

SILC Resident and Staff Documentation

Resident Participant Documentation

- NDIS Plans
- SIL Quote
- SDA Quote
- Behaviour Support Plans
- Communication Books for Community Participation Program (CP) “Day” Programs
- Contact Details of relevant stakeholders
- Progress Notes for each shift (either in hard or soft copy format)
- Incident/Accident Reports
- Personal Profile (including Missing Person Information and Contacts if necessary)
- Health Care Plans including annual (CHAP) Medical & Dental check ups
- Safety Assessment Form
- Participant Documentation Status Workbook

Only if relevant

- Medication Charts
- PRN Protocols
- Epilepsy Protocols
- Pharmacy Agreements
- Mood/Sleep Charts
- Food and Fluid Diary
- Weight Charts
- Consent for Restrictive Practices
- Restrictive Practices Approvals

Employee Documentation

- Tax Declaration Form
- Employee Information Form
- Resume
- Police Check/Working with Children Check (if relevant)
- Common IFAs (if relevant)
- Signed IFA (if relevant)
- Training history & Certificates
- Illness and Injury Reports
- Grievance Reports
- Staff Evaluations
- House Manager Position Description
- Resident Support Worker Position Description
- Example Interview Questions
- Staff Induction Pack