**MANAGEMENT MEETING – MINUTES**

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| |  |  | | --- | --- | | Meeting Date: | 26/07/21 | | Time: | 4.15pm | | 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:

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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 | 1 week | Completed |
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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 | This Wednesday | Completed |
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## Worker/s Updates/Concerns/Feedback

Discussion Items: A support worker was informed that they were a close contact with a person who tested positive for COVID-19.

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| Action items | Person Responsible | Due Date | Status |
| The pandemic management plan was executed, the close contact support worker is to stay at home for 14 days, while all casual contacts were to stay at home until they received a negative result. The discussion of updating the pandemic response plan was discussed. | Amatul, Alex, Nadeem & Stefan | Continuous | In-progress |
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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 | 23rd of July | Completed |
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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 |
| Jon discussed about updates on potentially new clients, this included 6 more by the end of August | Jon Castillo | 4 weeks | In - Progress |

## Other Items/Ideas

Discussion Items:

Progress on David Nicholls was discussed, focusing on his continuous improvement with certain tasks.

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| Action items | Person Responsible | Due Date | Status |
| David has progressed sufficiently, with Dr Alex being the main support worker working with Mr Nicholls.  The discussion was brought around one problem that is reoccurring with David, this is the auditory hallucinations that David regular experiences. Stefan discussed with the team about the use of booking in David with a relevant psychiatrist to discuss with him about specific medications that could be creating these hallucinations instead of oppressing them. Jon discussed that once lockdown is finished, David will be able to go and see his relevant psychiatrist. | Dr Alex, Jon Castillo & Stefan | 4 weeks | In-progess |
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