

# AGED CARE, COMMUNITY & DISABILITY SERVICES

## Product Catalogue



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# ABOUT US

Compact has maintained a standard of excellence since its humble beginnings in 1975. Over the past 40 years we have assisted many business organisations and healthcare facilities to design, develop and implement procedures and compliance mechanisms that have made business easier to conduct and healthcare facilities more efficient and effective. Many of our hospital and aged care medication management products are credited with having helped save patients' lives and that is something that continues to inspire our dedicated staff.

## Our Mission

Our mission is quite simple – we aim to succeed by helping you succeed. This entails;

- Assisting in compliance with statutory regulations and standards, reducing risk exposure.
- Providing solutions that exceed quality expectations and delivering a standard of service above that of any service provider.
- To continue to strive for excellence in providing real, cost efficient, and effective solutions.

**emma** is the result of 40 years of industry experience and knowledge of medication management. We have again listened to all stakeholders to design emma with you in mind. **emma** is the only stand alone electronic med admin product available on the market today; yet has the ability to integrate with any other clinical programme.

**emma's** design allows remote user access anywhere. Prescribers are able to log in and view their residents' charts remotely. Pharmacists are able to log in from the pharmacy and add, update and cease any residents' medication and doses.








**emma** has been developed to enhance safety and quality, offering the most comprehensive clinical attributes on the market whilst also providing an exceptional user experience.



## Safety & QUALITY

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We know that safety and quality are always the highest of priorities for any facility. With this in mind, we have created a med admin system that eliminates missed signatures, provides extensive and highly accurate reporting, plus real time data synchronisation.

-  Eliminate Missed Signatures
-  Prompts, Alerts & Indicators
-  Extensive up to the minute reporting
-  Remote Accessibility for all Stakeholders
-  Compliments Compact Medication Charts
-  Real Time Medicine Data
-  Pharmacy Messaging

## Clinical ATTRIBUTES

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**emma** goes beyond what any other electronic medication management administration program on the market currently offers. With extensive patch management and accurate recording of insulin injections, we have ensured that **emma** captures the information required for a best practise solution.

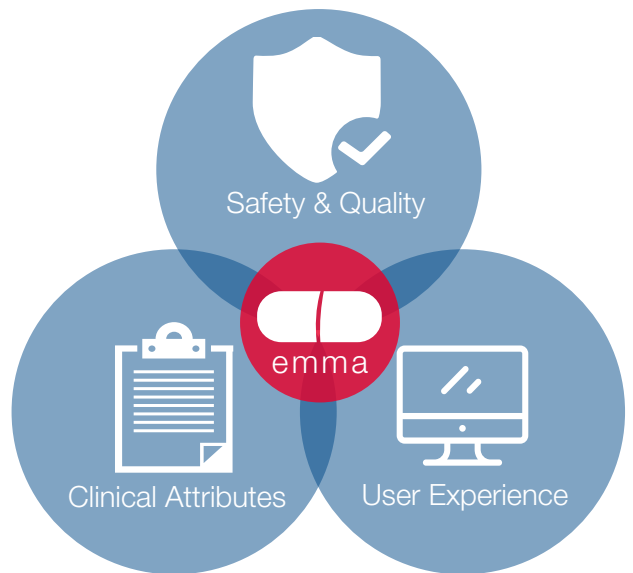
-  Patch Management
-  INR & Variable Dose Med Management
-  Regular & Sliding Scale Insulin
-  Second Signature Verification
-  Packed/Non Packed Signing Options
-  Nutritional Supplement Recording
-  PRN Admin & Effectiveness



Compact's 40 year commitment to improving medication management in the care industry continues with **emma**

# User **EXPERIENCE**

Designed with the end user at the forefront of our minds, emma is clean, simple and streamlined for ultimate usability. The medication administration app can be used both online and offline and will synchronise with your pharmacy every few minutes. With extensive after service care and support, emma has been created by clinical professionals, for clinical professionals.



-  On & Offline Capability
-  Easy to Navigate
-  Reliable After Sales Support & Training
-  Ability to Record Vital Signs & BGL During Med Round
-  Ability to integrate with any Clinical System
-  Pharmacy Data Synchronisation
-  Cloud Based



# MEDICATION CHARTS

## NATIONAL RESIDENTIAL MEDICATION CHART

COMPACT PBS VERSION

REF No: CNRMC-02

Page 1 of 2

RACF Name & Address Chart of

**Personal Particulars** **ALERT**

Resident Name Gender Resident with similar name? M / F Yes / No

Resident Preferred Name Age Room No.

Chart Commenced Expiry Date Date of Birth Date of Photo →

11 / / 20 / / 20 / / / 20

RAC ID URN / MRN No.

**Allergies & Adverse Drug Reactions (ADR)**

Yes  Nil Known **DRUG ALERT LABEL** ATTACH ALERT LABEL HERE AND WHERE INDICATED INSIDE CHART

Drug (or other)	Reaction / type / date

Write Resident Name, Date of Birth and Date of photo on back of photo.

**PRIMARY GENERAL PRACTITIONER** (OLD GPs Must Include Qualifications)

Name Address Phone A/Hrs Fax Email Prescriber No. Signature

**PRESCRIBER details (if not primary GP)** (OLD GPs Must Include Qualifications)

Name Address Phone A/Hrs Fax Email Prescriber No. Signature

**PRESCRIBER details (if not primary GP)** (OLD GPs Must Include Qualifications)

Name Address Phone A/Hrs Fax Email Prescriber No. Signature

**PRESCRIBER details (if not primary GP)** (OLD GPs Must Include Qualifications)

Name Address Phone A/Hrs Fax Email Prescriber No. Signature

**Considerations**

Swallowing difficulties Yes / No Date / /  
Crush medicines Yes / No Print Name: /  
Cognitive impairment Yes / No  
Dexterity difficulties Yes / No  
Resistive to medicines Yes / No Designation: /  
Nil by mouth Yes / No  
Self-administers Yes / No Signature: /  
Other Details of Yes to above: /

**Non Packed Medicines:**

**ALERT: Complex medications**

Variable dose Yes / No Insulin Yes / No  
Other Yes / No (Specify): /

**Entitlement numbers**

Medicare number  
Pension number  
DVA number

**Pharmacy**

Pharmacy Name  
Contact Name  
Phone Fax  
Email  
Review date  
Maximum chart validity is 4 months from the date the chart is commenced

Version 01/16

**Front page MUST be sent to pharmacy on each change**

The Compact PBS chart has been designed and judged to be legally compliant by CRH Law Aged Care Specialists in line with the Commission for Safety and Quality in Health Care Standards. Prescriber's orders written on the chart can now be used in lieu of a prescription with medication supply matching the duration of the chart.

Compact's chart will have the advantage of staff members being familiar with the administration of medications within the PBS chart, as many of the features are based on the traditional Compact Hi and Low Care charts that have evolved over the past 21 years. This will mean less disruption to work flow when dealing with the changes which implementation of the new PBS chart may cause.

The Compact PBS version allows Prescribers the benefit of still being able to use computer generated medication orders to avoid the negative impact of having to hand write orders, and also the benefit of 17 regular medication orders across the 4 month period. During trials of the Commission Safety and Quality chart, these issues were found to be of major concern to all stake holders.

Compact Chart Features:

- 17 Regular medication orders
- Computer generated orders capability
- Current storage systems suitable
- Familiar format for staff

Go to website - [www.compact.com.au](http://www.compact.com.au) for:

1. Nursing Staff User Guide
2. PBS Prescriber Protocol User Guide

(W) Withheld (clinical reason) (S) Sleeping (C) Contraindicated (R) Refused (A) Absent (N) Not Available (H) Hospital

**Variable dose medicine\* (not insulin e.g. Warfarin (Continued))**

Month 2	Month of 20															
Date →	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Pathology result																
Dose prescribed	mg	mg	mg	mg	mg	mg	mg	mg	mg	mg	mg	mg	mg	mg	mg	mg
Dose given	mg	mg	mg	mg	mg	mg	mg	mg	mg	mg	mg	mg	mg	mg	mg	mg
Time																
Initial 1																
Initial 2																

ATTACH ADR STICKER HERE Refer to front page for details

Resident Name D.O.B. RACF Name and Address

**Nutritional supplement daily intake record**

**Nutritional supplement** Strength Start Date Stop Date OR Stop Date  PBS  CTS  Tolk if valid for duration of chart  PBS  PBS

Brand substitution not permitted Date of Prescribing Dose Route Frequency

Prescriber/Dietician Signature Prescriber/Dietician Name (Print)

**Nutritional supplement directions** (if ordered by dietitian or registered nurse)

**Intake** Enter amount of nutritional supplement taken per shift. For example, one cup = 1 serve, half a cup = 1/2 serve, one third cup = 1/3 serve.

Start Date Stop Date OR Stop Date  Tolk if valid for duration of chart  PBS  CTS

Brand substitution not permitted Date of Prescribing Dose Route Frequency

Prescriber/Dietician Signature Prescriber/Dietician Name (Print)

**Nutritional supplement directions** (if ordered by dietitian or registered nurse)

**Intake** Enter amount of nutritional supplement taken per shift. For example, one cup = 1 serve, half a cup = 1/2 serve, one third cup = 1/3 serve.

Start Weight

Resident Name D.O.B. ATTACH ADR STICKER HERE Refer to front page for details

**Diabetes Action Plan**

**Frequency of Blood Glucose monitoring required**

Days per week

Frequency per day

Times of day

**Reportable Blood Glucose levels (BGL)**

Below which level mmol/L

Above which level mmol/L

**Communicating reportable BGL's:**

INSULIN &

## PROMPT LABELS

Compact's New Prompt Labels will enhance Medication Management at your organisation. By applying these labels to your Resident/Client's individual Compact Medication Chart they will assist with compliance and the safe delivery of Medicines. These Prompt labels are designed to complement the Compact Medication Charts and ensure that directions from prescribers and pharmacists are adhered to. We can produce custom labels of any size, ask us about our full product range.



## CHART BOOKMARKS / PROMPTS



### 1. Telephone / Verbal Order Bookmark

Ref. No. LTMC-BMT (Blue)

Highlights telephone/verbal order received and reminder to administer.

### 2. Short Term Medication / Antibiotics Bookmark

Ref. No. LTMC-BMA (Green)

Highlights Short Term Medicine has been prescribed and reminder to administer.

### 3. Return to Administer Medication Bookmark

Ref. No. LTMC-BM (Yellow)

Highlights medicine not given during medicine round and reminder to return to administer.

### 4. Medications Outside Standard Times Bookmark

Ref. No. LTMC-BMC (Orange)

Highlights medicine given at other than standard times - indicate time on dial (24 hour clock).

### 5. Urgent Rewrite Bookmark

Ref. No. LTMC-BMD (Red)

Highlights the requirement for Prescriber to write a new medication chart for Resident.

### 6. Clinical Review Needed Bookmark

Ref. No. LTMC-BME (Purple)

Highlights the need for a clinical review.

# MEDICATION CHARTS

## LONG TERM (6 MONTH) MEDICATION CHART

REF No: LTMC01

The form includes the following sections:

- Personal Particulars:** RACF Name, RAC ID, Residents Name, Residents Preferred Name, Age, URN/MRN No., Date of Birth, Gender (M/F), Date of Photo, Room No. / Building, Date Chart Commenced, Date Completed.
- Weights:** Table with columns for Date, Weight, and Date, Weight for 6 entries.
- Allergies & Adverse Reactions (ADR):** Includes checkboxes for 'No Known Drug Alert' and 'Drug Alert', with fields for Signature and Date. A red box highlights the 'DRUG ALERT LABEL' area with the instruction 'ATTACH ALERT LABEL HERE AND WHERE INDICATED INSIDE CHART'.
- Special Considerations:** Table for recording instructions, with columns for Details and Date.
- Entitlement Numbers:** Fields for Pharmaceutical Benefits Entitlement Number, Safety-net Number 1 & 2, Medicare Number, and Department of Veterans Affairs Number.
- Prescriber Particulars:** Section for recording prescriber details.
- Pharmacy Particulars:** Section for recording pharmacy details.
- Vaccinations:** Table for recording Influenza, Pneumococcal, and Tetanus vaccines, with columns for Name and Date Last Given.

Records the broad range of information required for optimal medicine use and for maximum safety for residents.

Single Unit Dose Chart which can also be modified for multidose use by addition of a single sticker.

Medication categories in this chart include

- Once-only and stat medicine
- Short-term medicine, e.g. antibiotics
- Long-term (regular) medicine
- Verbal (telephone) orders
- PRN (when-required) medicine
- Medicine with variable/reducing doses
- Intermittent medicine
- Complementary medicine
- Nurse-initiated medicine

All of the features below, provide information to assist staff with the individual medication requirements of each resident.

- A plastic pocket on the front cover, for the resident's photograph.
- Space for recording allergies and adverse drug reactions (ADR).
- Commonly used abbreviations.
- Areas to highlight medicine that require monitoring.
- Notes about the type of medicine recorded.
- Special considerations provide for important individual resident's needs. Can also assist with preparation of ACFI.
- Prescriber/pharmacist reviews.

## SPECIAL CONSIDERATIONS LABEL

REF No: LTMCSCL1

Use with Compact Single Unit Dose Chart Ref. No. LTMC01 and LTHC02

These forms are designed to prompt the recording of all relevant details:

- Medicine Method
- Medicine Delivery
- Medicine Administration
- Specific Instructions
- Date & time instructions applied
- Designation & signature of authorised person
- Reminder to supervise Resident and make observations
- Review date & changes made
- Designation & signature of authorised person (review)

This form is a detailed version of the Special Considerations section, including:

- Personal Particulars:** Identical to the main chart.
- Weights:** Identical to the main chart.
- Allergies & Adverse Reactions (ADR):** Identical to the main chart.
- Special Considerations:** A large table with columns for 'Instructions (All Entries to be Signed & Dated)', 'Details', and 'Date'. It includes a red box with the instruction 'IMPORTANT: Adhere Label to Chart BEFORE Completing'.
- Entitlement Numbers:** Identical to the main chart.
- Prescriber Particulars:** Identical to the main chart.
- Pharmacy Particulars:** Identical to the main chart.
- Vaccinations:** Identical to the main chart.

The 'SPECIAL CONSIDERATIONS - INSTRUCTIONS' form includes:

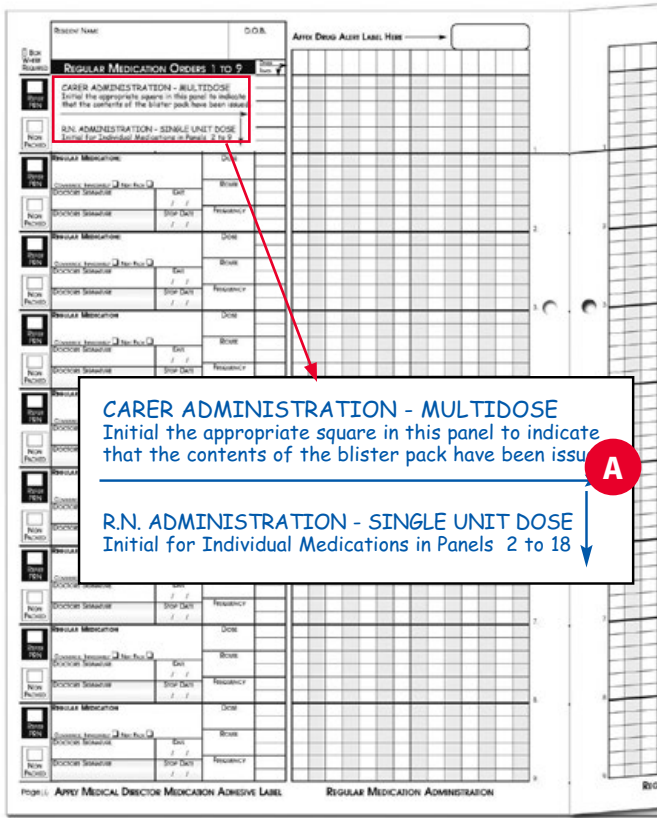
- MEDICATION METHOD (✓) Tick Appropriate Box:** Whole, Halved, Quartered, Capsule opened, Dissolved, Crushed and mixed with.
- MEDICATION DELIVERY (✓) Tick Appropriate Box:** Teaspoon - Staff guide into mouth, Resident / Client Hand, Medication cup, PEG Administration.
- MEDICATION ADMINISTRATION (✓) Tick Appropriate Box:** Water, Thickened fluids Type, Other Preferences Type.
- SPECIFIC INSTRUCTIONS:** (eg: Anti-coagulant Therapy, Fosamax Treatment)
- Signature and Date fields:** / /20, Designation, Signature.
- REMEMBER:** Supervise Resident / Client and observe for: Swallowing difficulties, dropped / hidden tablets.



## CARER / RN LABEL

REF No: CRL1

Use with Compact Single Unit Dose Chart Ref. No. LTMC-01



SUPPLIED 18 UP ON 297X165MM SHEET

Now your LTMC-01 Chart will provide both single unit dose and multidose signing functions!

Position over 1st Regular Medicine panel (Regular Medication Orders 1-18 only) to convert chart for use by both Carers and RNs.

Carers to sign once only for Medicine Pack to the right of label as indicated by arrow (in appropriate date and time line area).

RNs to sign for individual Medicines opposite each Medicine (in appropriate date and time line area).

Non-packed Medicines to be highlighted by tick box provided, to direct Carers to the appropriate signing area if they are permitted to administer this Medicine.

## PACKED / NON-PACKED MEDICINE LABEL

REF No: CRL6

Use with Compact Single Unit Dose Chart Ref. No. LTMC01

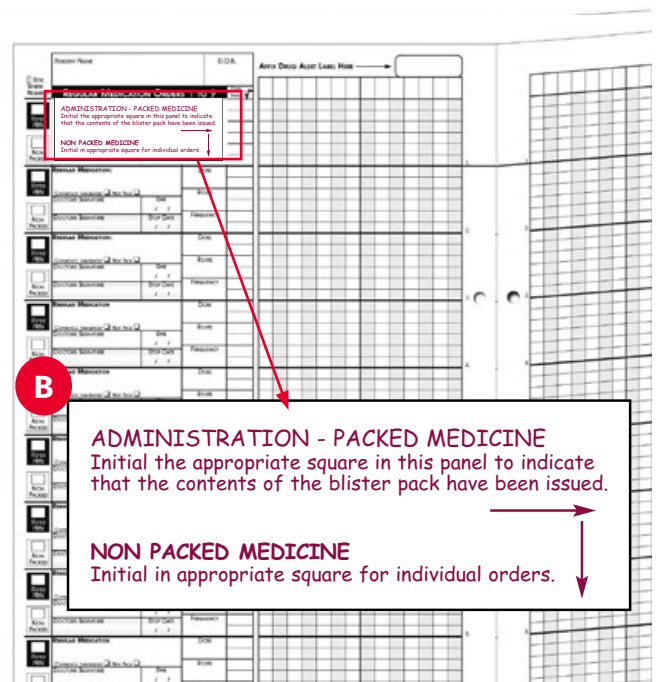
Now your LTMC-01 Chart will provide signing functions for all Packed Medicine in one signing and Non-Packed Medicine in individual signings!

Position over 1st Regular Medicine panel (Regular Medication Orders 1-9 only).

Staff to sign once only for all Packed Medicines to the right of label as indicated by arrow (in appropriate date and time line area).

Staff to sign for individual Non-Packed Medicines opposite each Medicine (in appropriate date and time line area).

Non-packed Medicines to be highlighted by tick box provided, to direct Carers to the appropriate signing area if they are permitted to administer this Medicine.



SUPPLIED 18 UP ON 297X165MM SHEET

# MEDICATION CHARTS

## LONG TERM (6 MONTH) MEDICATION CHART

REF No: LTHC02

The form is titled 'LONG TERM MEDICATION MANAGEMENT CHART'. It contains several sections:
 

- Personal Particulars:** Fields for Name, Sex, Age, Date of Birth, and other personal information.
- Allergies:** A section for recording allergies and adverse reactions.
- Medication Administration:** A large grid for recording medication doses and times.
- Medication Notes:** A section for recording medication changes, discontinuations, and other clinical notes.

Records the broad range of information required for optimal medicine use and for maximum safety for residents. Multidose Chart for use with multiple dose medicine packaging.

Medication categories in this chart include

- Once-only and stat medicine
- Short-term medicine, e.g. antibiotics
- Long-term (regular) medicine
- Verbal (telephone) orders
- PRN (when-required) medicine
- Medicine with variable/reducing doses
- Intermittent medicine
- Complementary medicine
- Nurse-initiated medicine

## SHORT TERM MEDICATIONS AUXILIARY SHEET

REF No: LTSTD

For use with either Single Unit Dose or Multidose Charts when additional Short term orders are required. Attach to the chart over the top of the existing Short Term Order page with a 'Quickclip Fastener'.

The form is titled 'SHORT TERM DRUG ORDERS' and 'SHORT TERM DRUGS, ANTIBIOTICS ETC. MEDICATION ADMINISTRATION'. It features a grid with columns for drug name, dose, frequency, and administration status. The grid is designed to be attached to the top of a medication chart.

## REGULAR MEDICATIONS AUXILIARY SHEET

REF No: CRMA51 (For use with Multidose Chart ONLY)

The form is titled 'REGULAR MEDICATION ORDERS' and 'REGULAR MEDICATION ADMINISTRATION'. It features a grid with columns for drug name, dose, frequency, and administration status. The grid is designed to be attached to the top of a medication chart.

Add to the chart when additional Regular Medicine Orders are required. Attach to the chart over the top of the first Regular Medicine page with a 'Quickclip Fastener'.



# NON-PACKED MEDICINE / TREATMENT CHART

REF No: LTT51  
Use with Multidose Medication Chart REF No: LTHC02

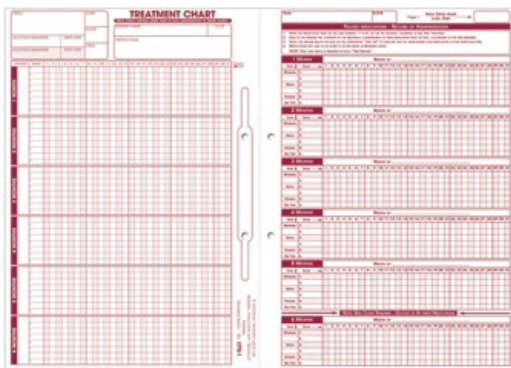
The use of this chart is dependant on the number of 'non-packed' medicines or treatments being used by each individual Resident. The Multidose Medication Chart (Ref No. LTHC02) provides for the recording of one 'non-packed' medicine on the inside front cover and these charts provide for additional recording when more than one 'non-packed' medicine is being administered to a Resident. One chart is required for each 'non-packed' medicine.

The Prescriber's order for the medicine is written into the chart by the Prescriber in it's appropriate category:

1. Short Term Medicine
2. Regular Medicine
3. PRN (When-Required) Medicine

The Medicine Order should also be written by the Prescriber onto the individual 'non-packed' medicine chart, or alternatively, a medicine label from the pharmacy can be applied. When administering 'non-packed' medicine, select the current month, sign the form in the square under the date on the appropriate time line.

Each chart provides for 6 months administration recording.



# QUICKCLIP FASTENERS

REF No: FA00700



Use these fasteners to hold additional charts (e.g. Treatment charts or Warfarin charts) into the main medication chart. These charts have a strip of reinforcing 'Mylar' Tape to provide security while being held with the fastener.

Peel a fastener from its backing and adhere it over the outline shown on the page.



# RESPITE MEDICATION CHART

REF No: CRC02

Replaces Previous CR135R

**RESPITE MEDICATION CHART**

RACF Name & Address: \_\_\_\_\_ Chart of \_\_\_\_\_

**Personal Particulars**

Resident Name: \_\_\_\_\_ Gender: M / F Resident with similar name? Yes / No

Resident Preferred Name: \_\_\_\_\_ Age: \_\_\_\_\_ Room No.: \_\_\_\_\_

Weight: \_\_\_\_\_ Kgs Date of Birth: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date of Photo: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Length of Stay: \_\_\_\_\_ Chart Commenced: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_ Chart Completed: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_ JRN / MRPN No.: \_\_\_\_\_

**Allergies & Adverse Drug Reactions (ADR)**

Yes  Nil Known  DRUG ALERT LABEL ATTACH ALERT LABEL HERE AND WHERE INDICATED INSIDE CHART

Drug (or other)	Reaction / type / date

Sign: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_ Write Resident Name, Date of Birth and Date of photo on back of photo.

**Once Only (Stat) Medicines**

Date	Time	Medicine	Dose	Route	Prescriber Signature	Administration Record Signature

**Special Considerations**

Special Considerations	Medicine Which Requires Monitoring

ALL ENTRIES TO BE SIGNED AND DATED

**Entitlement numbers**

Medicare number: \_\_\_\_\_ Pension number: \_\_\_\_\_ DVA number: \_\_\_\_\_

**Vaccinations**

Influenza Vaccine - Date Last Given: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Pneumococcal Vaccine - Date Last Given: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Tetanus Vaccine - Date Last Given: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Prescriber Particulars**

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

Address: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

A/Hrs: \_\_\_\_\_ Email: \_\_\_\_\_

Review date: \_\_\_\_\_

201683 Revised 12/15

Some of the advantages of the new version of the respite medication chart include:

Regular Medicines. We have increased the number of Regular Medicine Orders from 8 to 17.

Short Term Medicines. We have increased the number of Short Term Medicine Orders from 2 to 4.

PRN Orders. We have increased the number of PRN Medicine Orders from 3 to 5.

We have now included an area on the Chart for recording:

- “Nurse Initiated Medicine orders”
- “Medicine Notes”
- “Vaccinations”.

The Back page of the Respite Medication Chart now contains useful information relating to Terminology, Abbreviations and Symbols used in the prescribing and administration of Medicines.

# INTERIM AGED CARE MEDICATION CHART

REF No: HDMC01

Designed for Single Unit or Multi-Dose Delivery Systems

- For use by hospital for resident returning to RACF.
- Interim use by facility for up to seven days until prescriber completes appropriate chart.

**INTERIM AGED CARE MEDICATION CHART**

Facility: \_\_\_\_\_ Chart of \_\_\_\_\_

**Personal Particulars**

Resident Name: \_\_\_\_\_ Resident Preferred Name: \_\_\_\_\_ Room No.: \_\_\_\_\_ Building: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Date of Photo: \_\_\_\_\_ Date Chart Commenced: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Interim Aged Care Medication Chart For use following resident discharge from: \_\_\_\_\_

Until GP review of resident Duration = Maximum of 7 days

**Allergies & Reactions**

No Known Drug Alert  Drug Alert

DRUG ALERT LABEL ATTACH ALERT LABEL HERE AND WHERE INDICATED INSIDE CHART

**Special Considerations**

Instructions (All entries to be signed & dated)	DATE

**Once Only (Stat) Medication**

Date	Time	Medication	Dose	Route	Prescriber Signature	Administration Record Signature

**Medications Ceased in Hospital**

Date Ceased	Medication	Reason

**Comments**

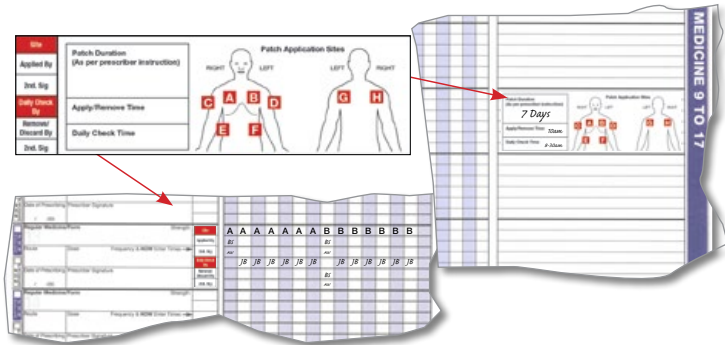
© Compasit Business Systems Ref: 135277 Version 1 02/13



# MEDICATION CHARTS

## TRANSDERMAL PATCH MANAGEMENT LABEL

REF No: CTPM01



A new label has been developed to assist with the management of Transdermal Patches

Use of this label on Compact Charts will enable patch management to become part of the medication administration procedure, as the coded application sites and standard patch management instructions are now contained within the chart and not located on a separate piece of paper.

SUPPLIED 12 UP ON A4 SHEET

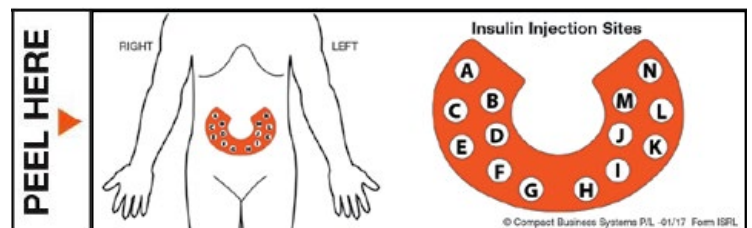
PADDED IN SETS OF 25

## INSULIN INJECTION SITE ROTATION LABEL

REF No: ISRL

At Compact we are extremely aware of the importance of recording the Injection site when administering a prescribed insulin injection to an individual Resident/Client and ensuring that site rotation occurs.

This new label will form part of your Medication Management System and will allow you to record the actual site of injecting on the body map within the Medication Chart.

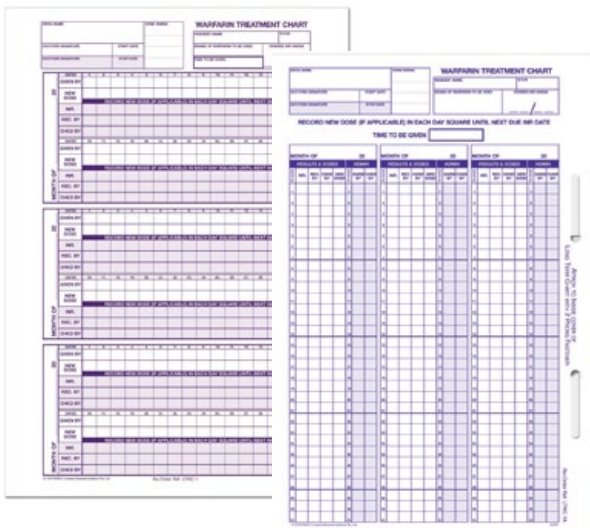


SUPPLIED 12 UP ON A4 SHEET

PADDED IN SETS OF 10

## WARFARIN CHART

REF No: LTWC 1 (Horizontal recording) REF No: LTWC1A (Vertical recording)



Attach this sheet to Resident Medication Chart on the inside front cover with a 'Quickclip Fastener'.

Prescriber to write Medicine Order at the head of the form. Each time a 'new dose' is established, record the dose against each day until the next 'INR'.

'Sign' and 'Check Sign' as each dose is administered.

Three months recording on each side of the form. Upon completion of side 1, remove the sheet from the fastener, tumble the sheet over to side 2 and re-attach to fastener.



### COMPUTER GENERATED MEDICINE ORDERS

Some gp software programs can now generate medicine labels for attachment to Compact medication charts, eg: medical director, genie and best practice. The options are as follows:

#### OPTION 1

REF No: LTMC-MD1

This option enables Prescriber to print a list of medicines in the same format as the Compact Chart to a specially die cut label which is then adhered to the appropriate page of the chart. Use for initial writing or periodical re-writing of chart.

#### OPTION 2

REF No: LTMC-MD1

Prescriber can select this option in the software to convert chart for use with all forms of medicine delivery systems as required by RACF. Apply an administration instruction label on to the space now provided at the top of the medicine list for Regular

Medicine Orders 1 to 8 only.

#### OPTION 3

REF No: LTMC-MD2

This option allows Prescriber to generate a single medicine label when additional or medicine changes are required. Use between chart re-writes for either option 1 or 2.

**ADMINISTRATION - PACKED MEDICATION.**  
Initial the appropriate square in this panel to indicate that the contents of the blister pack have been issued.

**NON PACKED MEDICATION**  
Initial appropriate square for individual orders

### COMPUTER GENERATED MEDICINE ORDERS

For use with compact pbs medication chart  
REF: CNRMC2 in all states other than new south wales where handwritten prescriber protocols apply.

#### OPTION 1

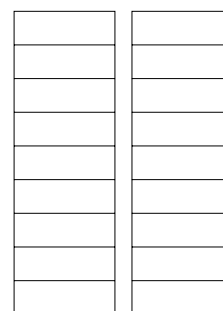
COMPACT LABEL REF No: LTMC-MD1

Prescriber can select this option in the software to convert chart for use with all forms of medicine delivery systems as required by RACF. Apply an administration instruction label on to the space now provided at the top of the medicine list for Regular Medicine Orders 1 to 8 only.

#### OPTION 2

COMPACT LABEL REF No: LTMC-MD2

This option allows Prescriber to generate a single medicine label when additional or medicine changes are required. Use between chart re-writes.



# MEDICATION CHARTS

## HAND WRITTEN MEDICINE ORDERS

REF No: LTMCDOL1

These labels provide an option for prescribers who are unable to attend an aged care facility, to write the residents medicines on to a specially formatted label, that can be adhered to a compact medication chart. Use for initial writing or periodical re-writing of chart.

JONES Mrs		09/10/21		
RESIDENTS NAME (CHECK BEFORE APPLYING LABEL)		D.O.B.		
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> SHORT TERM	<input type="checkbox"/> PRN	RESIDENT MEDICATION CATEGORY	
MEDICATION CHLORTHALIDONE		DOSE 25 mg		0800
ORIGINAL START DATE IF KNOWN 16/09/99		ROUTE ORAL		
DOCTORS SIGNATURE L. Waltons	DATE 22/01/04	FREQUENCY Alt. Days		
DOCTORS SIGNATURE	STOP DATE			
MEDICATION CHLORVESCENT		DOSE One	0800	

## CONFIRMATION OF TELEPHONE ORDER

REF No: CT01

To be completed by prescriber

1. To reduce time between Prescriber's verbal Telephone orders for medicines and written confirmation of that order.
2. To ensure Resident's Medication Chart remains at the facility.
3. To save Clerical Staff time delivering and collecting Medication Charts.

Can be used as follows

1. To confirm order received by phone.
2. After Resident's visit to Doctor's surgery.
3. Upon Resident's discharge from Hospital.
4. After Pathology results received by Doctor.

CONFIRMATION OF TELEPHONE ORDER	
DATE: 10 / 03 / 16	No.
DOCTOR'S NAME:	
FACILITY: Aged Citizen's Nursing Home	
PATIENT NAME: Mrs H Weasley	
DATE OF BIRTH: 08.12.1928	© Compact Ref. CTO 1
COMMENTS: Check Sensitivity	
PLEASE ADHERE TO PATIENTS MEDICATION CHART	

DRUG Amoxil Caps. 250mg	DOSE One
DOCTORS SIGNATURE H. Puffer	ROUTE O
DOCTORS SIGNATURE	FREQ 28H
START DATE 10.03.16	
STOP DATE 17.03.16	

## PRESCRIBERS FAXED MEDICINE ORDERS

REF No: CT03

This process should only be used after a Registered Nurse speaks directly to a prescriber by telephone in relation to a Resident's medicine required after hours, in an emergency or the Prescribers inability to attend the Resident.

When these instructions are faxed to the facility, medicine can be administered for a short period on the faxed copy until the original order arrives.

Doctor's Fax Medication Order		Medication Order	
DOCTOR NAME	DATE	RESIDENT NAME	DOSE
RESIDENT NAME	DATE OF BIRTH	DOCTOR SIGNATURE	ROUTE
INSTRUCTIONS		DOCTOR SIGNATURE	FREQ
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> SHORT TERM	<input type="checkbox"/> PRN	
NAME OF FACILITY			
DOCTOR		FACILITY	
1. FAX THIS ORDER TO FACILITY. 2. DETACH AND POST THIS ORIGINAL ORDER TO FACILITY. (Give DL Where Facs Available)		1. UPON RECEIPT OF FAX ORDER RECORD ADMINISTRATION IN ABOVE LABEL. 2. UPON RECEIPT OF ORIGINAL DETACH ORDER AND ADHERE TO APPROPRIATE AREA IN MEDICATION CHART.	

# ASSOCIATED CHART PRODUCTS

## MY MEDICATIONS

REF No: CSML1



For residents who Self- Medicate.

- This record can be retained by the resident or the facility.
- Folds to pocket size - Plastic sleeve REF. No. CSML2 also available for protection of record.
- Fits easily into handbag or pocket.

## MEDICATION INCIDENT REPORTS

REF No: CR136

Two part form for recording of incidents relating to medicines and their management.

Regular analysis of incident classifications will highlight problem areas.



# ASSOCIATED CHART PRODUCTS

## MEDICATION CHART BINDERS

REF No: LTCB 15/18/22/V



Binders assembled as follows:

- Front and back polypropylene covers.
  - 1x Clear pocket for room numbers and specimen signatures.
  - Up to 22 tabbed heavy duty plastic sleeves for chart storage.
  - Secured by 4 polypropylene posts.
- Binders are assembled to suit individual requirements of Residential Aged Care Facility. When ordering nominate the number of charts to be stored in binder.
- Spare parts available for binders.

## METAL CHART TRAY

TWO SIZES AVAILABLE:

REF. No. EWTRAY - 30 Chart capacity

150L x 230W x 100D. Lip 15mm

REF. No. PT2 - 60 Chart Capacity

300Lx230Wx100D. Lip 15mm

### ALSO AVAILABLE

REF No: A4 - A-Z 25 Tab A to Z index dividers



## SINGLE CHART PROTECTION SLEEVE

REF. No: LTMC SLEEVE

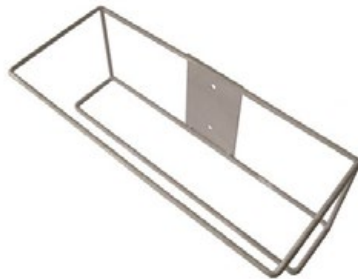


Tabbed heavy duty plastic sleeves for storage of charts. To be used in conjunction with Metal Chart Tray (listed above) or to protect the medication chart for the client in the home.



## MEDIBIB

MEDICATION ROUND ALERT BIB



MediBib® is worn by staff during preparation and administration of medications to residents.

It allows nursing staff to concentrate without interruption from colleagues, patients and visitors. Limiting interruptions minimises errors, creating safer medication rounds and additional time for resident care.

- **MediBib® reduces interruptions**

Studies show the use of medication interruption bibs reduces the number of interruptions by 71%-74%. MediBib® is an essential risk management tool for all hospitals and health care facilities to help control the risk of medication errors.

- **MediBib® is disposable and hygienic**

- **MediBib® is environment friendly**

- **MediBib® slips over the head easily**

If MediBib® becomes contaminated, it can be easily torn away.

- **Wall mounted MediBib® box holder**

## AGED CARE STAMPS

MEDICATION ORDER SUPERSEDED BY  
 C.T.O. No. .... DATED .../.../....  
 TAKEN BY ..... DES. ....  
 DATE .../.../... Signed: .....

MEDICAL

DIVERSIONAL  
THERAPY

PODIATRY

DOCTOR

PHYSIOTHERAPIST

Scale @ 100% for stamp text samples  
 ALL OTHER CUSTOMISED STAMPS AS REQUIRED.



# DRUG OF ADDICTION BOOKS

## DRUG OF ADDICTION BOOKS - SINGLE DRUG PER PAGE

REF No: DAB1



Recording of single drug per page

50 pages per book.

DRUG \_\_\_\_\_ STRENGTH \_\_\_\_\_ FORM \_\_\_\_\_

DATE	Time of administration	Name and Full Address of Supplier or of Person to whom administered	IN	OUT	Balance	Signature of Person accepting delivery of or Administering this drug	Signature of Person checking delivery of or checking Administration of this drug	Invoice or Ward requisition number comments, etc.

## DRUG OF ADDICTION BOOKS - MULTIPLE DRUGS PER PAGE

REF No: DAB2



Recording of multiple drugs per page

50 pages per book.

YEAR \_\_\_\_\_

DATE	TIME	Balance Carried Forward	Patient name to whom administered or name of supplier	UR NUMBER	IN	OUT	Sign & print surname of person accepting delivery of or administering this drug				Notes/Comments	
							Sign	Print	Sign	Print		

## ASSOCIATED PRODUCTS STORAGE BINDER

REF No: EWSB - Sold Separatley



## CHECKED AND CORRECT STAMP



# PROGRESS NOTES

## ENSURING ACCURACY OF PROGRESS NOTE DOCUMENTATION

MANUAL OR COMPUTER GENERATED

The integrity of Resident Progress Note Documentation can be compromised unless accurate data is collected from the point of care.

Compact's new data collection sheets will greatly assist staff with recording and communicating vital details for the following tasks:

- Administering PRN medicine and recording results.
- Handling the issues associated with medicines not given whether refused or withheld.
- Urinalysis testing and recording.

Two different formats are now available.

1. Label Format - When completed, detach and adhere to manual progress notes.
2. Paper Format - When completed, use as input medium to computer.

<b>PROGRESS NOTES</b>		Last Name _____	
		Given Names _____	
		Room No. _____	
Date and Time _____ Write entry in Blue or Black pen. Sign each entry, print name and designation after signature.			
<b>PRN Progress note</b>			
Resident's Name <i>Jesse Smart</i>	Medication <i>Painoma 500mg x2</i>	Date <i>24.06.2012</i>	Time <i>8:00 AM</i>
Reason <i>Headache</i>	Auth By (if Req.) <i>U6</i>	Given By <i>U6</i>	
Effect <i>Pain relieved, Medication effective. Resting comfortably.</i>			
Time assessed _____ Inr. Signature <i>[Signature]</i>			
<b>Medications Not Given:</b> <input type="checkbox"/> Refused <input type="checkbox"/> Withheld (-15A one) <input type="checkbox"/> Missed Dose Time _____			
Reason <i>Resident does not want</i>			
Medications Wasted <i>Colonyl and Seena</i>			
Dr. Notified: Yes <input type="checkbox"/> No <input type="checkbox"/> Time _____ Reason: <i>Monitor blood acetone and record - contact Dr. if continues</i>			
Family Notified: Yes <input type="checkbox"/> No <input type="checkbox"/> Time _____ Signature: <i>[Signature]</i>			
Surname: <i>Smart</i> Given Name: <i>Jesse</i> Date: <i>24.06.2012</i> Time: <i>8:00 AM</i>		MSU Sent <input type="checkbox"/> Dr. Notified <input type="checkbox"/>	
Leucocytes <i>Neg.</i>	Ph. <i>5.0</i>	Glucose <i>Neg.</i>	Signature: <i>[Signature]</i>
Urea <i>Neg.</i>	Blood <i>Neg.</i>	Glucose <i>Neg.</i>	
Urobilinogen <i>Normal</i>	S/G <i>7.050</i>	Failure Up <input checked="" type="checkbox"/>	
Protein <i>Neg.</i>	Ketone <i>Neg.</i>	None Required <input checked="" type="checkbox"/>	

CRO40 PROGRESS NOTES

## DOCUMENTING DETAILS OF PRN MEDICINES ADMINISTERED

REF No: PPN01

These forms are designed to prompt the recording of all relevant details:

When completed:

1. Label Format - Detach and adhere to manual progress notes.
2. Paper Format - Input medium for computer generated Progress Notes - Sign each entry when data entry is made.

Detach and Adhere to Progress Notes

Compact Business Systems P/L Ref: PPN01 14000

<b>PRN Progress note</b>			
Resident's Name <i>Jesse Smart</i>	Medication <i>Painoma 500mg x2</i>	Date <i>24.06.2012</i>	Time <i>8:00 AM</i>
Reason <i>Headache</i>	Auth By (if Req.) <i>U6</i>	Given By <i>U6</i>	
Effect <i>Pain relieved, Medication effective. Resting comfortably.</i>			
Time assessed _____ Inr. Signature <i>[Signature]</i>			
<b>PRN Progress note</b>			
Resident's Name	Medication	Date	Time
Reason	Auth By (if Req.)	Given By	
Effect			
Time assessed _____ Inr. Signature			
<b>PRN Progress note</b>			
Resident's Name	Medication	Date	Time
Reason	Auth By (if Req.)	Given By	
Effect			
Time assessed _____ Inr. Signature			
<b>PRN Progress note</b>			
Resident's Name	Medication	Date	Time
Reason	Auth By (if Req.)	Given By	
Effect			
Time assessed _____ Inr. Signature			
<b>PRN Progress note</b>			
Resident's Name	Medication	Date	Time
Reason	Auth By (if Req.)	Given By	
Effect			
Time assessed _____ Inr. Signature			

# PROGRESS NOTES

## DOCUMENTING MEDICINES NOT GIVEN - REFUSED OR WITHHELD

REF No: RMPN01

These forms are designed to prompt the recording and procedure to follow when medicines are refused or withheld:

•When completed:

1. Label Format - Detach and adhere to manual progress notes.
2. Paper Format - Input medium for computer generated progress notes - Sign each entry when data entry is made.

## URINALYSIS TESTING AND RECORDING

REF No: URPN01

A 'Urinalysis' is an array of tests performed on urine and is one of the most common methods of medical diagnosis. This form ensures that complete interpretation of results is recorded.

When completed:

1. Label Format - Detach and adhere to manual progress notes.
2. Paper Format - Input medium for computer generated progress notes - Sign each entry when data entry is made.

## DOCUMENTING DETAILS OF WOUND CARE

REF No: WRPN01

These forms are designed to prompt the recording of all relevant details:

When completed:

Label Format - Detach and adhere to manual progress notes supplied in pads as follows:

- 6 labels per sheet
- 25 sheets per pad

## DOCUMENTING AND REVIEWING RESIDENT BEHAVIOUR MANAGEMENT

REF No: RBMR PN01

These forms are designed to prompt the recording of all relevant details:

When completed:

Detach and adhere to manual progress notes.

## DOCUMENTING RESIDENT'S RETURN FROM HOSPITAL

REF No: RRH PN01

These forms are designed to prompt the recording of all relevant details:

When completed:

Detach and adhere to manual progress notes.

## ACUTE CARE EPISODE ALERT

REF No: ACEA PN01

These forms are designed to prompt the recording of all relevant details:

When completed:

Detach and adhere to manual progress notes.

## PROGRESS NOTES

REF No: CR040



# FOOD SAFETY SOLUTIONS

## FOOD SAFETY REGISTER

REF No: CFSR1

Our Food Safety Register ensures that any Food being brought into the Facility/Organization is recorded correctly by capturing the following vital information:

- The Date the Food was brought in.
- The Room Number of the Resident.
- The Date the Food was prepared.
- The Type of food. (Tick to indicate that a Food Safety Label has been applied).
- The name of the person bringing in the Food.
- The signature of the person completing the register.
- The register contains 50 pages and is well presented in a spiral bound format.

## FOOD SAFETY LABELS

REF No: CFSL1

To complete the system a Food Safety Label is attached to the container or packaging ensuring that the food can be tracked once inside the Facility/Organization.

Labels are printed in red for easy identification when adhered to food containers. Food Safety Labels Supplied in pads of 100 labels, 5 pads per packet

## MAGNETISED LABEL HOLDER

REF No: CFSL HOLDER

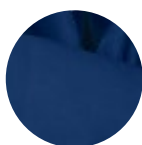


Magnetised label holder attaches the labels to the refrigerator, providing a convenient location for the labels and their use.

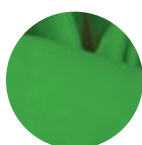
# MANUAL HANDLING

## SLIDE SHEET

REF No: CSS-1



Blue



Green



Red

- Ultra low friction fabric of exceptional quality. Generously proportioned, durable, soft and pleasant to handle.
- Easily removed after use.
- Infection control compliant.
- Readily available, cost effective.
- Latex free.
- King Size-2m x 1.45m. Providing ample material to safely and securely grip.

The Efficient Compact King size Slide Sheets are a defining safety feature in the workplace.

By providing the very best slide sheets in your workplace you will reduce stress, lift morale and meet both the required duty of care and the obligations to provide a safe workplace.

Training by your organization / Facility is essential for the correct and safe use of Slide sheets.

## SLIDE SHEET HOLDER

REF No: CSSH-B

A purpose built container to store a resident's slide sheet!

**Why?** So it can be placed in a common convenient location in each resident's room.

Slide sheet Holder:

Slide sheet easily accessible by staff. Saves valuable staff time locating slide sheet often kept in various locations.

Assists new and agency staff to find and use resident's own slide sheet.

Encourages adherence to manual handling policies and procedures if slide sheet is accessible and visible thereby reducing risk of injury to staff.

Provides a more hygienic method of storage than being placed in a resident's draw with personal belongings. Aids infection control.

Can be attached to any surface with appropriate screws in a common location in each room.



# MANUAL HANDLING

## STICK TO STAND

REF No: STS01

### FURNITURE HEIGHT MEASURING SYSTEM

To assist in the prevention of falls and Staff manual handling problems, by setting and maintaining appropriate furniture heights for 'at risk' older and frail people.

Rising from or sitting on a bed or chair can be difficult for older or frail people, especially if their furniture is set too low or too high.



1. The Stick-to-Stand furniture height system will calculate the appropriate height for each person.

2. Set adjustable furniture as indicated by the stick.

3. Bed height indicator tags ensure the bed is always returned to the safe transfer height.



## EQUIPMENT RECORD FORM

REF No: CRO01A

- Record resident lower leg length.
- Record equipment height for residents.
- Record all individual or facility owned equipment.



### BLUE TAG

REF. No. BHI3

Attach to bed to indicate transfer height.



### ORANGE TAG

REF. No. BHI4

Warns carers when bed may not be at suitable height for transfer.



### BED ATTACHEMENT & STRAP

REF. No. BHI1 & BHI2

Red bed attachment strap and yellow adjustable tape to suspend blue or orange tags.



# AGED CARE FILING SYSTEMS

A total package of best available products and procedures to provide easy access to up to date resident management record information, saving valuable time for staff and health professionals.

- Strong, durable, mylar-coated file folders for long term use and protection of contents.
- Colour coding - Recognised world wide as the most efficient file retrieval and identification system.
- Available for shelf (lateral) or drawer use.

## RESIDENT MANAGEMENT FILE

REF No: CR190

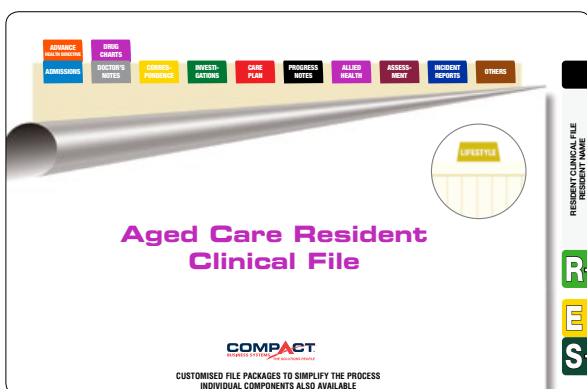


### TAB HEADERS INCLUDED IN THIS SET:

- Application for Accommodation
- Correspondence from Dept. of Aged Care
- Enduring Power of Attorney
- Residential Agreement
- Pre-Admission Checklist
- Other

## RESIDENT CLINICAL FILE

REF No: CR180



### TAB HEADERS INCLUDED IN THIS SET:

- Admissions
- Doctor's Notes
- Correspondence
- Investigations
- Care Plan
- Progress Notes
- Allied Health Assessment
- Incident Reports
- Others
- AdvanceHealth Directive
- Drug Charts
- Optional Tab Headers: (Sold separately in pkts 10) - Lifestyle

## STAFF RECORDS FILE

REF No: CR185

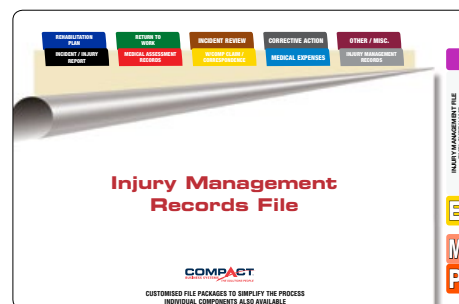


### TAB HEADERS INCLUDED IN THIS SET:

- Employee Details
- Staff Training Records
- Performance Appraisal
- Incident Reports
- Orientation Documentation
- Employment Contracts
- Current Practising Certificate
- Resumes
- Certificates
- References
- Correspondence
- Other
- OPTIONAL TAB HEADERS: (Sold separately in pkts 10) Police Check, Leave Details, Work Visa.

## INJURY MANAGEMENT RECORDS FILE

REF No: IM TAB1

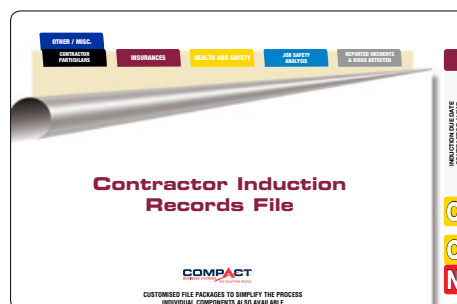


### TAB HEADERS INCLUDED IN THIS SET:

- Incident/Injury Report
- Medical Assessment Records,
- W/Comp Claim/Corr.
- Medical Expenses
- Injury Management
- Rehabilitation Plan
- Return to Work
- Incident Review,
- Corrective Action
- Other/Misc
- Police Check
- Leave Details
- Work Visa.

## CONTRACTOR INDUCTION RECORDS FILE

REF No: CIF TAB1



### TAB HEADERS INCLUDED IN THIS SET:

- Contractor Particulars
- Insurances
- Health and Safety
- Job Safety Analysis
- Reported Incidents & Risks
- Other/Misc.



# DOOR HOLDERS AND HANGERS

## DOOR SIGN HOLDER

REF NO: CHH02

A5 size clear perspex sign holder designed to be attached to door of resident's room. A5 size signs can be inserted into holder and changed as required. Signs can be made to order as per following examples:



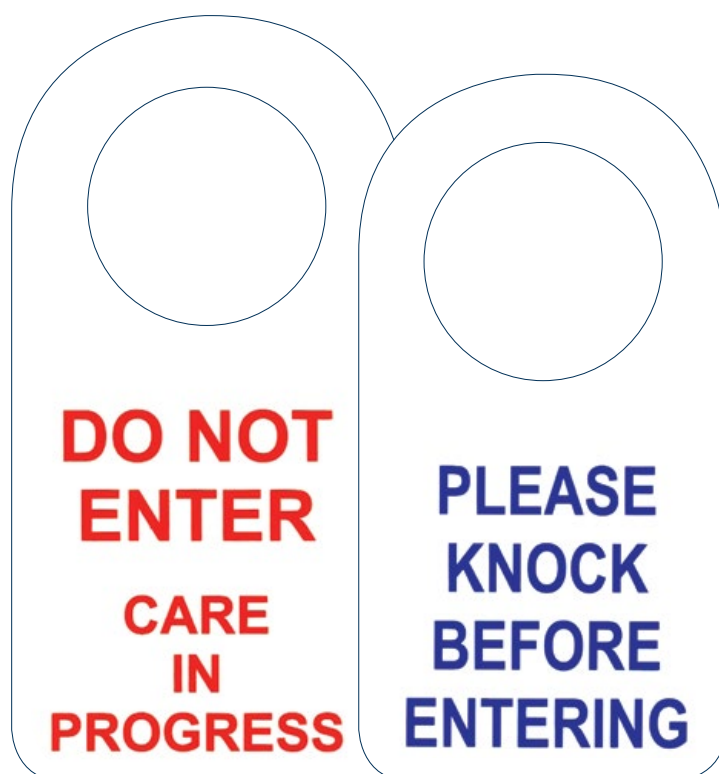
## PRIVACY ALERT DOOR HANGER

REF No: CDH1

Avoid interruptions to care procedures in residents' rooms.

Enhanced privacy for residents with this double-sided alert door hanger.

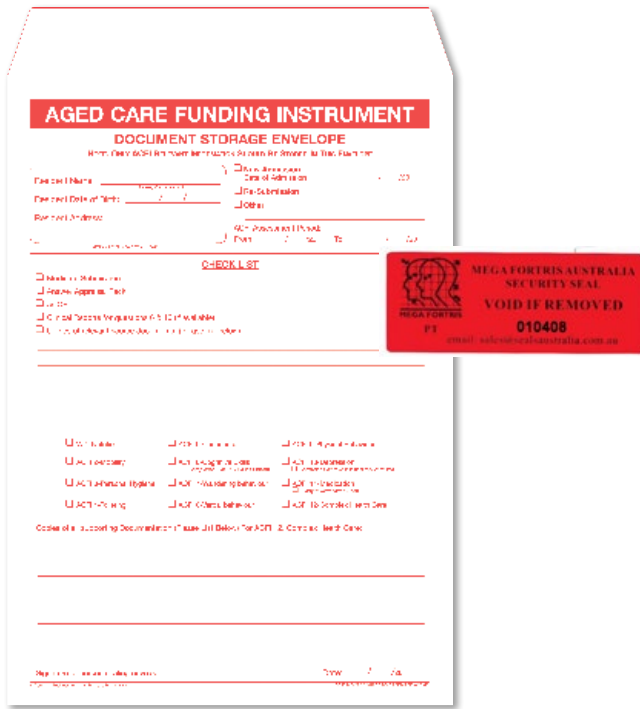
- Double sided door hanger encourages privacy for resident in both care administration situations and rest time.
- Alerts staff and visitors of resident's privacy needs.
- Suits most common door knob types.
- Made of durable, easy to clean polypropylene.





## AGED CARE FUNDING INSTRUMENT

ENVELOPES, PKTS OF 50 - ORDER REF No: ACFI E1  
 SECURITY SEAL, PKTS OF 50 - ORDER REF No: ACFI ES



### ACFI Document Storage Envelope

Developed in conjunction with the aged care industry

- Provision for recording Resident's name and details or apply Resident label
- Document checklist
- Signature of person sealing envelope Envelope security seal available (sold separately)

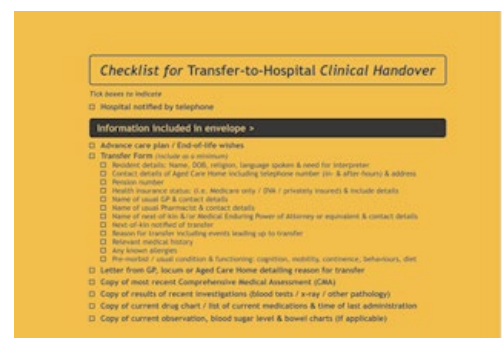
## TRANSFER TO HOSPITAL ENVELOPE

REF No: CTH E1

Have you experienced the loss of documentation for a resident presenting at a hospital emergency department?:

Designed and developed by the North East Valley Division of General Practice and Australian Commission on Safety and Quality in Health Care.

- Preprinted envelope provides facility staff with a procedure to follow for the supply of Care Documentation for Resident Hospital Transfer.
- Provides a means of conveying documentation safely and privately from facility to hospital.
- Standardise the hand-over procedure for all parties: Facility Staff to Emergency Staff to Hospital Staff.
- Resealable for continuous opening and closing.
- Available for purchase in small quantities of 25 as an 'Off The Shelf' item.



# STORAGE

## GO TAMBOUR DOOR CUPBOARD

- Adjustable foot
- Magnetic slam rail
- Easy glide track
- 900W or 1200 x 473D
- 1981h, 1200h, 1016h



## CUPBOARDS



- 4 Shelves
- Silver Gey or Graphite Ripple
- 3 Shelves
- Silver Gey or Graphite Ripple
- 2 Shelves
- Silver Gey or Graphite Ripple

## FILING



- 4 Draws
- Includes 5 Shelves
- Flat Packed - Easy Assembly
- Silver or Grey

## LOCKERS

1830H x 305W x 455D



## MOBILE PEDESTAL

GMP3 - 610H x 460W x 472D



- Ball Bearing runners
- Flush Drawer front
- Fifth wheel for stability
- Precious Silver, White China, Graphite Ripple or Black Satin

## DOUBLE SIDED MOBILE PIVOTING WHITEBOARD

- 1200X900
- 1500X900
- 1800X900



## WALL MOUNTED MAGNETIC WHITEBOARD

CONCEALED CORNER FIXING



- 900 x 600
- 1200 x 900
- 1500 x 900
- 1800 x 900
- 1800 x 1200
- 2100 x 900

## CORKBOARDS



- 900 X 600
- 1200 X 900

## PINBOARDS



- 900 X 600
- 1200 X 900

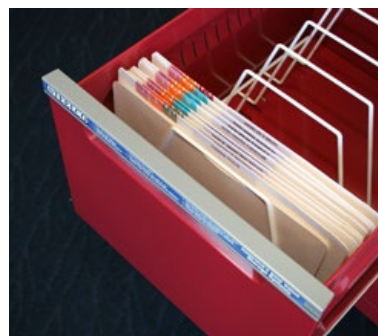
## LATERAL FILE SUPPORT



SIZE	REF No:
750 WIDE	BFR-750
790 WIDE	BFR-790
900 WIDE	BFR-900
985 WIDE	BFR-985
1050 WIDE	BFR-1050
1200 WIDE	BFR-1200

## DRAWER FILE SUPPORT

REF No: DFSRI



Improve the efficiency of drawer filing by converting to colour coded files.

Remove all suspension file frames and pockets and replace with drawer support and top tab colour coded files.

# STORAGE

## ARCHIVING



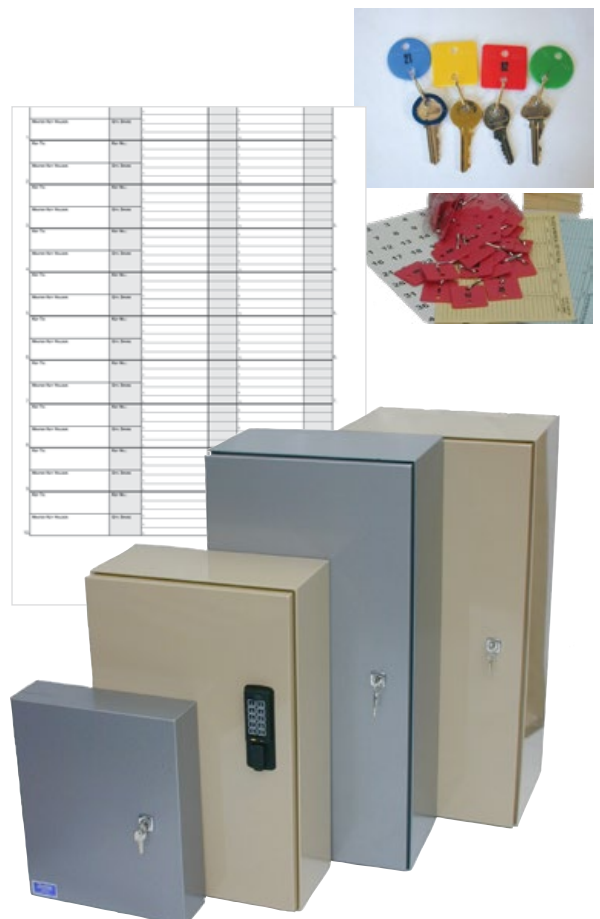
- Incomparable space efficiency
- Interlocking Design
- Front Accessing
- Modular
- Scalable
- Relocatable
- Premium Board for Strength & Durability
- No Shelving Required
- Supplied Ready to Assemble
- External Dimensions:  
H 1735mm x W 930mm x D 420mm

## KEY SECURITY

- Strong all steel construction.
- Reinforced corners.
- Door hinged with full-length piano hinge.
- Lockable.
- Baked enamel finish:  
Hammertone grey or beige.
- Hooks are offset allowing keys to hang freely.
- Hooks are numbered for added security.  
Cannot identify key by name.

### Key Management System

- Numbering strips for key hooks.
- Numbered key tags to match hook numbers.
- Alpha and numeric Index Cards.
- Key check out signature strips.
- Two Cabinet door keys.
- Various forms of locking mechanisms available.
- Key control registers for permanent issues of keys.



# VISITOR AND CONTRACTOR MANAGEMENT

## VISITOR ACCESS CONTROL



The Compact Visitor Sign-in and Fire Register System provides a multi-purpose solution to the control of visitors entering your facility that encompasses emergency evacuation, health and safety, and privacy. All designed to improve the process and conform with various State's Legislative requirements, Standards or Guidelines.

Visitor Pass Contains:

- Visitor name and who they are visiting.
- Pre-printed "Conditions of Entry".
- Provision for visitor signature as acceptance and understanding of entry conditions.
- Emergency Evacuation Procedure.

Visitor Register Contains:

- Copy of all visitor details recorded on the visitor pass.
- Time in and time out.
- Management knowledge of who is currently on the premises is therefore easily established if an emergency arises.

Visitor Privacy

Privacy sheet protects visitor details collected at time of sign-in from sight of other visitors.

## CONTRACTOR ACCESS CONTROL

When contractor are on your premises in the event of an emergency evacuation - The system register provides the means of conducting a roll-call at the evacuation assembly point

- Where they are working and what they are working on with each entry to the site
- A check on the currency of their induction with each site entry
- Recording of the issue and return of keys or access cards on entry and exit
- Recording of the issue and return of PPE supplied to the contractor
- Certification the work area has been left safe and that any incidents have been reported

The System creates a contractor permit containing your 'entry conditions' which ensures the reinforcement of your safety policies and regulations as well as their own obligations BEFORE they enter your premises.





**EntrySign** is the original award winning visitor management system from Compact Business Systems. EntrySign is a state of the art touch screen system which will enable you to comply with your duty of care obligations under WHSE/ OHS legislation and assist with emergency evacuation planning by instantly providing a clear and accurate view of all staff, visitors and contractors on your site at any given time.

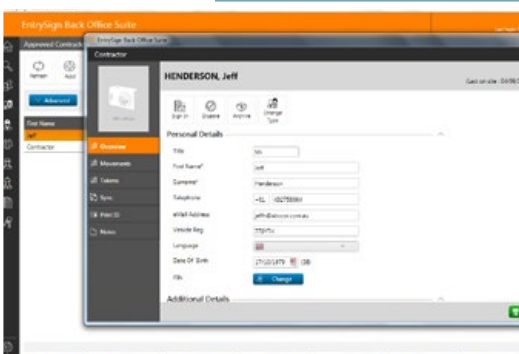
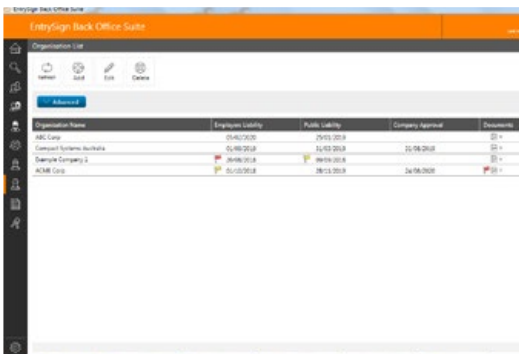
**EntrySign** now offers electronic **Resident Leave** functionality enabling efficient and secure recording of your residents movements in and out of your facility.

**EntrySign** simplifies the process of signing visitors and contractors into your site, printing customised passes while capturing important information required to generate detailed reports afterwards.

## MAIN FEATURES

- EntrySign will assist with achieving Standard 4 - Physical Environment Safe Systems
  - HOW?
  - 4.1 Continuous Improvement
  - 4.2 Regulatory Compliance
  - 4.3 Living Environment
  - 4.4 Occupational/Workplace Health & Safety Management
  - 4.5 Fire, Security and other Emergencies
- Quick and easy visitor management with self service sign in/out.
- Customisable visitor policy acceptance page prior to signing in.
- Optional photo and signature capture with photo ID badge printing.
- Ability to pre-book expected visitors and contractors for quicker sign-in.
- Authorised visitors section for cleaners, supply staff etc.
- Staff sign in/out plus optional staff ID-card bolt on.
- Monitor Staff attendance and time keeping.
- Event management a
- Comprehensive back-office suite for administration and reporting.
- Search for visitors and contractors by name, company or vehicle registration.
- One-click fire evacuation report to phones, emails and printers
- Simple to use with an intuitive user interface
- Low running costs
- Integrates with existing door access control systems.
- Variety of mounting options including wall or desk pole brackets.
- ID-card bolt-on makes signing in and out effortless for staff, by simply presenting an ID card to the screen
- Contractor certification of currency monitoring





## MAKE IT EASIER FOR FAMILIES & VOLUNTEERS

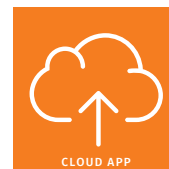
While accounting for everyone onsite at any given time is paramount to your facility's compliance to fire and safety requirements, we understand that this process can be time-consuming and tedious for those who come onsite on a regular basis. That is why EntrySign allows certain 'Authorised Visitors' an express, priority sign in process. Drawing from your list of family members and/or volunteers, anyone added to the list of authorised visitors can cut through the arduous sign in process while still ensuring that no duties of care have been compromised. Speeding the sign in process even more, EntrySign comes with the option of an RFID reader, which allows family members to tap in and tap out with a tap and go access card.

## THE NEXT LEVEL OF VISITOR & CONTRACTOR VETTING

With the built in monitoring of contractor, staff and visitor documentation, EntrySign ensures that all persons coming on site do so holding the necessary certifications. EntrySign holds and stores the document expiry dates for a number of certificates including site inductions, public liability, Workcover and Bluecard, allowing for the barring of entry by anyone whose documentation is invalid, turning the onus back on contractors to make sure their documentation is in order.

## STREAMLINING THE FRONT OFFICE

Using Compact's inhouse graphic design team, your fully customised EntrySign will give your visitors the best of first impressions. Streamline your guest sign-in process with EntrySign's Pre-Booking feature, which allows you to anticipate arrivals, generate site invitations, and automate their sign in. Keeping your admin streamlined and efficient, EntrySign ties in the best of current technologies such as QR Code scan in, and automated arrival emails notifying a host that their guest has arrived.



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