



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

1. Purpose

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 Adolescent Health Service (CAHS) publishes policies, guidelines, procedures and resources, most of which are developed in partnership with WACHS representatives. CAHS and WACHS staff collaborate in working groups to develop policy documents and resources. Senior staff meet monthly in a CAHS and WACHS 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 clients.

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

[Community Health Nursing Policies](#)

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

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

[Aboriginal Health Forms](#)

[Child Health Forms](#)

[School Health Forms](#)

These documents 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. 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 and Portfolio 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 staff are required to work within policies and guidelines to make sure that WACHS is a safe, equitable and positive place to be.

4. Monitoring and Evaluation

4.1 Monitoring

Community health policies, guidelines, procedures and associated resources are reviewed and updated systematically with oversight of the Community Health Clinical Nursing Policy Governance Group, involving senior staff from both CAHS and WACHS.

4.2 Evaluation

Evaluation and review of this policy is to be carried out by the Senior Policy and Portfolio 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.

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](#) 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.

Guidelines are designed to provide staff with evidence-based recommendations to support appropriate actions in specific settings and circumstances. As such, WACHS guidelines

should be followed in the first instance. In the clinical context, where a patient's management should vary from an endorsed WACHS guideline, this variation and the clinical opinion as to reasons for variation must be documented in accordance with the [Documentation Clinical Practice Standard](#).

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

6. References

Memorandum of Understanding: Community-based child and adolescent health services between Child and Adolescent Health Service – Community and WA Country Health Service, 1 July 2022 – 30 June 2025

7. Definitions

Nil

8. Document summary

Coverage	WACHS wide
Audience	Community health staff
Records Management	Clinical: Health Record Management Policy
Related Legislation	Health Services Act 2016 (WA)
Related Mandatory Policies / Frameworks	Clinical Governance, Safety and Quality Clinical Services Planning and Programs
Related WACHS Policy Documents	Child Health Clinical Handover of Vulnerable Children Consent for sharing of information: child 0-17 years procedure – Population Health Engagement Procedure Enhanced Child Health Schedule Guideline Identifying and Responding to Family and Domestic Violence Policy Iron Deficiency Assessment for Child Health Procedure Respiratory Health Assessment for Child Health Procedure Skin Health Assessment for Child Health Procedure Neonatal Special Referrals to Child Health Services Policy WebPAS Child at Risk Alert Procedure
Other Related Documents	Guidelines for Protecting Children 2020
Related Forms	MR Child at Risk Alert 1 – WACHS Child at Risk Notification Form
Related Training Packages	As outlined in each policy document
Aboriginal Health Impact Statement Declaration (ISD)	ISD Record ID: 1873
National Safety and Quality Health Service (NSQHS) Standards	1.01, 1.07
Aged Care Quality Standards	Nil
National Standards for Mental Health Services	Nil

9. Document Control

Version	Published date	Current from	Summary of changes
4.00	24 February 2023	24 February 2023	Scheduled review.
4.01	30 November 2023	24 February 2023	Updated missing link in WACHS Related Policy Documents

10. Approval

Policy Owner	Executive Director Clinical Excellence
Contact	Senior Policy and Portfolio Officer
Business Unit	Population Health
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