**MANAGEMENT MEETING – MINUTES**

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| |  |  | | --- | --- | | Meeting Date: | 16/07/21 | | Time: | 12pm | | Location: | Teleconference | | Chairperson: |  | | Minutes Created By: | Stefan | | Attendees:  Dr Alex, Nadeem Mirza, Amatul Mirza, Jon Castillo & Stefan Vinen  Apologies/ Absences: |

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| AGENDA/ DISCUSSION TOPICS |

## Legislative/ Compliance Amendments and Updates

Discussion Items: Discussion of Care Plans was emphasized, as the care plans, we currently have, highlight basic information regarding clients, the idea of improvement upon the formatting of care plans was discussed and the use of an in-depth care plan for each client was agreed upon

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| Action items | Person/s Responsible | Due Date | Status of Action |
| Jon will send Stefan the formatting of Care Plans which he has used in his profession, this will allow Stefan to get a more in-depth use of care plans that focus on more in-depth aspects of clients | Stefan and Jon | 2 weeks | In Progress |
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## ZedCare Ability Changes/Review and Updates to Policy and Procedures Manual

Discussion Items:

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| Action items | Person Responsible | Due Date | Status |
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## Injuries/Illness/Incident Reports

Discussion Items:

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| Action items | Person Responsible | Due Date | Status |
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## Risk Management Plans Review for Participants

Discussion Items:

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| Action items | Person Responsible | Due Date | Status |
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## Risk Assessment Updates

Discussion Items:

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| Action items | Person Responsible | Due Date | Status |
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## Feedback/Compliments/Complaints

Discussion Items:

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| Action items | Person Responsible | Due Date | Status |
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## Continuous Improvement Plan/Internal or External Audit Outcomes

Discussion Items: The discussion of finding a relevant Occupational Therapist was discussed in the past meeting, this was discussed around the ability to finding an Occupational Therapist who we have rapport with, that can conduct functional assessments for David, Charlotte, Lynette & Mansory.

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| Action items | Person Responsible | Due Date | Status |
| Sophie Sprague is the Occupational Therapist in which ZedCare Ability will be using for functional assessments for clients, she will be conducting a functional assessment on Mr. David Nicholls on the 28th of July. Stefan, Jon, and Dr Alex will be present. | Jon Castillo, Dr Alex and Stefan | 3 weeks - month | In-progress |
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## Worker/s Updates/Concerns/Feedback

Discussion Items:

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| Action items | Person Responsible | Due Date | Status |
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## Training & Development Schedule–Future Training

Discussion Items: The discussion of the need to train support workers with the knowledge of the correct procedure for the distribution of Insulin in participants who require Insulin shots

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| Action items | Person Responsible | Due Date | Status |
| Jon will teach support workers around the use of Insulin this coming week, Stefan will organize a meeting and with support workers, preferences will be Bulou, Annette, Marc etc. | Jon Castillo | 1 week (23rd of July at 12.30pm) | In-Progress |
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## Participant Accessibility Needs/Effectiveness of Entries and Referrals

Discussion Items: Jon discussed about new applications in which he has applied for, for 6 clients

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| Action items | Person Responsible | Due Date | Status |
| 1st client borderline personality disorder – want things their way, gender dysmorphia, can be known to have mood swings  2nd client – bipolar disorder – former truck driver, can be known to be manic and impulsive buying.  4 more applications will be signed tomorrow. | Jon Castillo | 2 weeks – 6 weeks | In-Progress |
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## Other Items/Ideas

Discussion Items:

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| Action items | Person Responsible | Due Date | Status |
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