

North West Residential Support Services Inc.  
Policies & Procedures  
**LIFESTYLE SUPPORT TEAM MEETING AGENDA & MINUTES**

Number:<4>/Effective:<March> <2018>/Replaces:<3>/Review:<January> <2020>

This agenda is designed to support the process outlined in the Guidelines for Quality document, Building Better Lives, by keeping the focus on the people being supported and directing workplace matters to the General Manager.

Staff are trained to take Minutes of these meetings, which confirm that all agenda items have been raised.

The following life areas from Building Better Lives are to be used as the guide for the following reviews:

<b>PAST</b>	<b>HEALTH</b>	<b>COMMUNICATION</b>	<b>ACCOMMODATION</b>	<b>FINANCIAL</b>	<b>MOBILITY</b>	<b>RELATIONSHIPS</b>	<b>ROLES</b>	<b>RESPONSIBILITY</b>
		<b>REPUTATION</b>	<b>GIFTS &amp; TALENTS</b>	<b>EDUCATION</b>	<b>LEISURE</b>	<b>LIFESTYLE</b>	<b>FUTURE</b>	

**For Each Supported Person:**

1. Review their health, wellbeing and social activities for the preceding month, including calling for any indications of the person being unhappy, or complaining about their home environment, or the support they are receiving. If there are indications of complaint they must be reported to the Direct Service Manager immediately.
2. Plan attention to their health, wellbeing and social activities for the coming month.
3. Are there any service coordination requirements and are they being met?
4. Are there any special safety requirements in this person's life at the moment?
5. Ensure that all support workers are properly oriented to the important information about each client. Have they read all of the essential documents in each client Life Enrichment Journal?
6. Ensure that the policy on Socialising with Clients is applied to any related decisions.
7. Ensure that Restrictive Interventions are discussed at every meeting
8. Ensure that a twelve monthly review is dated for each client to review progress against all life areas with the results filed in the Life Enrichment Journal.
9. Ensure that a team member in each team is identified for an annual appraisal.

**TEAM MEETING MINUTES – LOCATION:**

**DATE:    /    /    START:    FINISH:**

Present:
Apologies:
Read and confirmed as an accurate record by all team members:

## Discussion Guide

**The Life Enrichment Journal is to be reviewed as part of team meeting agendas. The review will include:**

- ✓ Does the journal hold appropriate information
- ✓ Are the contents filed in an appropriate sections
- ✓ Is all irrelevant or out of date information archived
- ✓ Have all sections of the LEJ been read. Manually change and replace as soon as practical
- ✓ Manually change review date
- ✓ Instruct the team to complete the new 'read and signed' page
- ✓ Minute a request for all staff to read and sign

All LEF's need to be reviewed annually

**Resident communication tools to be discussed and reviewed:**

- ✓ Are they being used successfully?
- ✓ Do they need to be reviewed? By whom? Timeline?
- ✓ Are their changes required?

**Resident protocols:**

- ✓ Are they being used successfully?
- ✓ Do they need to be reviewed? By whom? Timeline?

**Restrictive Interventions:**

- ✓ What are they?
- ✓ Are there any authorised restrictive practices being used?
- ✓ If so, where? Are they authorised?
- ✓ When do they need to be reviewed?
- ✓ What strategies are in place to reduce these interventions?
- ✓ Restrictive Interventions, when reported, will be sent to the Senior Practitioner

**Safety:**

- ✓ Are there any special safety requirements required in a person's life?
- ✓ What are they?
- ✓ How should we implement them?

<b>Resident/Participant:</b> <b>Topic/Discussion:</b>	<b>Action</b>	<b>Person Responsible</b>

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**THE FOLLOWING ITEMS MUST BE TABLED AT EVERY TEAM MEETING**

Topic	Action	Person Responsible
OH&S items including hazards to report? <ul style="list-style-type: none"> <li>• Electrical</li> <li>• Products</li> <li>• Tasks</li> <li>• Equipment</li> <li>• Client Change</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to General Manager</li> </ul>	
Any items on fire safety including analysing any recent practice evacuations?	<ul style="list-style-type: none"> <li>• Refer to General Manager</li> </ul>	
Any workplace incidents that need attention or reporting to Disability Services as per the policy on Consumer Related Serious Incident Reporting.	<ul style="list-style-type: none"> <li>• Refer to General Manager</li> </ul>	
Any suggestions for Change in the following areas: <ul style="list-style-type: none"> <li>• How NWRSS Operates</li> <li>• How teams work</li> <li>• How support workers work</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to General Manager</li> </ul>	
Purchases Required:		
Repairs Required:		
First Aid Kit Audited Each Month-House Car. Items Purchased		
Are torches, batteries and candles available and working?		
Is the BBQ gas bottle full for cooking during power outages?		
Presentation: Policy/Procedure Reviewed – Training		