CTO Quality Portal

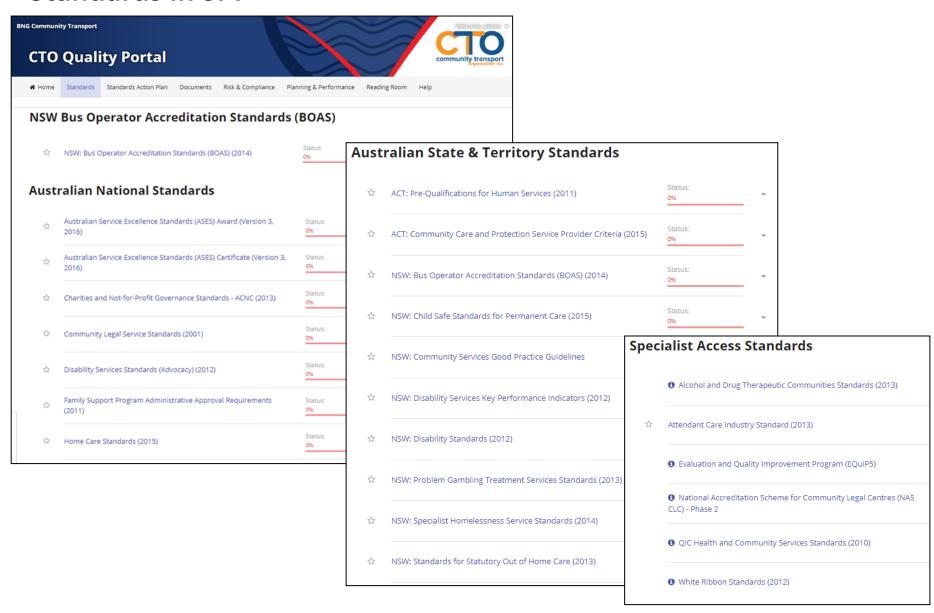
How to streamline your compliance and quality management responsibilities

November 2017





Standards in SPP

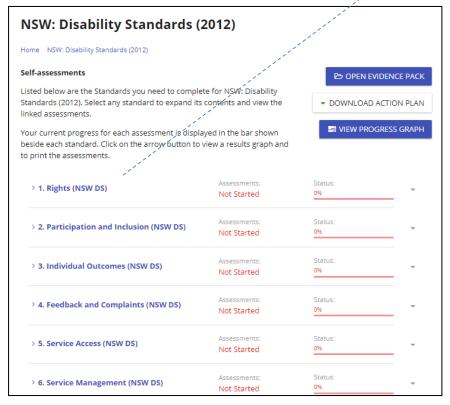






Sample Set of Standards

NSW Disability Standards





Clien	t Rights			
ome NSV	W: Disability Standards (2012) 1. Rights (NSW DS)			
	sment asks questions about the approach utilised by the	Not Started		
rganisatio	on to protect and inform clients, staff and other relevant people r legal/human rights and responsibilities.	0% Filter: ✓ ALL QUESTIONS ▼		
vidence b	organisation has evidence to support an answer, use the Link button to attach evidence. A guide to the types of evidence for this assessment is here - Evidence Guide: Client Rights			
Eviden	ce Pack	% LINK EVIDEN		
		➢ OPEN EVIDENCE PAGE		
~	Does the organisation follow documented policies and proceding protection of their legal and human rights and of their right to confidentiality?			
•	protection of their legal and human rights and of their right to			
•	protection of their legal and human rights and of their right to confidentiality?	privacy, dignity and		
A	protection of their legal and human rights and of their right to confidentiality? Yes No No No No esthe organisation provide staff with a clear ethical framework.	privacy, dignity and		
A	protection of their legal and human rights and of their right to confidentiality? Yes No No Does the organisation provide staff with a clear ethical framewinteractions with clients?	privacy, dignity and		
Action Ne Develop a	protection of their legal and human rights and of their right to confidentiality? Yes No Poes the organisation provide staff with a clear ethical framewinteractions with clients? Yes No	privacy, dignity and		
Action Ne Develop a	protection of their legal and human rights and of their right to confidentiality? Pres No No Does the organisation provide staff with a clear ethical framewinteractions with clients? Pres No No Rodon of their legal and human rights and of their right to confidentiality?	privacy, dignity and		

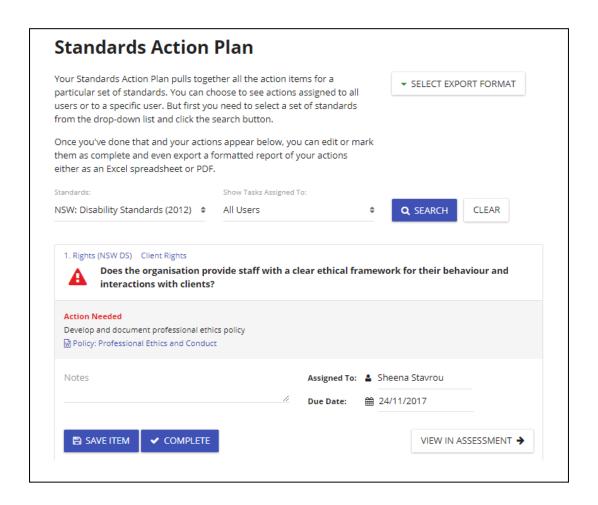
This is a subset of questions under the assessment titled "Client Rights"





Standards Action Plan - Onscreen

Each time the organisation answers "No" to an assessment, it is added to the "Standards Action Plan":







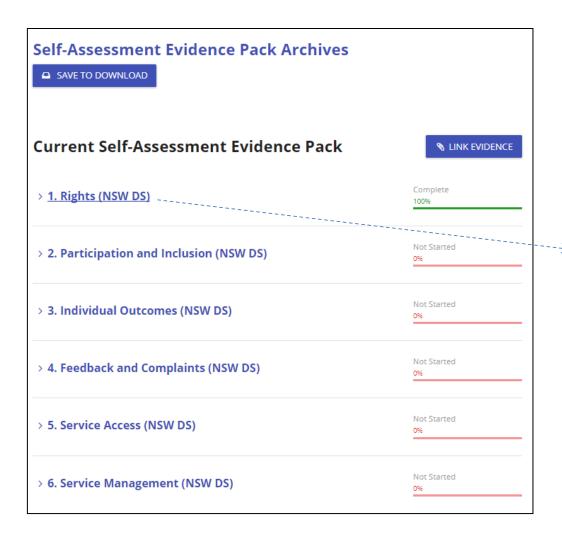
Standards Action Plan – Download to PDF or Excel

Standard	Quiz	Question	Action	Notes	Assigned To	Due Date	Completed	Completed Date	Missing Checklist Answers
1. Rights (NSW DS)	Client Rights	Does the organisation provide staff with a clear ethical framework for their behaviour and interactions with clients?	Develop and document professional ethics policy		Sheena Stavrou	24/11/2017	Yes	10/11/2017	
1. Rights (NSW DS)	Client Rights	Are all clients, staff and other relevant people made aware of the rights and responsibilities of clients?	Implement strategies to ensure awareness of client rights	Refer to Staff Training Manual	Sheena Stavrou	17/11/2017	No		
1. Rights (NSW DS)	Client Rights	Do clients understand and feel able to exercise their rights?	Ensure clients understand their rights.				No		





Self-Assessment Evidence Pack

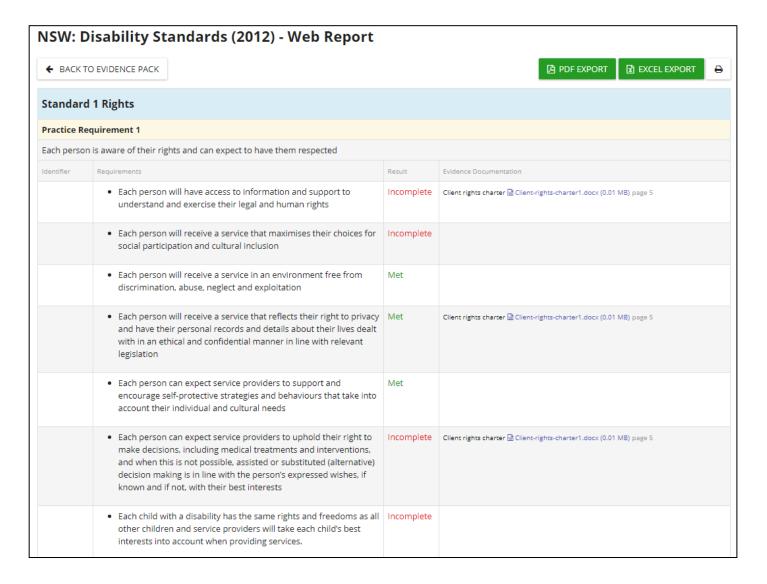


∨ <u>1. Rights (NSW DS)</u>	Complete 100%
Client Rights	100%
Staff policy on client rights	Staff-PolicyClient-Rights1.docx (0.01 MB) ★
Client rights charter	d Client-rights-charter1.docx (0.01 MB) ★ page 5 G
Human Rights	100%
No attachments	
Client Safety	100%
No attachments	
Personal Records and Privacy	100%
No attachments	
Client and Community Feedback	100%
No attachments	





Accreditation Evidence Report – Onscreen or PDF







Reading Room

Reading Room The Reading Room brings together all the evidence guides, tools and templates from across SPP for easy access. Evidence Guides are organised by accreditation and resources by topic/sub-topic. Click on the relevant links below to start browsing or search for a document by keyword. Resources are available either as PDFs or Word docs. Q Search resources by resource title, keyword or filename **Q** SEARCH > SPP Resources by Topic **Human Resources** Organisation Foundations Home Reading Room Governance & Management Planning, Development & Performance Q Search resources by resource title, keyword or filename Human Resources Finance & Asset Management > Workplace Relations External Relationships & Stakeholders Safe Environment > Workforce Planning Information & Technology Communications > Staff Recruitment Services & Activities > SPP Evidence Guides, Help & Updates > Staff Induction Evidence Guides > Performance Management Help Updates > Learning & Development > Staff Exit > Volunteers

> Students

