



Changes to suitability matters

A fact sheet for key personnel

✓	Notify a change within 14 days
✓	Keep older people safe
✓	Reduce organisational risks

Key personnel play a critical role in the planning and delivery of aged care and services. While all providers must assess the suitability of their key personnel, if you work for a provider that is a corporation, you need to inform your employer of a change relating to a suitability matter.

What are my responsibilities?

You must report a change of circumstance relating to a suitability matter to your employer in writing and within 14 days of the change. It is an offence not to do this. This offence carries a maximum of 30 penalty units for an individual.

What are the suitability matters?

The suitability matters consider an individual's circumstances relating to:

- experience providing care
- NDIS banning orders
- criminal proceedings and convictions
- civil proceedings and convictions
- insolvency under administration
- adverse findings from federal and state departments and commissions
- fraud, misrepresentation or dishonesty in any administrative, civil or criminal proceedings
- disqualification from managing corporations
- other matters specified in the *Aged Care Quality and Safety Commission Rules 2018*.

Why is this important?

The key focus of this requirement is to keep older people safe.

Depending on your role, you have authority, responsibility and significant influence over the strategic and operational activities of your service. This involves a high level of trust and confidence. Your employer needs to be aware of any changes that could affect your ability to continue to provide safe and quality care and services.

Having robust checks in place can also minimise risk to the organisation.

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