

MANDATORY CHECKS POLICY

This Policy is designed to ensure that all Altaira employees comply with applicable legislation, regulatory requirements, and client-specific policies. Compliance with these requirements is a condition of employment with Altaira.

The table below outlines the mandatory checks that must be completed to meet our legal and contractual obligations and to support the ongoing suitability of employees in their roles. All required checks must be completed within the specified timeframes and maintained as necessary throughout employment with Altaira. Workers are responsible for obtaining and maintaining any role specific registrations, licences, or police checks required for their position, and for bearing the associated costs.

Failure to complete or maintain mandatory checks may result in restrictions on work duties, suspension, or termination of employment, in accordance with Altaira policies and applicable legislation

This policy will be reviewed **annually** or earlier if regulatory changes occur.

Please note:

1. National Police Clearance – please refer to QMSW076 Approving a Police Clearance for directions on what can be approved.

2. Acute Care:

AINs (Acute Care) must also have the additional vaccinations and serology as per below table.

RN, EN and Hospitality who wish to work in the acute care setting must also have the additional vaccinations and serology.

Diphtheria	Evidence of one adult dose within past 10 years
Pertussis (Whooping Cough)	Evidence of one adult dose within past 10 years
Tetanus	Evidence of one adult dose within past 10 years
MMR (measles, mumps, rubella)	Evidence of MMR vaccination (2 doses of vaccine at least one month apart) OR Serology indicative of positive IgG for MMR
Varicella (Chicken pox)	Evidence of 2 doses of Varicella vaccine at least one month apart, OR Serology indicative of positive IgG for Varicella, OR VZV PCR confirmed Chickenpox or Shingles (i.e., a blood test result as evidence you had the disease) OR Evidence of completed Zoster vaccination per ATAGI guidelines in staff aged over 50 years of age.
Hepatitis B	Require both: Evidence of completed age-appropriate course of Hepatitis B vaccination*, and serology indicative of Anti-Hbs greater than or equal to 10mIU/mL, OR documented evidence of anti-HBc, indicating past Hepatitis B infection, OR HBsAg+ *A written declaration should be submitted for review if all attempts to obtain a record of vaccination fail.
Tuberculosis (TB)	Evidence of TB assessment.
HIV	Serology indicating not detected
Hepatitis C	Serology indicating not detected

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	PCW	AIN (ACUTE CARE)	RN/ EN	HOSPITALITY – CLEANER / CHEF/ COOK/ KITCHEN HAND	ADMIN ASSISTANT (ON HIRE)	OFFICE STAFF	ALLIED HEALTH – PHYSIO/ OT/ POD	EP	DIETICIAN
AHPRA Registration (no conditions)			X				X		
ESSA Registration								X	
Dieticians Australia									X
Certificate 3 or above – Aged Care/ Individual Support	X								
Cert III in Health Services Assistance (HLT33115), or enrolled RN passed 1st year		X							
National Police Clearance - 3 year expiry	X	X	X	X	X	X	X	X	X
NDIS Check - 5 year expiry	X	X	X	X	X		X	X	X
Working with Children Check (if applicable)							X	X	X
Commonwealth Statutory Declaration (Aged Care Specific) - no expiry	X	X	X	X	X	X	X	X	X
First Aid (HLTAID011) 3 year expiry	X	X	X	X			X	X	X
CPR (HLTAID009) 1 year expiry			X						
Food Handling – 1 year expiry	X	X	X	X					
Abuse, Unexplained Absences and SIRs – 1 year expiry	X	X	X	X	X	X	X	X	X
Infection Control - 1 year expiry	X	X	X	X	X		X	X	X
Manual Handling - 1 year expiry	X	X	X	X	X				
Fire Safety – 1 year expiry	X	X	X	X	X	X	X	X	X
Aged Care Standards and Code of Conduct - 1 Year expiry	X		X	X	X	X	X	X	X
Medication Management - 1 year expiry			X						
Drug Calculation 1 year expiry			X						
Dementia – 1 year expiry									
Complaints and Feedback – 1 year expiry	X	X	X	X	X		X	X	X
Whistleblower Disclosures – 1 year expiry	X	X	X	X	X		X	X	X
Preventing Workplace Harassment no expiry	X	X	X	X	X	X	X	X	X
Caring for Indigenous Australians - no expiry	X	X	X	X	X		X	X	X
Privacy Basics: Privacy Principles - No expiry					X	X			
Influenza Vaccination	X	X	X	X	X		X	X	X
COVID Vaccinations (min 1 dose)	X	X	X	X	X		X	X	X
Acute Care – Vaccinations and Serology – SEE ATTACHED TABLE		x	X ACUTE ONLY	X ACUTE ONLY					

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