



Standard senior management meeting agenda

This document is an example of the content covered in a Standard senior management 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• keep collecting evidence about your current or intended governance arrangements, systems and processes• discuss any gaps or issues we have identified from our document review of your Audit Evidence Collection Tool (AECT)• understand how you carry out, or intend to carry out, clinical governance (if strengthened Aged Care Quality Standard 5 applies)• ask you follow up questions from our review of your Audit Evidence Collection Tool (AECT) and supporting documents• discuss steps to identify targeted care delivery locations (category 4 or 5), and prioritising of approved residential care homes (category 6) (where applicable)• answer your questions• discuss actions and next steps.
3	Overview of audit approach
4	Discuss governance arrangements and systems and processes
5	Discuss outstanding documentation or gaps from review of AECT
6	Understand your clinical governance (if strengthened Aged Care Quality Standard 5 applies)

#	Agenda item
7	Topics for discussion <p>After reviewing your AECT and supporting documentation 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 • assessment and planning • delivering 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.
8	Care delivery location sampling (where applicable)
9	Questions you have for us
10	Actions and next steps
11	Meeting close