

Human Resource Management Policy and Procedure

Human Resource Management Standard - extract from NDIS Practice Standards: Verification Module:

Outcome: Each participant's support needs are met by workers who are competent in relation to their role, hold relevant qualifications, and who have relevant expertise and experience to provide person-centered support.

To achieve this outcome, the following indicators should be demonstrated:

- Records of worker identity, right to work, pre-employment checks, qualifications and/ or experience are maintained.
- Workers complete mandatory NDIS orientation module and records of continuing professional development are maintained.
- **Each worker is trained, and has refresher training, in infection prevention and control standard precautions including hand hygiene practices, respiratory hygiene and cough etiquette.**
- **Each worker who provides supports directly to participants is trained, and has refresher training, in the use of PPE.**
- **PPE is available to each worker, and each participant, who requires it.**

1. ELIZABETH MACKNEY has completed a Provider Profile which includes all training records and compliance checking and is reviewed annually:
 - Worker identity – 100 points ID
 - Employment checks – Working with Children Check & Worker Screening
 - Active Registered Music Therapist and member with the Australian Music Therapy Association (AMTA) (covers CPD including supervision)
 - Experience
 - Completion of NDIS [e-learning module - 'Quality, Safety and You'](#).
 - **SELF-MONITORING INDUCTION/REFRESHER TRAINING/CPD/PEER REVIEW & UPDATE OF POLICIES & PROCEDURES AND REGISTRATIONS/INSURANCE CHECKLIST** and Important Renewal Dates including CPD requirements
2. ELIZABETH MACKNEY has developed a Service Delivery Model to reflect an understanding of delivering person-centred supports.