

Education & Meetings Calendar 2026 (V1/V2)

January	February	March	April	May	June 08.06 PH	July	August	September	October 05.10 PH	November	December
	Wed 04	Mon 02		Fri 01	Thu 04	Wed 01	Wed 05	Wed 02	Thu 01	Tues 03 -	Tue 01
Happy New Year! Wishing everyone a year of learning and excellence	NQI Practices Monitoring Roula	Heart Disease/Hypertension and High cholesterol Care Manager	03 Good Friday Saturday 04 Easter Sunday 05 Easter Sunday 06 Easter Monday Day Saturday 25 Anzac	Consent to be prepared for ORAL Health	Family Meeting Virtual V1 and V2	Depression in Elderly Care Manager Roula	Manual Handling V2 Seniorcare (Physio)	Resident Meeting V1 11:00 AM	ACOP meeting George	Melbourne Cup	Restrictive Practices CM
Fri 09	Thu 05	Tues 03	Wed 01	Wed 06	Fri 05	Thu 02	Thu 06	Wed 02	Thu 08	Wed 04	Thu 03
Time/Stress Management Josiane	ACOP meeting George	Manual Handling V1Seniorcare (Physio)	IDC/SPC Care for V1 and V2 in V2 SLHD	Monthly Care Statement(DON)	Supplements & Resident Menu by Dietician Renee	Food Education Compulsory RAO, Kitchen secretary in V2 1.30-3pm	Manual Handling V1Seniorcare (Physio)	Dementia Progression/ BPSD Roula	MMRA Audit with ACOP	SIRS & Mandatory reporting CM	ACOP Education Polypharmacy -e-prescribing
Wed 14	Wed 11	Wed 04	Wed 08	Thu 07	Wed 10	Fri 03	Fri 07	Thu 03	Mon 12	Fri 06	Fri 04
Dining Experience / Food Consistency Preparation Roula	3 Minute Food Trainers For all RN in Charge/CM/Kitchen Staff Handyman	Resident Meeting V1 + Building Progress & Resident Advisory Body election	Restrictive Practices Roula	Food safety Audit Kerwin V1&V2	SDS Chemical risk Ecolab Online	Residents Advisory Body Meeting 11.00	Food Presentation By Dietician Renee	Resident Meeting V2 11:00 AM	Resident Safety & Staff Responsibility CM	Complaints Management & Statement of Rights Anita	Quality Clinical Gov. Committee Report Discussion for Care Manager/DT
Thur 15	Thu 12	Thu 05	Thur 09	Thu 14	Thu 11	Mon 06	Wed 12	Fri 11	Tue 13	Wed 11	Thursday 10
Quality Clinical Gov. Committee Report Discussion for CEO/DON/DT	Palliative Care CM/RN IN CHARGE Meeting with Sharon 11.00 am for eNRMCM readiness	Resident Meeting V2 & Resident Advisory Body election 10.30	Psychotropic Audit ACOP V1+ V2	Med Review /Care Conference V1 with ACOP and MAC Meeting V1	ACOP and Education Appropriate use of Antimicrobials &Common Infections in Aged Care V1+V2	Gastro Oesophageal Reflux Disease (Gord) CM/RN IN CHARGE	Nutrition/Hydration CM	Voluntary Assisted Dying Education Revision of Standards Anita	Cold Chain Management - Vaccine Storage/ Anaphylaxis online education Compulsory RNs ONGOING	Family Meeting. Virtual V1 and V2 11.00	Quarterly Questionnaire summarising training Knowledge Test Anita
Fri 16	Fri 13	Tue 10	Fri 10	Fri 15	Fri 12	Wed 08	Thu 13	Thu 10	Wed 14	Tue 17	Fri 11
Progress in V1 Building for staff and Residents Elham	Staff Compulsory Meeting + Standards & Act (Excluding RN)	CEO/DON/DT/RAO Meeting Easter Preparations	Quality Clinical Gov. Committee Report Discussion for DON meeting at 11 am	Quality Clinical Gov. Committee Report Discussion for HR/ General Services	Strengthened Quality Standards Policies in practice Anita	Senior Care Physiotherapist 6 monthly meeting	Med Review MACM Case conference V1 &Quality Care Advisory Meeting	ACOP education Restrictive Practices - Chemical Restraint	Time Stress Management by Josiane	CEO/DON/DT/RAO Meeting For Christmas	Residents Christmas Party V1
Wed 21	Mon 16	Wed 11	Wed 15	Mon 18	Tue 16	Tue 14	Fri 14	Wed 16	Thu 15	Wed 18	Mon 14
Senior Care Physiotherapist 6 monthly meeting at 15.00	UTI Prevention/ management Candice - Ontex	Manual Handling V2 Seniorcare (Physio)	All Staff Compulsory Meeting + V1 Building Progress (inc RN)	Pad Application Candice - Ontex	NOVIS Education Bed & Mattress cleaning V1& V2	Skin Integrity/incontinence Associated Dermatitis Ontex V1 + V2	Code of Conduct Anita	Food Focus Group NOK, resident representative body	Pneumonia Care Manager/DON	Common Skin Disorders in Elderly CM	Resident Hygiene & Grooming CM
Fri 23	Wed 18	Thu 12	Thu 16	Wed 20	Wed 17	Fri 17	Thu 20	Thu 17	Fri 16	Thu 19	Tue 15
Residents Advisory Body Meeting	TIS(Translating & Interpreting Service) + OPAN Roula	Food Focus Group NOK, resident representative body	Oral Care SLHD (Concord Hopsital) V1	Infection Prevention Audit Follow up Dianne Newey	Quality Clinical Gov. Committee Report Discussion for Care Manager	Residents lifestyle culture for staff Raquel	Quality Clinical Gov. Committee Report Discussion for Maintenance/ HR	Quality Clinical Gov. Committee Report Discussion for Care Manager/Compliance	Incontinence Urine and Faeces Candice - Ontex	Med Review for V1 in V1 MACM Case conference & Quality Care Advisory	Residents Christmas Party V2
Tues 27	Thu 19	Wed 18	Tue 21	Thurs 21	Thur 18	Tue 21	Fri 21	Fri 18	Wed 21	Fri 20	Thu 17
Falls Prevention and IMS CM	eNRMCM live .	Culture Religious/ Nationality training for RAO & Resident Raquel	RN/Management Leadership & Team Building Sr Elham	Dysphagia and risk of choking SLHD	Compulsory Fire Evacuation All Staff V1 +V2	Pain management CM/ RN in charge	Lifter Operation Aidacare Marko	RN Meeting Compulsory	First Aide Roula	Quality Clinical Gov. Committee Report Discussion for Maintenance/ HR	Staff Christmas Party and Yearly Awards
Thu 29	Wed 25	Thu 19	Tue 28	Mon 25	Fri 19	Wed 22	Mon 24	Mon 14	Thur 22	Thu 26	Mon 21
Aged Care Act 2024 & Strengthened Standards Anita	Lifter Operation & Reclining Chair Marko	Quality Clinical Gov. Committee Report Discussion for Care Manager/Compliance	Osteoporosis and osteoarthritis CM	Call bell Monitoring CM V2	Behaviour Support Plan Challenging Behaviors CM	Wound Management SLHD	Sleep Disorders CM	Pressure Injury - SLHD	Quality Clinical Gov. Committee Report Discussion for CEO/DON	Oral Care SLHD (Concord Hopsital) V2	Senior Care Physiotherapist 6 monthly meeting
	Thur 26	Fri 20	Thu 30	Wed 27	Mon 22	Thu 23		Wed 30	Fri 23		Tues 22
	Med review for V1 in V1 and MACM Quality Care Advisory Meeting	Quarterly Questionnaire summarising training Knowledge Test Anita	Whistleblower Policy Anita	Dignity of Risk CM	Documentation & Assessment on Leccare CM	Quality Clinical Gov. Committee Report Discussion for DON/DT		Quarterly Questionnaire summarising training Knowledge Test Anita	Open Disclosure Roula		Diabetes Management CM
	Fri 27	Thu 26		Thu 28	Thu 25				Tue 27		
	Quality Clinical Gov. Committee Report Discussion for Maintenance/HR	ACOP education V1+V2: Medication incidents Errors		Aged Care Rules Anita	Quarterly Questionnaire summarising training Knowledge Test Anita				Weighing Management CM		
Wed 28	Thu 26	Mon 30	Mon 20	Fri 22	Wed 24	Tue 28	Thu 27	Thu 24	Wed 28	Wed 25	
Staff Appreciation Celebrated Jan month V2	Staff Appreciation Celebrated Feb month V1	Staff Appreciation Celebrated Mar V2 month	Staff Appreciation Celebrated V1 Apr	Staff Appreciation Celebrated V2 May	Staff Appreciation Celebrated V1 Jun month	Staff Appreciation Celebrated V2 Jul month	Staff Appreciation Celebrated V1 Aug month	Staff Appreciation Celebrated V2 Sep month	Staff Appreciation Celebrated V1 Oct month	Staff Appreciation Celebrated V2 Nov Month	
Thu 22	Fri 20	Fri 13	Wed 29	Thu 28	Mon 29	Wed 29	Wed 26	Wed 23	Thu 29	Fri 20	Wed 23
Infection Control education OMP IPC Lead/CM	Infection Control education Outbreak (Simulation V2) IPC Lead/CM	Infection Control education Waste Management IPC Lead/CM	Infection Control education Flu /COVID 19/RSV outbreak Criteria IPC Lead/CM	Infection Control education Cleaning Surfaces IPC Lead/CM	Infection Control education outbreak Gastro Criteria IPC Lead/CM	Infection Control High Impact & High Prevalence during outbreak IPC Lead/CM	Infection Control Emotional Support during Outbreak Residents and Family - IPC Lead/CM	Infection Control Outbreak (Simulation V1) IPC Lead/CM	Infection Control education Infection Control Risk assessment -IPC Lead/CM	Infection Control education Vaccination Benefits IPC Lead/CM	Infection Control Dealing with Challenging Behav/ Cohorting in outbreak
Fri 30	Fri 27	Fri 27	Thu 23	Fri 29	Fri 26	Fri 31	Fri 28	Fri 25	Fri 30	Fri 27	Wed 30
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 ALIS, Ontex, 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.

Daily Briefing Meeting by Care Manager and RN in charge with staff on the floor Am staff: 1345 Pm staff: 1545 NS staff: 2345

