

**MANDATORY CHECKS POLICY**

This policy is designed to ensure all Altaira Employees comply with applicable legislation and client policies. The table below lists all mandatory checks that are required in order to comply with our policy and ensure ongoing employment by Altaira.

<p>PERSONAL CARE WORKER</p>	<p>Certificate 3 or above – Aged Care/ Individual Support National Police Clearance* – 3 year expiry Commonwealth Statutory Declaration (Aged Care Specific) – no expiry Food Safety – 1 year expiry Responding to Fire, Security and Other Emergencies – 1 year expiry Abuse, Unexplained Absences and SIRs – no expiry Infection Control – 1 year expiry Manual Handling – 1 year expiry Caring for Indigenous Australians (NT only) - no expiry Aged Care Standards and Code of Conduct – no expiry Preventing Workplace Harassment – no expiry Southern Cross Care Induction for PCWs Basic Life Support/ First Aid – 3 year expiry Influenza Vaccination COVID Vaccinations (minimum one dose) NDIS Check Working with Childrens Check (if applicable)</p>
<p>REGISTERED NURSES/ ENROLLED NURSES</p>	<p>AHPRA Registration (with no conditions) National Police Clearance* – 3 year expiry Commonwealth Statutory Declaration (Aged Care Specific) – no expiry Responding to Fire, Security and Other Emergencies – 1 year expiry Abuse, Unexplained Absences and SIRs – no expiry Food Safety – 1 year expiry Infection Control – 1 year expiry Manual Handling – 1 year expiry Medication Management - 1 year expiry Drug Calculation – 1 year expiry Basic Life Support/ First Aid – 3 years expiry CPR – 1 year expiry Caring for Indigenous Australians (NT only) - no expiry Aged Care Standards and Code of Conduct – no expiry Medimap Competency Preventing Workplace Harassment – no expiry Southern Cross Care Induction for Clinical Staff Influenza Vaccination COVID Vaccinations (minimum one dose) NDIS Check Working with Childrens Check (if applicable)</p>

<b>Document Name</b>	Mandatory Checks Policy	<b>Authorised by</b>	Director
<b>Document Group</b>	Policy	<b>Version No</b>	18
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<p>PHYSIOTHERAPIST</p>	<p>AHPRA Registration (with no conditions)  National Police Clearance* – 3 year expiry  Commonwealth Statutory Declaration (Aged Care Specific) – no expiry  Responding to Fire, Security and Other Emergencies – 1 year expiry  Abuse, Unexplained Absences and SIRs – no expiry  Infection Control – 1 year expiry  Basic Life Support/ First Aid – 3 years expiry  Caring for Indigenous Australians (NT only) - no expiry  Aged Care Standards and Code of Conduct – no expiry  Preventing Workplace Harassment – no expiry  Influenza Vaccination  COVID Vaccinations (minimum one dose)  NDIS Check  Working with Childrens Check (if applicable)</p>
<p>DOMESTIC</p>	<p>National Police Clearance* – 3 year expiry  Commonwealth Statutory Declaration (Aged Care Specific) – no expiry  Responding to Fire, Security and Other Emergencies – 1 year expiry  Abuse, Unexplained Absences and SIRs – no expiry  Food Safety – 1 year expiry  Manual Handling – 1 year expiry  Caring for Indigenous Australians (NT only) - no expiry  Basic Life Support/ First Aid – 1 year expiry  Aged Care Standards and Code of Conduct – no expiry  Preventing Workplace Harassment – no expiry  Southern Cross Care Induction for Domestic/ Hospitality  Influenza Vaccination  COVID Vaccinations (minimum one dose)  NDIS Check  Working with Childrens Check (if applicable)</p>

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<p>CHEF/COOK/KITCHEN HAND</p>	<p>National Police Clearance* – 3 year expiry  Commonwealth Statutory Declaration (Aged Care Specific) – no expiry  Responding to Fire, Security and Other Emergencies – 1 year expiry  Abuse, Unexplained Absences and SIRs – no expiry  Food Safety – 1 year expiry  Texture Modified Foods – no expiry  Manual Handling – 1 year expiry  Caring for Indigenous Australians (NT only) - no expiry  Basic Life Support/ First Aid – 1 year expiry  Aged Care Standards and Code of Conduct – no expiry  Preventing Workplace Harassment – no expiry  Southern Cross Care Induction for Domestics/ Hospitality  Influenza Vaccination  COVID Vaccinations (minimum one dose)  NDIS Check  Working with Childrens Check (if applicable)</p>
<p>ADMINISTRATION ASSISTANT</p>	<p>National Police Clearance* – 3 year expiry  Commonwealth Statutory Declaration (Aged Care Specific) – no expiry  Hazardous Manual Tasks: Manual Handling Training for All Workers – 1 year expiry  Abuse, Unexplained Absences and SIRs – no expiry  Responding to Fire, Security and Other Emergencies – 1 year expiry  Caring for Indigenous Australians (NT only) - no expiry  Aged Care Standards and Code of Conduct – no expiry  Preventing Workplace Harassment – no expiry  Influenza Vaccination  COVID Vaccinations (three doses)</p>
<p>OFFICE STAFF</p>	<p>National Police Clearance* – 3 year expiry  Commonwealth Statutory Declaration (Aged Care Specific) – no expiry  Aged Care Standards and Code of Conduct – no expiry  Influenza Vaccination  COVID Vaccinations (three doses)  Fire Safety  WHS  Abuse, Unexplained Absences and SIRs – no expiry  Preventing Workplace Harassment – no expiry  Privacy Basics: An Introduction to the Australian Privacy Principles</p>

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\* Must state unsupervised contact with vulnerable and/or aged. Any conviction for theft, fraud or weapons offences preclude employment. Any conviction for drug offences including driving under the influence of drugs and/or alcohol within the previous five years precludes employment. Any conviction for traffic offences (eg driving disqualified, driving whilst suspended, speeding) within the previous two years does not preclude employment but the employee may not drive clients.

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