



AGED CARE INDUSTRY  
ASSOCIATION

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

## SELF-PACED ONLINE TRAINING

# INCIDENT REPORTING SKILLS

**Format:** Self-paced online training course delivered by Preventing Harm Initiative

**Audience:** Direct Care and Support Staff who report incidents in aged care or disability services

**Duration:** Approximately 30 minutes

### Description:

Getting it Right.

Do you know how to write an incident report?

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

### Course objectives:

- 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:

- 365-day access to the course from day of enrolment
- Own learning page on the portal - you can see all your learning in one spot

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Email registration form to [enquiry@acia.asn.au](mailto:enquiry@acia.asn.au)

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\$49.95 per person (Inc GST)

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\* Email address of **participant** is required for the online training 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 using the registration form provided and emailed to ACIA.

**Payment and Refunds:** The participant agrees to pay the full amount prior to the link being sent to them, and no refund is available if they do not complete the course..

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

**DISCLAIMER:** The advice and views of speakers and the content of presentations are entirely and exclusively the views of the speakers and do not necessarily reflect the views of ACIA. ACIA disclaims all liability in relation to actions taken in response to information presented by speakers.