COMPACT
SYSTEMS AUSTRALIA

www.compact.com.au
1800 777 508

AGED CARE, COMMUNITY & DISABILITY SERVICES

Product Catalogue









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ABOUT US

Compact has maintained a standard of excellence since it's 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

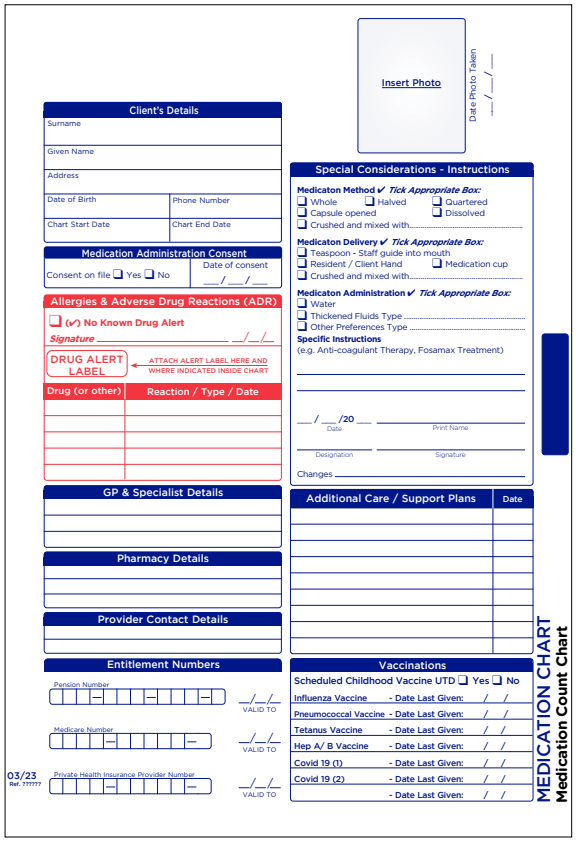
Our mission is quite simple – we aim to succeed by helping you succeed. This entails;

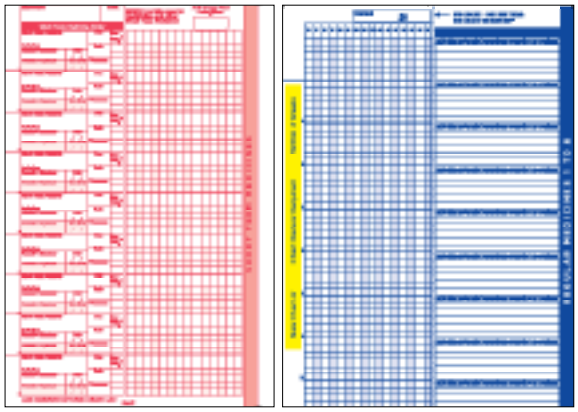
- Assisting in compliance with statutory regulations and standards, reducing risk exposure.
- Providing solutions that exceed quality expectations and delivering a standard of service above that of any service provider.
- To continue to strive for excellence in providing real, cost efficient, and effective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

MEDICATION CHARTS

COMPACT DISABILITY MEDICATION CHART

REF No: CDC01





Compact has designed a disability specific long-term medication chart.

- 6 Months chart recording length
- Pharmacy packed multi-dose signing with non-packed items to initial individually
- RN / EN Individual medication signing

Makes it easy to document and review client medication over a six-month period.

- Colour Coded drug charts
- 17 Regular Med orders
- 18 PRN orders
- Daily medication counts
- Medication received and removed registers

Saves time and constant re-writing by doctors

- Has medicine reviews, notes and prescriber verbal instructions
- Can use medical director labels using software.

This chart provides six months recording of medication orders and administration. The advantage of this longer overview makes it easy for a doctor or pharmacist to review a client's medication history.

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

- A plastic pocket, on the front cover, for the Client's photograph.
- Space for recording allergies and reactions.
- Space for vaccinations (including COVID 19)
- Commonly used abbreviations.
- Notes about the type of medications recorded.

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 too. 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

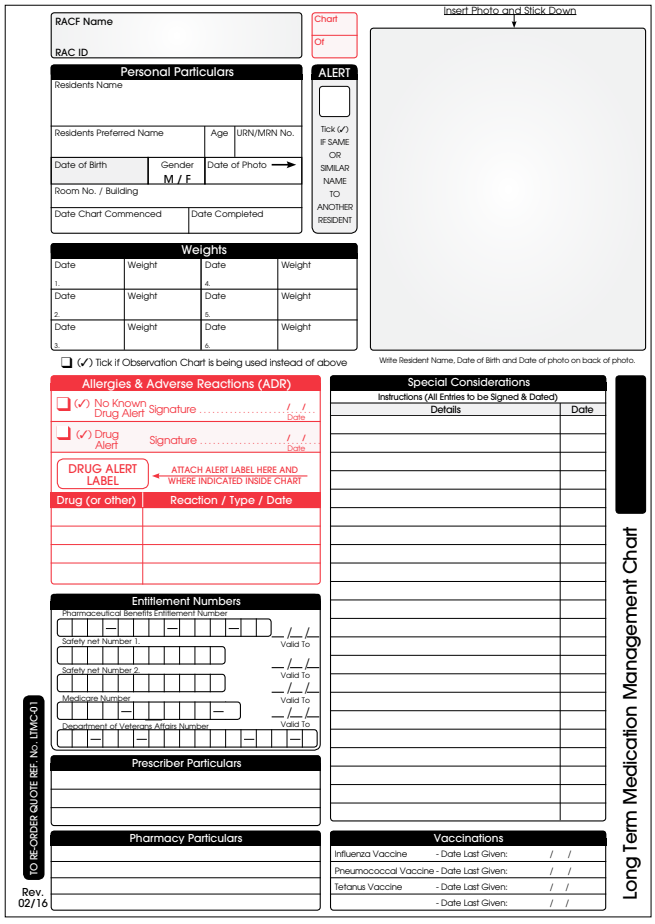
Ref. No. LTMC-BME (Purple)

Highlights the need for a clinical review.

MEDICATION CHARTS

LONG TERM (6 MONTH) MEDICATION CHART

REF No: LTMC01



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.

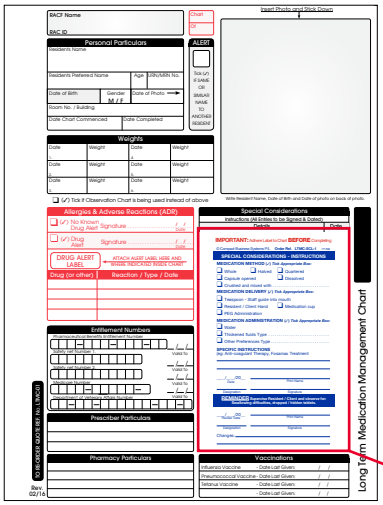
SPECIAL CONSIDERATIONS LABEL

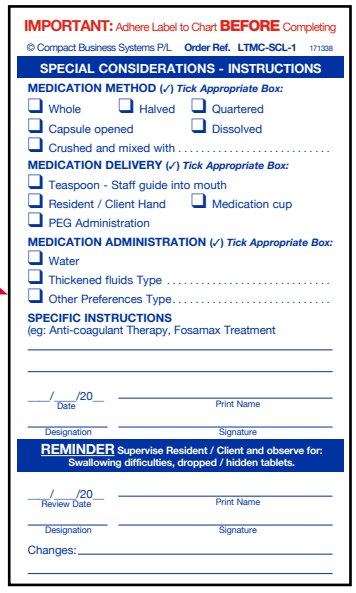
REF No: LTMCSCL1

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)



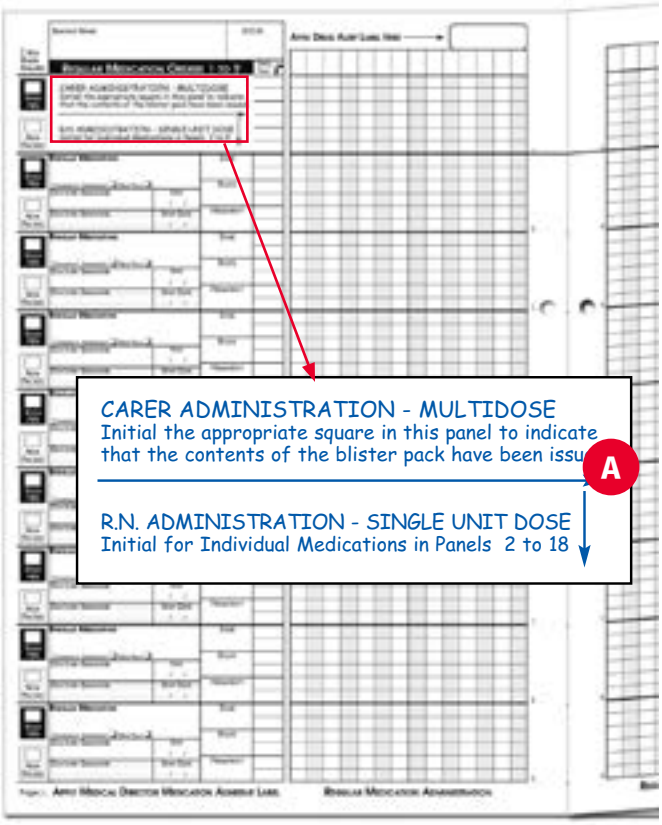


Padded In 25's *Size: 90X165mm*

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

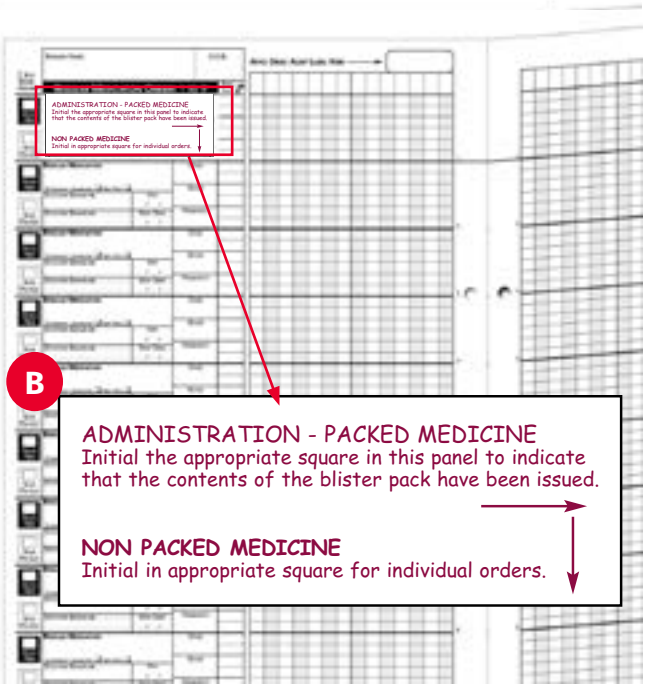
Now your LTMC-01 Chart will provide signing functions for all Packed Medicine in one signing and Non-Packed Medicine in individual signings!

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.

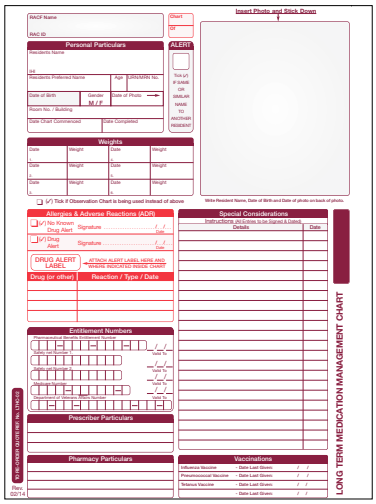


Supplied 18 Up on 297x165mm Sheet

MEDICATION CHARTS

LONG TERM (6 MONTH) MEDICATION CHART

REF No: LTHC02



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.

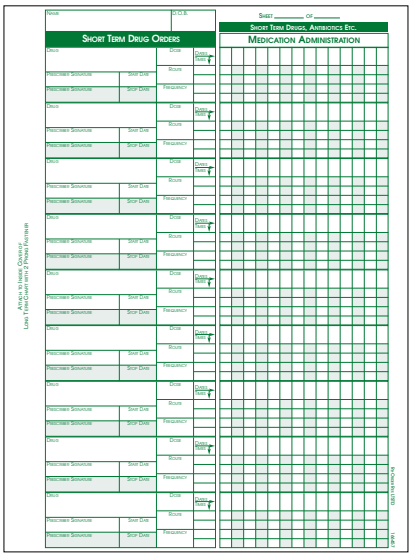
Medication categories in this chart include

- 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

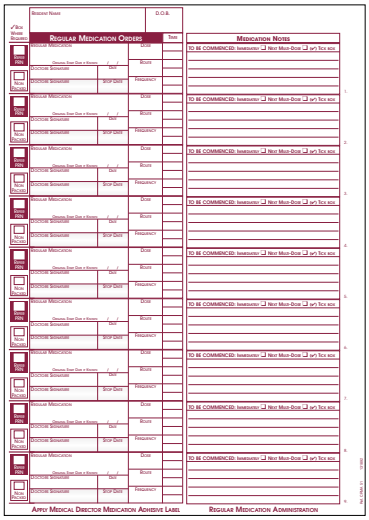
REF No: LTSTD

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’.



REGULAR MEDICATIONS AUXILIARY SHEET

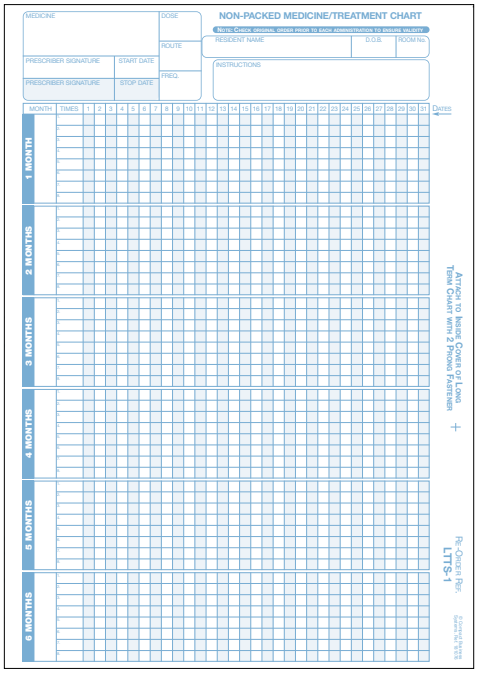
REF No: CRMA51 (For use with Multidose Chart ONLY)



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: LTTS1
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



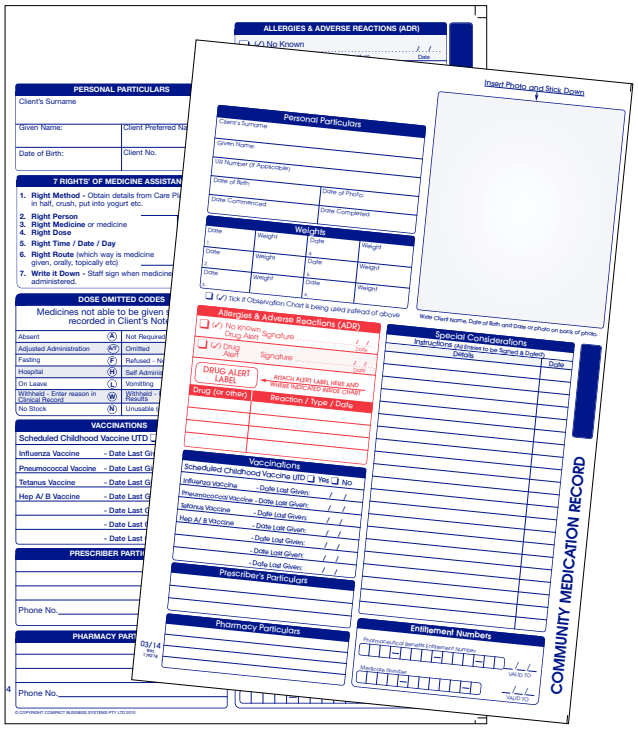
Use these fasteners to hold additional charts (e.g. Treatment charts or Warfarin charts) into the main medication chart. These charts have a strip of re-inforcing 'Mylar' Tape to provide security while being held with the fastener.

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

MEDICATION CHARTS

COMMUNITY MEDICATION RECORD

REF No: LTCC01 & LTCC02



LTCC01 LTCC02

Compact Business Systems is synonymous with the design, production and supply of medication charts and associated products to Hospitals, and Residential Aged Care Facilities since 1987.

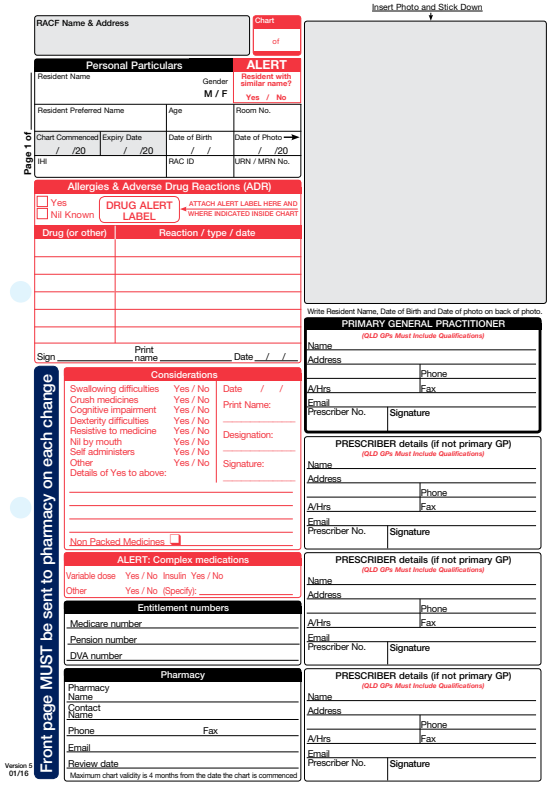
In order to support Consumers in the Community, we have identified that all Healthcare professionals and care workers should have access to current, accurate records of medicines with which they are providing assistance.

A Community medication record provides the vehicle to maintain current lists of medicines prescribed and the ability to record the administration/ assistance of medicines, making information easily accessible to not only the Consumer, but to all involved in the Consumer's care.

NATIONAL RESIDENTIAL MEDICATION CHART

COMPACT PBS VERSION

REF No: CNRMC-02



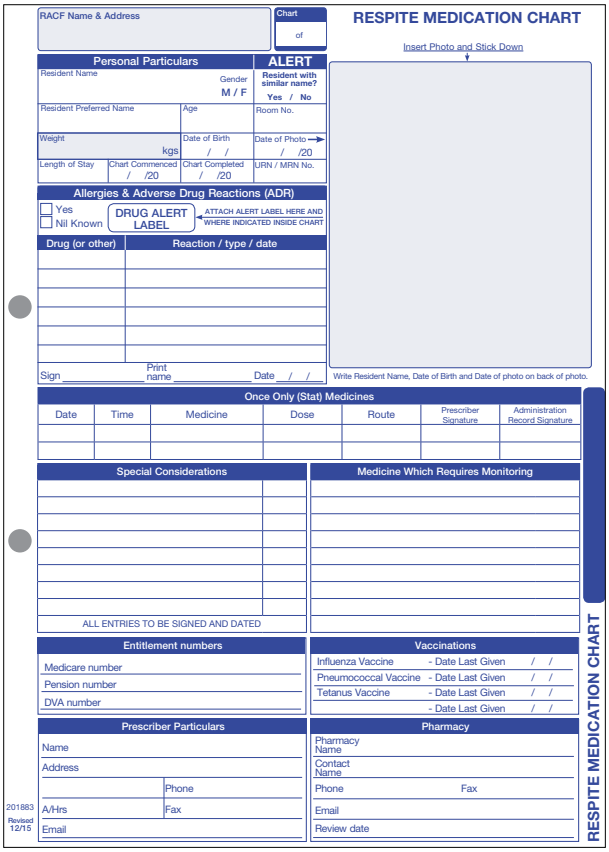
The Compact PBS chart has been designed and judged to be legally compliant by CRH Law Aged Care Specialists in line with the Commission for Safety and Quality in Health Care Standards. Prescriber's orders written on the chart can now be used in lieu of a prescription with medication supply matching the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

RESPITE MEDICATION CHART

REF No: CRC02

Replaces Previous CR135R



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".

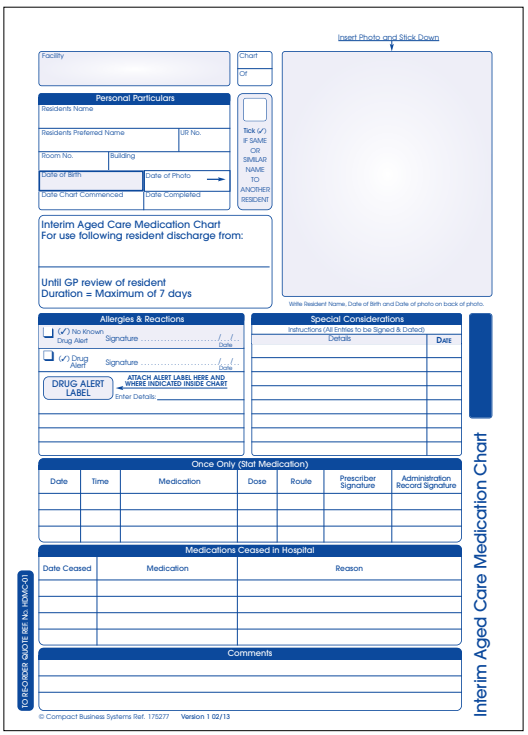
The Back page of the Respite Medication Chart now contains useful information relating to Terminology, Abbreviations and Symbols used in the prescribing and administration of Medicines.

INTERIM AGED CARE MEDICATION CHART

REF No: HDMC01

Designed for Single Unit or Multi-Dose Delivery Systems

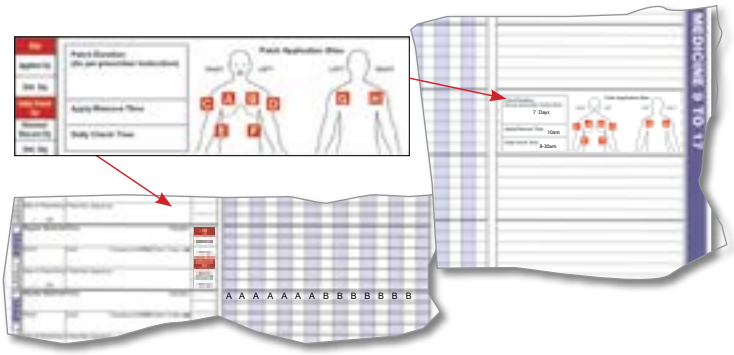
- For use by hospital for resident returning to RACF.
- Interim use by facility for up to seven days until prescriber completes appropriate chart.



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.

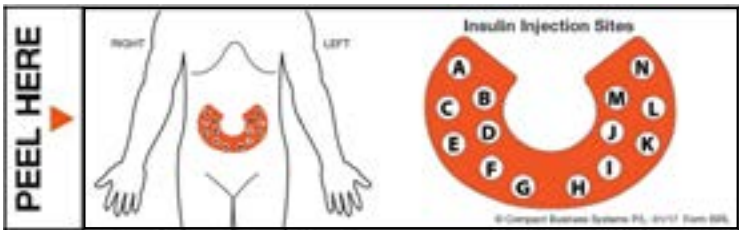
Suppied 12 Up On A4 Sheet *Padded In Sets Of 25*

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.



Suppied 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'.

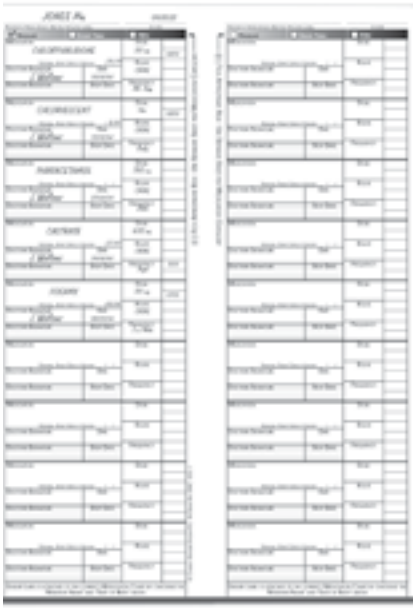
Prescriber to write Medicine Order at the head of the form. Each time a 'new dose' is established, record the dose against each day until the next 'INR'.

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

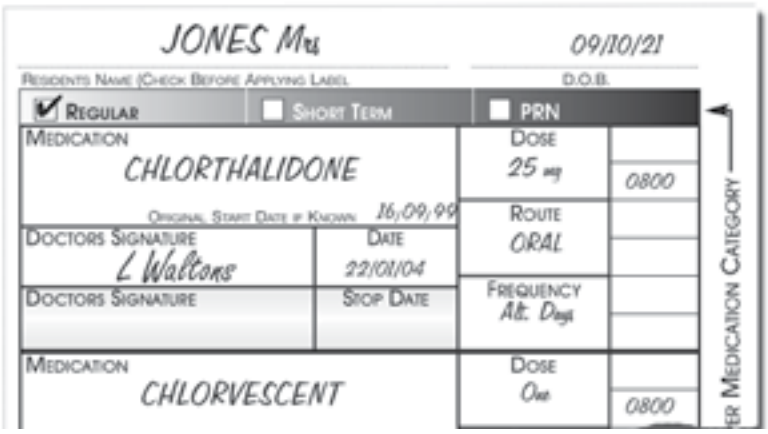
Three months recording on each side of the form. Upon completion of side 1, remove the sheet from the fastener, tumble the sheet over to side 2 and re-attach to fastener.

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.



CONFIRMATION OF TELEPHONE ORDER

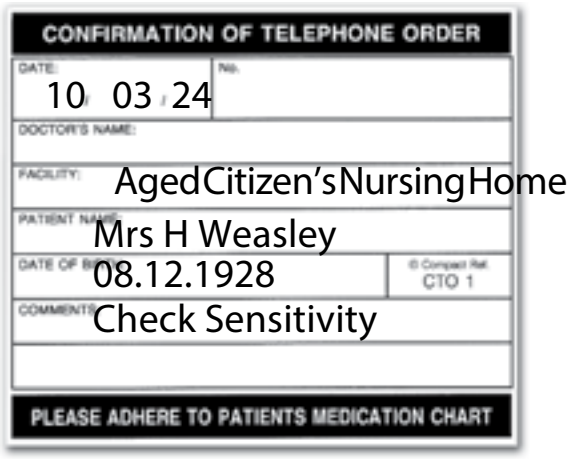
REF No: CT01

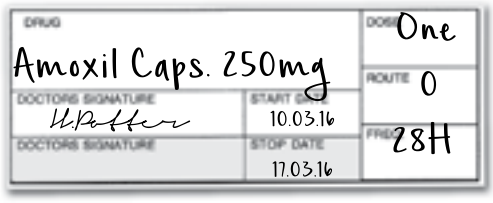
To be completed by prescriber

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.





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.



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.

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.

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.

AGED CARE STAMPS

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

MEDICAL

DIVERSIONAL THERAPY

PODIATRY

DOCTOR

PHYSIOTHERAPIST

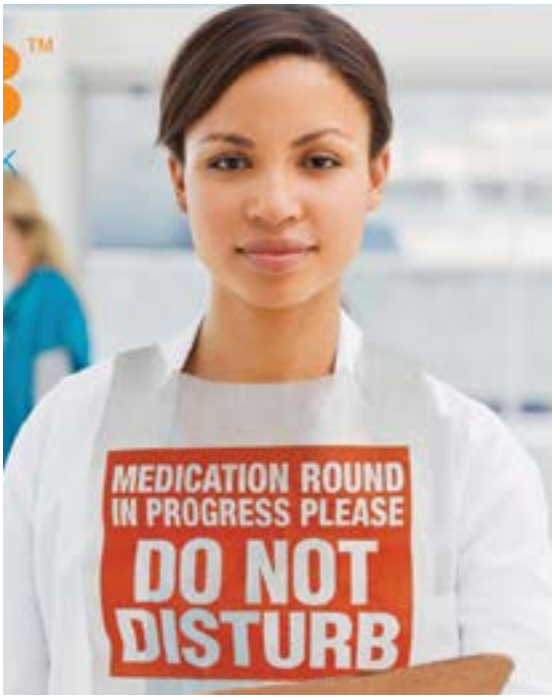
Scale @ 100% for stamp text samples
ALL OTHER CUSTOMISED STAMPS AS REQUIRED.



ASSOCIATED CHART PRODUCTS

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**





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 admini-stration	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 Administratration 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											Sign & print surname of person accepting delivery of or administering this drug				
		Patient name to whom administered or name of supplier	UR NUMBER	IN	OUT								Sign	Print	Sign	Print	Notes/Comments

ASSOCIATED PRODUCTS STORAGE BINDER

REF No: EWSB - Sold Separatley



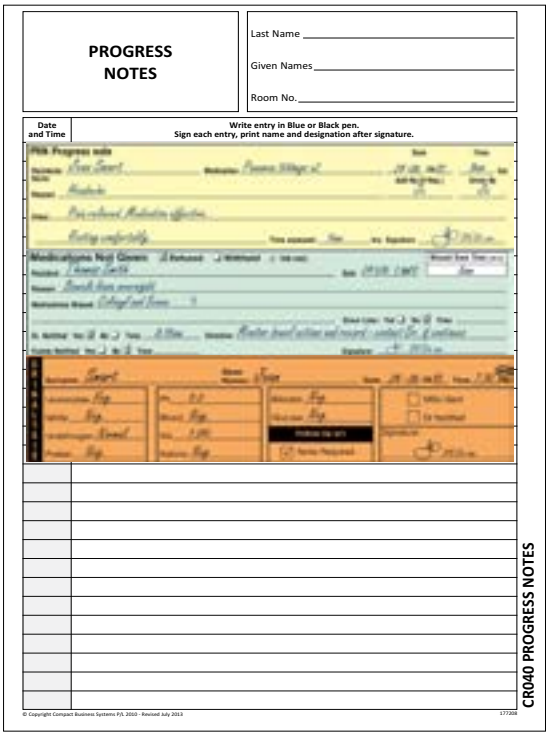
CHECKED AND CORRECT STAMP



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.

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.

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

PROGRESS NOTES

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



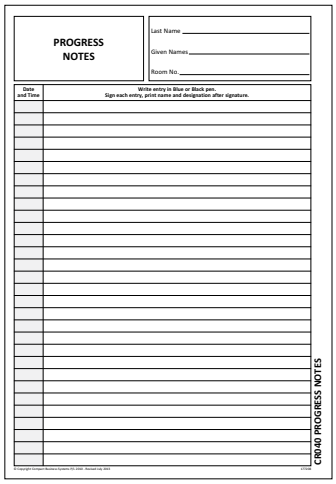
These forms are designed to prompt the recording of all relevant details:

When completed:

Detach and adhere to manual progress notes.

PROGRESS NOTES

REF No: CR040



FOOD SAFETY 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.



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.





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.









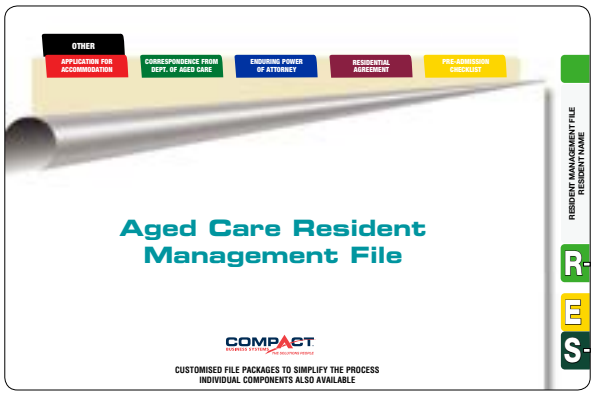
AGED CARE FILING SYSTEMS

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

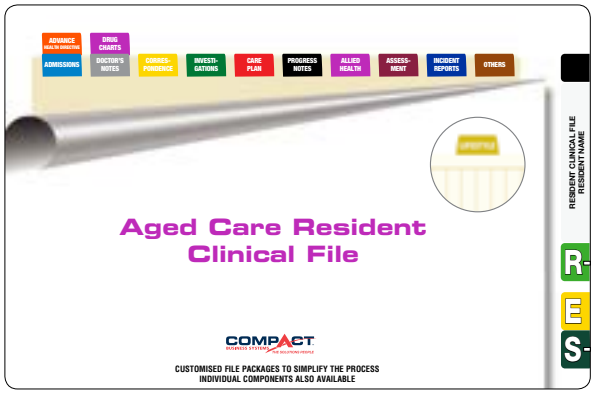


TAB HEADERS INCLUDED IN THIS SET:

- 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

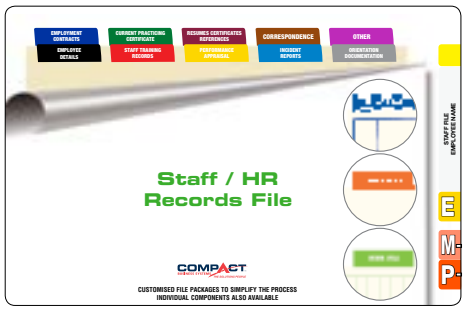


TAB HEADERS INCLUDED IN THIS SET:

- 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 Practicing 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.

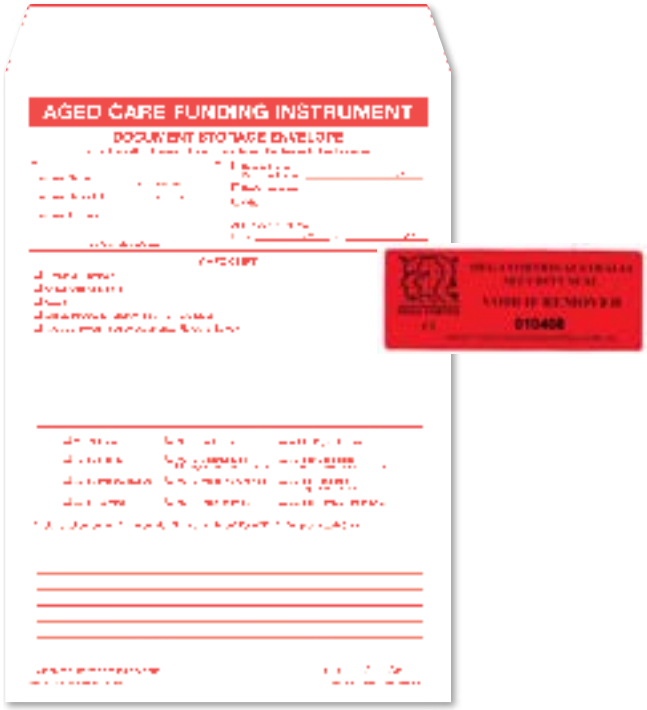
Enhanced privacy for residents with this double-sided alert door hanger.

- 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 envelopeEnvelope 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.





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.



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