





SHORT NOTICE ACCREDITATION ASSESSMENT CHECKLIST FOR NON-CLINICAL STAFF

The following table contains a list of common questions an Assessor may ask non-clinical staff when undertaking an onsite accreditation assessment against the NSQHS Standards.

From the 1st July 2023, Allowah transitioned to Short Notice Assessments against the NSQHS Standards. What does this mean? We will only receive a minimum of 1 full business day notice that an accreditation assessment will commence. Assessors will be spending a minimum of 75% of their time out in operational areas, therefore the likelihood of an assessor speaking with you is high!

NSQHS Standard	Can I answer...?			
	Clinical Governance		Yes	No
	Are you familiar with procedures and manuals relevant to your role and where they are located?			
	How do you notify incidents?			
	How do you keep yourself and your patients safe? Do you adhere to the following policies and know where to locate them? <ul style="list-style-type: none"> • WHS policy • WHS procedures • Emergency Procedures • Infection control Manual • Environmental Cleaning policy And any other policies relevant to your role? i.e. <ul style="list-style-type: none"> • Cleaning checklists (Cleaners, Laundry, and Kitchen) • Fridge and food temperature requirements and sign off sheets 			
	Am I up to date with my mandatory training requirements?			
	Who would you escalate any issues, incidents or concerns that occur on your shift to?			
	Preventing and Controlling Infection		Yes	No
	Am I familiar with infection control prevention strategies in place at Allowah for my role? i.e. <ul style="list-style-type: none"> • PPE requirements • Outbreak protocols • MRO cleaning requirements 			
Do I know how to wash my hands effectively? <ul style="list-style-type: none"> • Are there handwash posters I can refer to? Where would I find these? 				