



Standard governing body meeting agenda

This document is an example of the content covered in a Standard governing body 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 our audit approach• understand how your governing body does, or plans to do, the following:<ul style="list-style-type: none">– establishes or monitors strategic priorities– fosters a culture of safety, inclusion, and quality– drives and monitors improvements to care and services– supports continuous improvement– implements and monitors a clinical governance framework– integrates the clinical governance framework with corporate governance (if strengthened Aged Care Quality Standard 5 applies)– sets up systems and processes to meet mandatory requirements• ask you follow up questions from our review of your Audit Evidence Collection Tool (AECT) and supporting documents• answer your questions• discuss actions and next steps.
3	Overview of audit approach
4	Understand your Governing Body's strategic direction

#	Agenda item
5	Topics for discussion <p>After we review your AECT and supporting documents we will ask you questions about some of the following themes from the strengthened Aged Care Quality Standards and their related outcomes:</p> <ul style="list-style-type: none"> • person-centred care • dignity, respect and privacy • choice, independence and quality of life • agreements, fees, pricing, invoicing and statements • corporate and clinical governance • accountability and quality system • risk management system • incident management system • feedback and complaints management system • information management system • workforce and human resources management • emergency management system • assessment and planning • comprehensive care and services • clinical safety • care coordination and transitions • environment • infection prevention and control • medication management • food and nutrition (category 6 only) • palliative and end of life care.
6	Questions you have for us
7	Actions and next steps
8	Meeting close

