

## COMPETENCIES

9 / 10

Communication

7 / 10

Critical Thinking & Decision Making

9 / 10

Accountability

5 / 10

Teamwork & Collaboration

5 / 10

Leadership

## SCOPE

This document applies to all ACIA staff, contracted subject experts, the ACIA Board and ACIA Board Advisers when developing a new guideline or reviewing an existing guideline. The need to develop an ACIA guideline may be identified by any ACIA member, funding body, other interested stakeholder, or legislative changes.

The ACIA Board welcomes feedback from stakeholders on all ACIA guidelines.

## DISCLAIMER

*This guideline is provided to help guide best practice in the disability, aged care and community support industry. This information does not in any way replace legislative, regulatory, or contractual requirements. Users of this document should seek appropriate expert advice in relation to their circumstances. ACIA does not accept any liability on the use of this guideline.*

## PURPOSE

This document is intended to provide ACIA with a clear process for developing and approving new guidelines and reviewing any existing guidelines.

It supports ACIA's commitment to appropriate and effective governance and providing the industry with relevant and up to date information to deliver safe services and supports.

## BACKGROUND

ACIA is an Australian national peak body representing non-government, private, charitable, and faith-based service providers. ACIA's vision is that the disability, aged care, private, and community services industry is known and respected as a provider of quality services thus enhancing outcomes for clients and key stakeholders.

To achieve this vision, ACIA provides education, advocacy, resources, and support to the industry.

This includes the development of policies and guidelines on key clinical and management issues for the aged care, disability, community and private care and service provision sector.

ACIA policies and guidelines are designed to support best practice and consistency in the aged care, disability and community services industry and provide guidance to funding bodies, stakeholders, clients, and providers.

## DESIRED OUTCOME

ACIA guidelines are developed to help guide best practice in the community service industry, ensure compliance with relevant legislation and government requirements, and help reduce clinical and corporate risk to service providers. They are intended to be used by service providers to guide and support development of their organisational policies and procedures.

The ACIA CEO will consider all requests and identified needs for the development of an ACIA guideline and determine the necessary stakeholders to consult, or resources to access.

# GUIDELINE

## Development, Approval and Dissemination

- Guidelines must be written in plain English (where possible) and be user friendly;
- Must be written in a consistent format for easy navigation and guidance;
- Guidelines should be developed with consideration given to relevant research and valid evidence;
- All ACIA guidelines must be approved by the ACIA CEO;
- Once a new guideline has been approved it will be placed on the ACIA website;
- ACIA members will be notified by an alert and explanatory note within the ACIA Newsletter.

## Review

- Approved ACIA guidelines will be reviewed regularly by the ACIA CEO to ensure information is current and that it remains relevant to the industry;
- In some circumstances, such as a legislative change, guidelines are reviewed, updated, and released immediately.

## Records Management

- The latest approved version of a guideline will be stored on a centrally controlled internal ACIA folder and will be located on the ACIA website;
- All ACIA guidelines will be assigned a unique number identifier (e.g. EX ACIA 001) that will be referenced in the ACIA Document Register;
- All ACIA guidelines will contain the date of approval and review (where applicable) in the left-hand footer;
- All ACIA staff will use the ACIA Guideline Template to ensure consistency in documentation. In some cases, modification to the template may be required to meet the requirements of the specific guideline.