

>> For the Board Kit FACTSHEET



The **For the Board Kit** has been developed as a resource under the Governing for Reform in Aged Care Program to assist Chairs and CEOs to engage in whole of governing body discussions on key governing topics and issues relevant to the current aged care sector reforms. The **For the Board Kit** contains a series of discussion papers which can be selected for inclusion in your meeting pack based on your organisational priorities.

Each discussion paper includes:

- brief information relating to the relevant topic, provided from the Governing for Reform in Aged Care Program activities;
- a small list of learning activities to be completed prior to the meeting;
- a small list of questions that are intended to prompt discussion and self-reflection between members of the governing body, and between the governing body and management.

Accessing and using the **For the Board Kit** is simple. Just follow the steps below:

Step 1: Visit the Website and Download a Discussion Paper

Ahead of your next governing body meeting, browse through the range of available discussion papers on the Governing for Reform in Aged Care website. Choose and download a paper that you think will prompt healthy discussion during your next governing body meeting. The first 12 discussion papers cover the following topics:

- **Workforce Retention**
- **Respecting Dignity of Risk**
- **Continuous Improvement**
- **Incident Learning**
- **Effective Information Systems**
- **Governing Inclusively**
- **Compliance with Clinical Governance Obligations**
- **Consumer at the Centre**
- **Data Driven Decision Making**
- **Skills and Composition**
- **Setting Tone from the Top**
- **Planning for the Future**





Step 2: Include Discussion Paper (and any Additional Material) in your Meeting Pack

After you have downloaded the discussion paper and made any necessary updates, it is ready for inclusion in your meeting agenda and associated meeting pack. You should also consider whether it may be useful to include additional information and material specific to your provider within the meeting pack (e.g., a discussion paper on Incident Learning could be accompanied by incident data specific to your provider). We recommend you reach out to your governing body members and executives and encourage them to enrol in the Program if they have not already, and access pre-reading materials.

Step 3: Complete the Recommended Pre-Reading

Once governing body meeting papers have been distributed, meeting attendees will be expected to complete a small number of Program learning activities prior to the meeting. These are accessible to anyone enrolled in the Program.

Step 4: Use Discussion Paper as a Guide

All that is left is to engage in a discussion, using the discussion paper as guide, during the designated time within the meeting. The questions contained within the paper are intended to prompt self-reflection between members of the governing body, and between the governing body and management.

As a supporting resource this factsheet has included an example discussion paper relating to Workforce Retention.

If you have any questions, please feel free to reach out to the Program by emailing governingforreform@agedcarequality.gov.au.



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