



CAHS Community Health Policies, Procedures and Resources (Client and Staff) - Endorsed for Use in Clinical Practice Policy

1. Background

The WA Country Health Service (WACHS) seeks to provide direction and guidance to all staff through the availability of appropriate evidence-based policies, guidelines, procedures and resources. It is envisaged that this information will assist in the efficiency and effectiveness of the organisation in meeting current legislation and the contemporary principles of quality improvement.

In the field of Community Health, the Child and Community Health Service (CAHS) publishes policies, guidelines, procedures and resources, most of which are developed in partnership with WACHS Population Health representatives. CAHS and WACHS staff collaborate in working parties to develop policy documents and resources, and senior staff meet monthly in a Community Health Clinical Nursing Policy Governance Group to oversee development and review of documents.

2. Policy Statement

Whole of WA Health policy documents are the overarching policy documents that must be complied with by all WA Health staff. To complement these documents, WACHS has endorsed specific policies, guidelines and procedures covering a range of issues related to clinical practice. WA Health and WACHS policy documents are available via the [HealthPoint Policies](#) intranet site.

External sources that are endorsed for use in WACHS clinical practice provide a standard for clinical governance and service delivery, and provide a range of information and evidence-based practice to support best practice by all staff for country health patients and clients.

WACHS endorses the use of the following CAHS policies, guidelines, procedures and resources as recommended practice for use by Medical, Nursing, Midwifery, Allied Health and Aboriginal Health Worker staff.

[Community Health Manual](#)

[Child Development Service Resources](#)

[Child Health Resources \(Client and Staff\)](#)

[School Health Resources \(Client and Staff\)](#)

[Aboriginal Health Forms](#)

[Child Health Forms](#)

[School Health Forms](#)

These guidelines may not indicate an exclusive course of action or serve as a definitive mode of client care. Variations that take into account individual circumstances, local contexts, clinical judgement, scope of professional practice and client choice, may be appropriate dependent on the health care setting.

While every reasonable effort is made to ensure the accuracy of the information contained in these documents, no guarantee can be given that the information is free from error or omission. Users are strongly recommended to confirm that the information contained within these policies, procedures and resources is correct.

Web-based electronic versions are the master copies for all documents.

3. Definitions

Community Health Information System (CHIS)	This is an electronic client record system designed for Population and Community Health services.
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4. Roles and Responsibilities

Delegated senior WACHS Population Health staff participate in the CAHS and WACHS Community Health Clinical Nursing Policy Governance Group. This Group oversees the governance, development, implementation and evaluation of community clinical nursing policy and associated resources in WA.

The **Senior Policy Officer WACHS Population Health** will communicate with regional Population Health Directors and managers to inform of the development, implementation and evaluation of policy documents and resources.

All Population Health staff are required to work within policies, guidelines and procedures to make sure that WACHS is a safe, equitable and positive place to be.

5. Compliance

Failure to comply with this policy may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of [the Integrity Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (WA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS staff are reminded that compliance with all policies is mandatory.

6. Records Management

All WACHS community health service activity will be recorded in the Community Health Information system (CHIS).

7. Evaluation

Evaluation and review of this policy is to be carried out by the Senior Policy Officer, WACHS Population Health in collaboration with **senior WACHS Population Health staff** who are members of the CAHS and WACHS Community Health Clinical Nursing Policy Governance Group

8. Standards

[National Safety and Quality Health Service Standards](#) 1.1.1, 1.7.1, 1.7.2, 11.5.2

9. Legislation

[Health Services Act 2016](#) (WA)

10. References

Nil

11. Related Forms

WACHS Community Health Services E-Referral form (CHIS)

12. Related Policy Documents

[WACHS Healthy Country Kids Program: an integrated child health and development service strategy 2016-2019](#)

WACHS Enhanced Child Health [Schedule](#)

WACHS [WebPAS Child at Risk Alert Procedure](#)

13. Related WA Health System Policies

WA Health [Guidelines for Protecting Children 2015](#)

14. Policy Framework

[Clinical Governance, Safety and Quality](#)

[Clinical Services Planning and Programs](#)

**This document can be made available in alternative formats
on request for a person with a disability**

Contact:	Senior Policy Officer Population Health (S. McBride)		
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