After-hours action planning audit tool

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

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GIPPSLAND

An Australian Government Initiative

Organisation name:	Completed by:	Date completed:

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

Checklist for after-hours preparation	Yes	No	Helpful resources	Action	
Does your RACF have access to an after-hours GP/locum service or suitable alternatives in the after-hours time frame?	☐	☐	[After-hours service directory template for GPs/Locum.](#)		Date to be actioned:
If so, are staff aware of how to access this information?	☐	☐			Date to be completed:

Documentation

	Yes	No	Helpful resources	Action	
Does your RACF have a structured handover tool, when communicating with other health professionals such as ISBAR?	☐	☐	**The ISBAR model** – **How to effectively communicate clinical information in a RACF** **ISBAR template** ISBAR(Identify, Situation, Background, Assessment and Recommendation)		Date to be actioned: Date to be completed:
Does your RACF 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).	☐	☐	[After-hours service directory template for GPs/Locum.](#)		Date to be actioned: Date to be completed:
Does your RACF have processes to access RiR, VVED, Palliative Care Advice Service (PCAS)	☐	☐	To identify if RiR provides services to your RACF refer to service directory. [Medical referral options for residents in aged care homes](#)		Date to be actioned: Date to be completed:
Do you know how and when to contact Victorian Virtual Emergency Department (VVED)?	☐	☐	[VVED contact details](#)		Date to be actioned: Date to be completed:

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

Checklist for after-hours preparation	Yes	No	Helpful resources	Action	
Does your RACF 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 RACF require extra support for educating your clinical staff on after-hours services and preparation? If so, contact Gippsland PHN at 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.