

# After-hours action planning audit tool

To be used in conjunction with existing processes to support residential aged care home (RACH) preparedness for the after-hours period.

Organisation name:

Completed by:

Date completed:

Checklist for after-hours preparation	Yes	No	Helpful resources	Action
<b>Person-centred</b>				
<p>Does each resident have an advanced care plan?</p> <p>If so, where can they be found and are they up to date?</p> <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><a href="#">How to create a Care Plan in Victoria</a></p> <p><a href="#">How to prepare for Planned Palliative Care</a></p>	<p>Date to be actioned:</p> <input type="text"/> <p>Date to be completed:</p> <input type="text"/>
<p>Does your RACH offer advanced care plans for each resident?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p><a href="#">How to identify goals of care</a></p> <p><a href="#">Advance care planning forms</a></p>	<p>Date to be actioned:</p> <input type="text"/> <p>Date to be completed:</p> <input type="text"/>
<p>Does each resident have a medical treatment decision maker in place for residents who do not have decision making capacity?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p><a href="#">Appointing a Medical Treatment Decision Maker</a></p>	<p>Date to be actioned:</p> <input type="text"/> <p>Date to be completed:</p> <input type="text"/>
<p>Are residents who are at risk of deterioration identified?</p> <p>If so, is this information updated within the advanced care plan and easily accessible to staff?</p> <p>ELDAC – (End of life Direction for aged care) Resources</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p><a href="#">Early recognition of clinical deterioration in aged care   Safer Care Victoria</a></p> <p><a href="#">ELDAC Supportive and Palliative Care Indicators tool</a></p> <p><a href="#">ELDAC Toolkit Educational Videos for RACH staff</a></p> <p><a href="#">The dying patient   CareSearch</a></p> <p><a href="#">ELDAC Digital Dashboard bundle</a></p>	<p>Date to be actioned:</p> <input type="text"/> <p>Date to be completed:</p> <input type="text"/>

Checklist for after-hours preparation	Yes	No	Helpful resources	Action
Does your RACH have access to an after-hours GP/locum service or suitable alternatives in the after-hours time frame?	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">After-hours service directory template for GPs/Locum.</a>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
If so, are staff aware of how to access this information?	<input type="checkbox"/>	<input type="checkbox"/>		
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>				Date to be actioned: <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> Date to be completed: <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>

### Documentation

Does your RACH have a structured handover tool, when communicating with other health professionals such as ISBAR?	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">The ISBAR model – How to effectively communicate clinical information in a RACH</a>  <a href="#">ISBAR template</a>  ISBAR (Identify, Situation, Background, Assessment and Recommendation)	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
Does your RACH have a registered nurse available on site or via phone? This might be a facility nurse, Nurse Practitioner or Residential InReach (RiR), HealthAccess, Victorian Virtual Emergency Department (VVED).	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">After-hours service directory template for GPs/Locum.</a>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
Does your RACH have processes to access RiR, VVED, Palliative Care Advice Service (PCAS)	<input type="checkbox"/>	<input type="checkbox"/>	To identify if RiR provides services to your RACH refer to service directory.  <a href="#">Medical referral options for residents in aged care homes</a>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
Do you know how and when to contact Victorian Virtual Emergency Department (VVED)?	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">VVED contact details</a>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>

Checklist for after-hours preparation	Yes	No	Helpful resources	Action
<b>Systems</b>				
Is telehealth technology easily accessible to staff after-hours?	<input type="checkbox"/>	<input type="checkbox"/>	<a href="http://www.acrrm.org.au/resources/digital-health/telehealth">www.acrrm.org.au/resources/digital-health/telehealth</a>	Date to be actioned: <input type="text"/>
Are staff confident in using telehealth technology?	<input type="checkbox"/>	<input type="checkbox"/>	<a href="http://www.digitalhealth.gov.au/healthcare-providers/initiatives-and-programs/telehealth">www.digitalhealth.gov.au/healthcare-providers/initiatives-and-programs/telehealth</a>	Date to be completed: <input type="text"/>
Does your RACH have a procedure for sharing resident information with other services or hospitals if transfer is required?	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">For information on how to view and upload resident information including discharge summaries in My Health Record</a>	Date to be actioned: <input type="text"/> Date to be completed: <input type="text"/>
Does your RACH use My Health Record?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>
Does your RACH upload or view resident information to My Health Record?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>
Does your RACH include resident information in the event of a transfer?	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Comprehensive Health Assessment for the Older Person</a>	Date to be actioned: <input type="text"/> Date to be completed: <input type="text"/>
Does your RACH update a resident's medical records with the discharge summary provided after an episode of care?	<input type="checkbox"/>	<input type="checkbox"/>		Date to be actioned: <input type="text"/> Date to be completed: <input type="text"/>
Does your home have access to stock medications after-hours, such as an IMPREST system?	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Vic DOH guidelines – Victorian Department of Health provides guidance on how to appropriately store and record medicines in a RACH.</a>	Date to be actioned: <input type="text"/> Date to be completed: <input type="text"/>

## Checklist for after-hours preparation

Yes

No

Helpful resources

Action

Does your RACH have a medication advisory committee?

[DoHAC audit tool and checklist for a medication advisory committee](#)

Date to be actioned:

Date to be completed:

## Education and further assistance

Does your RACH require extra support for educating your clinical staff on after-hours services and preparation?

If so, contact Gippsland PHN at [agedcare@gphn.org.au](mailto:agedcare@gphn.org.au)

List the services for which you would like support. E.g. VVED, PCAS.

Date to be actioned:

Date to be completed:

Results of this audit tool can be used by your clinical team or medication advisory committee to guide best practice procedures such as use of an after-hours services action plan and ongoing education of permanent and agency staff.

