



AGED CARE INDUSTRY
ASSOCIATION

Unit 5, 259 Glen Osmond Road, Frewville SA 5063
08 8338 6500

ONLINE

DEFENSIBLE DOCUMENTATION

Date: Thursday 16 May 2024

Time: 1.00pm to 4.00pm SA, NT | 1.30pm to 4.30pm VIC, NSW, ACT, TAS, QLD | 11.30am to 2.30pm WA

Audience: Nurses, Allied Health, Care Workers, and Assistants in Nursing

Presenter: Donny Raets from Preventing Harm Initiative

This workshop sets the standard for documentation training, having taught thousands of staff across Australia in the aged, disability, health and medical services. Learn the method proven to be legally defensible, accurate and easy to use. Dispel the myths and document the facts.

Becoming the documentation standard for leading organisations!

Workshop includes:

- Legal requirements of progress/case note documentation.
- Correct language and words to communicate factual information respectfully.
- Tips for simplifying documentation and ensuring it's relevant and reader friendly.
- The recommended FACT method format for documenting care, goal orientated support, risks, incidents, and complaints
- The 2 C's of consent to defensibly document choice and informed risk taking.
- Practice writing defensible notes for goal orientated support and incident report

Take away practical strategies to:

- Improve and simplify your documentation
- Professionally document with confidence
- Know what to write to achieve the best outcomes for participants, your organisation and yourself
- Demonstrate compliance with funding and industry requirements

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Email registration form to enquiry@acia.asn.au

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Member - \$220 per person (Inc GST) Non-Member - \$242 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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