

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), active Registered Nurse with AHPRA, active Certified Neurologic Music Therapist with the Academy of Neurologic Music Therapy (covers CPD including supervision relevant for all professions),
 - Experience
 - Completion of NDIS Worker Orientation Module: [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.