



Residential Aged Care Co-operatives

COMMUNICATION STRUCTURE

Co-op A choose issue to address.

Co-op A documents the issue and discussion items on **monthly action plan** at each meeting

Co-op A Chair faxes the monthly action plan with attendance sheet after each meeting to Project Officer.

Project Officer maintains an 'Issues Addressed Log' to monitor Co-op activity (this will be important for reducing duplication amongst Co-ops as well as for the Project Officer's reporting requirements).

Project Officer compiles monthly action plans from all Co-ops into **summary** document, to be reviewed at each quarterly Taskforce meeting.

Taskforce identifies common issues across Co-ops.

Taskforce members gain awareness of the overall project's progress.

Large group events are organised to address common issues eg. Coroners Act, FCMS.

Co-op Chairs feedback information to their Co-op.

Co-op A **develops a resource** such as guidelines, protocols, flowcharts, evidence based practice documentation, etc on their particular issue.

BNDGP formats and prints the resource professionally (similar to the Medicare Item Numbers resource handed out at the Intro Meeting).

Co-op receives professionally printed copy for implementation.

BNDGP keeps a copy and establishes a resource library (web based and hard copy).

Hard copy resources are distributed to other Co-ops as the relevance arises.

At the end of the project, resources can be compiled into a manual and distributed to all RACFs (hard copy and/or electronic).