



Client Documentation Policy & Procedures

Follows the morning session of
Record Keeping & Confidentiality

**Date: Wednesday 16th June 2010
1:00 – 4:00pm**

Keeping information current and correctly is vital for quality service delivery. Do you have responsibility for information gathering and storage in your service? Do you have policies in place? And do your staff follow them?

This afternoon session with Grace Leotta is for supervisors to give you assistance in developing and maintaining recording systems which comply with National and State Privacy Legislation requirements.

Cost: FREE for Volunteer/Board
\$20 for HACC Staff
\$30 for Non-HACC Staff

Venue: Loftus TAFE
Room GG05, Rawson Ave
Loftus

Bookings : Please contact the team at Training Link on (02) 8558 4000 or e-mail vollink@stgcs.com.au



Training Link is part of St George Community Services Inc and a project funded by the Department of Ageing, Disability and Home Care to provide workplace training and career development to HACC services staff in the St George and Sutherland Shire region.

