



Standard entry meeting agenda

This document is an example of the content covered in a Standard entry meeting.

Meeting duration: 90–120 minutes

#	Agenda item
1	Acknowledgement of Country
2	Introductions and meeting purpose The purpose of this meeting is to: <ul style="list-style-type: none">• give you an overview of the audit program• discuss communication arrangements and privacy requirements whilst on site• confirm work health and safety and daily entry requirements• confirm logistics – computer access and working space• confirm the sample of older people, their representatives and workers that we will speak with (category 6 only)• identify any new risks or issues in delivering care and services• confirm time for daily feedback meetings• confirm time for closing meeting• follow up outstanding documents from the Care Delivery Evidence Collection Tool (CDECT)• explain how we will ask for your feedback about audits• answer your questions• request tour of care delivery or residential care home.
3	Overview of audit approach and planning
4	Communication and privacy requirements
5	Work health and safety and your site entry requirements

#	Agenda item
6	Audit logistics
7	Older person/representative and worker samples (category 6)
8	Identified risks or issues
9	Daily feedback meetings
10	Closing meeting
11	Care Delivery Evidence Collection Tool (CDECT) follow-up (if needed)
12	How to give us feedback
13	Questions you have for us
14	Request tour of service
15	Meeting close



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