or more people

Name: _____

Organisation: _____

Address: _____

Position: _____   Phone: _____

Email: _____

* Email address of **participant** is required for the online link

Payment Details

☐ Credit Card*   ☐ Visa Card*   ☐ Master Card*   * Card payments attract a 1.5% surcharge

Card No: _ _ _ _   _ _ _ _   _ _ _ _   _ _ _ _   Expiry: _ _ / _ _

Cardholders Name: _____   Signature: _____

☐ Invoice for EFT Payment

Terms and Conditions

Please note this registration is not an invoice. Aged Care Industry Association (ACIA) will forward a confirmation upon receipt of this registration. Bookings must be made prior to the workshop using the registration form provided and emailed to ACIA.

Course cancellations: ACIA reserves the right to cancel events if sufficient numbers are not achieved. In the case of a cancellation by ACIA all registration fees will be refunded in full.

Registration transfer or cancellation: Notification of cancellation or transfer of registration must be by email to enquiry@acia.asn.au. No refund is available for any cancellations received five working days or less prior to the start date, however a substitute delegate is welcome. Please notify ACIA of any substitution as soon as possible. **No refund or transfer will be given for non-attendance.**

Sessions are live and no recording will be permitted or provided (unless specified).

By completing this registration form you agree to ACIA sending training updates to you.

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