

SIL Residence Audit

This Document must be completed by the nominated Participant Support Coordinator. It must be completed every **month** at a minimum and may be requested to be completed more frequently (particularly spot checks for staff performance monitoring purposes).

Location of Residence			
Site Name:		Date:	
Name Coord Completing Audit:		Name of SW/ SSW on Shift:	

Tasks to be completed	Satisfactory	Non - Satisfactory	Comments
On arrival – Support worker actively engaged with participant and/or household operational activities			
Participant's appearance is clean/ tidy and no visible signs of injury			
Essential Docs - Participant's Care Plan, Risk Assessment, PEEP, Health Passport are located by SW both hardcopy and TRACCS. All information is up to date.			
Additional Plan Docs - Participant's Plan documents (PBSP, Diet, Exercise, Transfer, Mealtime Management, Seizure management or other) are able to be located on both in hardcopy & TRACCS by SW			
Site Emergency Information and equipment in place and able to be located by SW and up to date (Includes Evacuation Plan, First Aid Kit, Disaster Management Plan, fire extinguisher, fire blanket, lock box with appropriate spare keys)			
Office is clean and tidy, no confidential documents/ medications/ money left unsecure. Computer logged out.			
Money management: Cash and card			

Medication management:			
Information management & access			
External information management: Where are multiple regular support providers are communication books in place and being utilised correctly			
House common areas – no confidential documentation or inappropriate information displayed <i>Note: General instructional information display: It is generally preferred to have instructional information displayed in office areas, not common areas. However if there is a reason for display in common areas (ie visiting providers/ family members/ stakeholders who not have access to office space) & participant visual aide information, then auditor should be area of this, as appropriate to have in common area</i>			
Team Communications – SW demonstrate access to google chats for internal communications (no evidence of paper communication notes/ books where LC sole provider on site)			
Adequate PPE/ sanitary items are present]]]
If participant diet and/or mealtime management plan in place – is food on site consistent with these plans?	[]	[]	[]
Appropriate Food storage	[[[
Are appropriate visual/ communication assistive technology aides on site, and being utilised correctly and consistently?]]]

All physical assistive technology appropriately maintained and used clean, intact and safe for use, and staff able to explain/ demonstrate appropriate use. <u>Note- List AT items inspected during visit here:</u>			
SIL Cleaning & Operational Routine checklist locatable by SW and reporting checked and up to date for month			
All floor surfaces are clean, slip/trip and hazard free			
Kitchen/ living area bench surfaces are clean			
Kitchen appliances clean			
Washing completed and/or amount of dirty washing on site appropriate			
Bathroom/ toilet is in a good sanitary condition / free from mould			
Windows, window sills and window screens, are clean, bug and tear free			
Lawn and garden maintenance in a presentable and tidy condition			
Outdoor entertainment areas are clean, tidy and pest free			

Cleaning products stored in safe and correct manner (Correct bottles & labelling)	
Evidence of <i>approved</i> Restrictive practices in place/ utilised on site?	
Any indication of <i>unapproved</i> Restrictive Practices in use on site?	
Any other concerns/ issues identified:	

Signature: _____.