



# Serious Incident Response Scheme

## Residential aged care provider readiness checklist

Residential aged care providers are encouraged to work through the Serious Incident Response Scheme (SIRS) readiness checklist ahead of the scheme commencing on 1 April 2021.

Activity	Support material
<p><input type="checkbox"/> <b>Become familiar with the SIRS</b></p> <p>Familiarise yourself and your staff with the SIRS and accompanying provider obligations. Study the arrangements and requirements of the scheme, understand the benefits, and review the range of resources available to help.</p>	<p>Website: <a href="https://www.agedcarequality.gov.au/sirs">https://www.agedcarequality.gov.au/sirs</a></p> <p>Webinar recordings: Start with <a href="#">Introduction to the SIRS and the importance of Incident Management Systems</a></p> <p>FAQs: <a href="#">Frequently asked questions</a></p>
<p><input type="checkbox"/> <b>Appraise your Incident Management System (IMS)</b></p> <p>Conduct a gap analysis by comparing your current incident management arrangements with the new <b>IMS requirements</b>:</p> <ul style="list-style-type: none"> <li>• What arrangements do you have in place now to prevent and respond to incidents at your residential aged care service?</li> <li>• Do you have each of the <b>four</b> key components of an incident management system? <ul style="list-style-type: none"> <li>— Documented policies and procedures</li> <li>— A tool to record incidents</li> <li>— A training program for staff</li> <li>— Governance and accountability arrangements</li> </ul> </li> <li>• What other policies, processes and systems do you need to upgrade and extend to meet the IMS requirements?</li> </ul>	<p>Fact sheet: <a href="#">What is an effective incident management system?</a></p> <p>Guidance document: <a href="#">Effective incident management systems: Best practice guidance</a></p> <p>Webinar #2: <a href="#">Incident Management Systems under the SIRS</a></p> <p>Fact sheet: <a href="#">Recording incidents in an incident management system</a></p> <p>Poster: <a href="#">Essential elements of an effective incident management system</a></p>

Activity	Support material
<p><input type="checkbox"/> <b>Prepare for SIRS reporting</b></p> <p>Put in place policies, procedures and systems to ensure you can meet the new <b>SIRS requirements from 1 April 2021</b>, including understanding:</p> <ul style="list-style-type: none"> <li>• the types of incidents that must be notified to the Commission</li> <li>• the requirements for making a notification, including what incidents must be notified and when</li> <li>• how to determine if an incident is a Priority 1 or Priority 2</li> <li>• which staff in your organisation will be given responsibility for submitting notifications to the Commission via the Serious Incident Response Scheme tile on the My Aged Care Provider Portal.</li> </ul>	<p>Guidance document: <a href="#">SIRS – Guidelines for residential aged care providers</a></p> <p>Note: All staff members registered with the My Aged Care provider portal as an administrator, team leader or staff member <b>before 1 April</b> will be automatically assigned the SIRS user role.</p> <p>Webinar #3: <a href="#">Reporting under SIRS</a></p>
<p>If you are an organisation administrator, ensure you are familiar with the process to assign the SIRS user role to identified members of your staff through the My Aged Care Provider Portal.</p>	<p>Quick Reference Guide: <a href="#">How to use the Serious Incident Response Scheme tile</a></p> <p>Other resources: <a href="#">My Aged Care user resources</a></p>
<p><input type="checkbox"/> <b>Prepare your staff</b></p> <p>Train staff in the new incident management system and reporting requirements.</p>	<p>Training modules: <a href="#">Aged Care Learning Information Solution (Alis)</a></p> <p>Guidance document: <a href="#">SIRS – Guidelines for residential aged care providers</a></p> <p>Guidance document: <a href="#">Effective incident management systems: Best practice guidance</a></p>
<p>Encourage staff to become notifiers of serious incidents impacting residents in your service by supporting them to register for the My Aged Care Provider Portal.</p>	<p><a href="#">My Aged Care Provider Portal User Guide Part 2 – Team Leader and Staff Member Functions</a></p>
<p><input type="checkbox"/> <b>Prepare your residents</b></p> <p>Produce and provide your documented incident management system procedures in an accessible form for residents, their families and representatives. Make sure you are able to assist them to understand how it operates if they ask.</p>	<p>Guidance document: <a href="#">SIRS – Guidelines for residential aged care providers</a></p> <p>Website: <a href="#">Serious Incident Response Scheme information for consumers</a></p>
<p>Inform all residents and their representatives of the Notice of Collection process so that they know what to expect if they are involved in an incident that must be reported to the Commission under the SIRS.</p>	<p><a href="#">Notice of Collection (NoC)</a></p>