

Education & Meetings Calendar 2025 (V1/V2)

January	February	March	April	May	June	July	August	September	October	November	December
	Wed 05	Tues 04	Wed 02	Thu 01	Thu 05	Tue 01	Wed 06	Tue 02	Wed 01	Tues 04 - Melbourne Cup	Mon 01
Merry Christmas & Happy New Year	NQI Practices Monitoring Roula	Manual Handling V1 Seniorcare (Physio)	IDC/SPC Care for V1 and V2 in V2 SLHD	Food safety Audit Kerwin V1&V2	Family Meet. Virtual V1 and V2	Depression in Elderly Care Manager Rights Based Act & Strengthened Quality Standards NOW EFFECTIVE!!	Manual Handling V2 Seniorcare (Physio)	Time Stress Management Raquel	Dementia Progression SLHD		Restrictive Practices CM
Wed 08	Thu 06	Wed 05	Thu 03	Fri 02	Wed 11	Wed 02	Thu 07	Wed 03	Thu 09	Wed 05	Thu 04
	3 Minute Food Trainers For all OC/CM/Kitchen Staff /Handyman	Resident Meeting V1 & Resident Advisory Body election	RACF Outbreak workshop with SLHD form 09.00 to 13.00 via Teams	Strengthened Quality Standards Policies & Procedures Anita	SDS Chemical risk Ecolab Online	Food Education Compulsory RAO, Kitchen secretary in V2 1:30PM-3PM	Manual Handling V1 Seniorcare (Physio)	Resident Meeting V1	MMRA Audit with ACOP	Complaints Management & Review of Act & Standards Implementation Anita	Med Review for V2 Case Conf & Education Medication Incidents & Errors
Thu 09	Wed 12	Thu 06	Wed 09	Wed 07	Thu 12	Thu 03	Tue 12	Thu 04	Mon 13	Thu 06	Fri 05
Food Consistency SLHD	Quality Clinical Gov. Committee Report Discussion for Maintenance/ Operations/HR meeting at 11 am In V2	CEO/DON/DT Meeting Easter Preparations	Quality Clinical Gov. Committee Report Discussion for CEO/DON/DT meeting at 11 am In V2	Monthly Care Statement(Don)	Med Review/Case Conf V2 with ACOP and Education Appropriate use of Antimicrobials & Common Infections in Aged Care V1+V2 in V2	Residents Advisory Body Meeting	Review Staff Knowledge & implementation of Act & Standards Anita	Resident Meeting V2	Resident Safety & Staff Responsibility CM	SIRS & Mandatory reporting CM	Quality Clinical Gov. Committee Report Discussion for Care Manager/Compliance Coordinator meeting at 11 am
Fri 10	Thu 13	Tue 11	Thur 10	Thu 08	Fri 13	Mon 07	Thu 14	Wed 10	Tue 14	Tue 11	Wed 10
Dining Experience Roula	Med review for V1 in V1 and MACM Quality Care Advisory Meeting	Resident Meeting V2 & Resident Advisory Body election	Psychotropic Audit ACOP V1+ V2	Med Review /Cae Conference V1 with ACOP and MAC Meeting V1	Supplements & Resident Menu Rene Dietician	Gastro Oesophageal Reflux Disease (Gord) CM	Med Review MACM Case conference V1 & Quality Care Advisory Meeting	Voluntary Assisted Dying (VAD) Anita	Cold Chain Management - Vaccine Storage/ Anaphylaxis online education Compulsory RNs	Antimicrobial Stewardship Roula	Resident Christmas Party V1
Thur 16	Fri 14	Wed 12	Fri 11	Fri 16	Tue 17	Wed 09	Fri 15	Thu 11	Wed 15	Wed 12	Mon 15
Quality Clinical Gov. Committee Report Discussion for CEO/DON/DT meeting at 11 am In V2	Staff Compulsory Meeting (Excluding RN) + Standards & Act	Manual Handling V2 Seniorcare (Physio)	Aged Care Code Of Conduct Anita	Quality Clinical Gov. Committee Report Discussion for Maintenance/ Operations/HR	NOVIS Education Bed & Mattress cleaning V1& V2	Senior Care Physiotherapist 6 monthly meeting	Nutrition/Hydration CM	Med Rev /Case Conf with ACOP for V2 and education Restrictive Practices - Chemical Restraint	Pressure Injury SLHD	Family Meet. Virtual V1 and V2	Resident Hygiene & Grooming CM
Fri 17	Mon 17	Thu 13	Wed 16	Mon 19	Wed 18	Tue 15	Wed 20	Wed 17	Thu 16	Tue 18	Wed 17
Heart Disease/Hypertension and High cholesterol Care Manager	UTI Prevention/ mgment Sam Unicharm	Infection Control Audit With Bug Control For V2	All Staff Compulsory Meeting (inc RN)	Pad Application Sam- Unicharm	Quality Clinical Gov. Committee Report Discussion for Care Manager/Compliance Coordinator meeting at 11 am in V2	Skin Integrity/incontinence Associated Dermatitis Sam Unicharm V1 + V2	Quality Clinical Gov. Committee Report Discussion for Maintenance/ Operations/HR meeting at 11 am in V2	Incontinence Urine and Faeces Sam Unicharm	Pneumonia Care Manager/DON	Meeting CEO/DON/DT Meeting For Christmas	Resident Christmas Party V2
Fri 24	Wed 19	Wed 19	Thu 17	Thurs 22	Thur 19	Fri 18	Thu 21	Thu 18	Fri 17	Wed 19	Fri 19
Residents Advisory Body Meeting	TIS(Translating & Interpreting Service) Roula	Quality Clinical Gov. Committee Report Discussion for Care Manager/Compliance Coordinator meeting at 11 am	Oral Care SLHD (Concord Hopsital)	Dysphagia and risk of choking SLHD	Compulsory Fire Evacuation All Staff V1 +V2	Residents lifestyle culture for staff Raquel	RN Meeting Compulsory	Quality Clinical Gov. Committee Report Discussion for Care Manager/Compliance Coordinator meeting at 11 am	Supplement Nutricia in V1	Common Skin Disorders in Elderly CM	Staff Christmas Party and Yearly Awards
Wed 29	Wed 26	Thu 20	Tue 22	Mon 26	Fri 20	Tue 22	Fri 22	Fri 19	Wed 22	Thu 20	Mon 22
Falls Prevention and IMS CM	Lifter Operation & Reclining Chair Marko	Culture Religious/ Nationality training for RAO & Resident Raquel	RN/Management Leadership & Team Building DON	Call bell Monitoring V2 CM	Behaviour Support Plan Challenging Behaviors CM	Pain management CM	Lifter Operation HenryCare	Managing residents with Challenging Behaviour SLHD	First Aide Roula	Med Review for V1 in V1 MACM Case conference & Quality Care Advisory Meeting	Senior Care Physiotherapist 6 monthly meeting
Tue 28		Wed 26	Tue 29	Wed 28	Mon 23	Wed 23	Mon 25	Thu 25	Thur 23	Wed 26	
New Agd Care Act & Strengthened Standards Preparation Anita		Strengthened Quality Standards Update Anita	Osteoporosis and osteoarthritis CM	Dignity of Risk CM	Documentation & Assessment on Leecare CM	Wound Management SLHD	Sleep Disorders CM	Palliative Care - SLHD	Quality Clinical Gov. Committee Report Discussion for CEO/DON/DT meeting at 11 am In V2	Quality Clinical Gov. Committee Report Discussion for Maintenance/ Operations/HR	
		Thu 27			Tue 24	Thu 24		Tue 30	Tue 28	Thu 27	
		Med review V2 with ACOP Case Conf V2 education: Polypharmacy -e-prescribing			Prepare Launch of new Act & Strengthened Quality Stanards Anita	Quality Clinical Gov. Committee Report Discussion for CEO/DON/DT meeting at 11 am		Diabetes Management CM	Weighing Management CM	Oral Care SLHD (Concord Hopsital)	
Thu 30	Thu 27	Mon 24	Mon 28	Tue 27	Wed 25	Tue 29	Thu 28	Mon 29	Wed 29	Mon 24	Tue 23
Staff Appreciation Celebrated Jan month	Staff Appreciation Celebrated Feb month	Staff Appreciation Celebrated Mar month	Staff Appreciation Celebrated Apr month	Staff Appreciation Celebrated May month	Staff Appreciation Celebrated Jun month	Staff Appreciation Celebrated Jul month	Staff Appreciation Celebrated Aug month	Staff Appreciation Celebrated Sep month	Staff Appreciation Celebrated Oct month	Staff Appreciation Celebrated Nov Month	Staff Appreciation Celebrated Dec month
Thu 23	Fri 21	Tue 25	Wed 30	Thu 29	Thu 26	Wed 30	Wed 27	Wed 24	Thu 30	Tue 25	Wed 24
Covid 19 Infection Control education OMP IPC Lead/CM	Covid 19 Infection Control education Outbreak (Simulation V2) IPC Lead/CM	Covid 19 Infection Control education Waste Management IPC Lead/CM	Covid 19 Infection Control education Flu /COVID 19 outbreak Criteria IPC Lead/CM	Covid 19 Infection Control education Cleaning Surfaces IPC Lead/CM	Covid 19 Infection Control education Donning /Doffing PPE IPC Lead/CM	Covid 19 Infection Control education High Impact & High Prevalence during outbreak IPC Lead/CM	Covid 19 Infection Control education Emotional Support during Outbreak Residents and Family - IPC Lead/CM	Covid 19 Infection Control education Outbreak (Simulation V1) IPC Lead/CM	Covid 19 Infection Control education Infection Control Risk assessment -IPC Lead/CM	Covid 19 Infection Control education Vaccination Benefits IPC Lead/CM	Covid 19 Infection Control education Dealing with Challenging Behavr/ Cohorting in outbreak
Fri 31	Fri 28	Fri 28	Thu 24	Fri 30	Fri 27	Fri 25	Fri 29	Fri 26	Fri 31	Fri 28	Wed 31
QI Meeting	QI Meeting	QI Meeting	QI Meeting	QI Meeting	QI Meeting	QI Meeting	QI Meeting	QI Meeting	QI Meeting	QI Meeting	QI Meeting

Online Education available to all staff is ongoing in various domains including infection control, Food safety (EHC), incontinence, Dementia training, SDS (Ecolab)

Medication management - Refer to the Online Education Register

On a Monthly basis: case studies and scenarios are performed with staff during work time for various topics including high impact & high prevalence risks, care needs, complaints system etc.

COVID-19: ongoing and continuous education as needed and with every change in policies.

** Easter Sunday 20 April

