



AGED CARE INDUSTRY
ASSOCIATION

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

ONLINE

INCIDENT REPORTING AND INVESTIGATION

Date: Thursday 6 June 2024

Time: 1pm to 4pm SA, NT | 1.30pm to 4.30pm TAS, VIC, ACT, NSW, QLD | 11.30am to 2.30pm WA

Audience: Nurses, Coordinators, Team Leaders and Managers in Disability, Aged Care services, Home Care and others who document incidents

Presenter: Donny Raets from Preventing Harm Initiative

This workshop will step you through how to successfully report, investigate and prevent incidents to improve outcomes and meet relevant NDIS reportable incident requirements and Australian Aged Care Quality Standards.

Be guided through what you need to know, consider, do and document, to be competent in incident management in a support/care environment. Simplify effective risk reduction, whilst continuing to support client choice.

Workshop includes:

- Managing incidents to comply with the relevant standards
- Reportable incidents - know what and when to report.
- Recommended content of incident reports to ensure documentation is defensible and reasonable care is evidenced
- Best practice in incident investigation to prevent recurrence
- Incident investigation documentation to demonstrate effective risk management
- Case study practice to improve skills

Take away practical strategies to:

- Improve your incident reporting and investigation documentation
- Achieve compliance with NDIS/ACQS reporting requirements
- Improve outcomes for clients, staff and services

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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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