



Embedding Rights: Policy and process checklist

Upholding the Statement of Rights needs to be reflected in our policies, our systems, and our actions.

Purpose

Use this *policy and processes checklist* to review your policies and processes and assess if they reflect how you uphold the Statement of Rights (the Rights) in practice. Identify where updates are needed, capture the required changes and assign responsibility for updating them.

Once the policies have been updated, use the *policy and processes into practice* template to show what the policy looks like in practice.

Instructions

1. Use the *policy and processes checklist* to capture your existing policies and processes
 - Reflect on whether each policy and process needs to be updated to reflect the Rights in practice
2. If yes, use the Rights listed at the top of the columns to mark the Rights that need to be included or updated
3. Once identified, use the *refinements needed* column to capture what changes are required, who is responsible for amending and the date that they need to be completed by.
4. Once a policy has been updated, use the *policy and processes into practice* template to create a care scenario to show how the updated policy translates into everyday practices.
5. Communicate policy updates and what they look like in practice with your workforce.

Policy and processes checklist

[Example table]

Policies and processes	Does this policy need to be updated to reflect the Rights? <i>(If yes, mark the boxes of the Rights that need to be included or updated)</i>	Independence, autonomy, empowerment and freedom of choice	Equitable access	Quality and safe funded aged care services	Respect for privacy and information	Person-centred communication and ability to raise issues without reprisal	Advocates, significant persons and social connections	Refinements needed
<i>[use this column to list the name of your existing policies and describe the processes associated]</i>	Yes	☒	☐	☒	☒	☐	☒	xxx

[Remove the example table once you have completed the table below]

Policies and processes	Does this policy need to be updated to reflect the Rights?	Independence, autonomy, empowerment and freedom of choice	Equitable access	Quality and safe funded aged care services	Respect for privacy and information	Person-centred communication and ability to raise issues without reprisal	Advocates, significant persons and social connections	Refinements needed
	Yes/No	☐	☐	☐	☐	☐	☐	
	Yes/No	☐	☐	☐	☐	☐	☐	
	Yes/No	☐	☐	☐	☐	☐	☐	
	Yes/No	☐	☐	☐	☐	☐	☐	

Policy and processes into practice

The next step after identifying and updating policies and processes is aligning everyday practice to reflect this. Create a care scenario to show how the updated policy translates into everyday practices. Complete a new scenario for each updated policy and process and then share them with your workforce and explain what this means for them.

Aspect	Everyday practice
Policy/process title	State the updated policy or process
Purpose of policy	Briefly explain the purpose of the policy and why this change was made and how it supports upholding older people's rights, safety, or wellbeing.
Scenario – What happened?	Describe a realistic care situation where the policy is in action.
Rights in action	Show how the policy protects or promotes the rights of the older person (e.g., dignity, choice, safety, independence).
Everyday practices for workers	List the practical steps or behaviours workers should follow that how they apply the policy in action.
Signs of good practice	Provide examples of what good care practices look like under this policy.
Warning signs to avoid	Highlight what poor practice would look like if the policy isn't followed.
Role of feedback	Explain how workers and older people can seek and give feedback to check if the policy is working as intended, in everyday practice.
What we can learn	Reflect on what learning the workforce should take away from this scenario (e.g., lessons for improvement, reinforcing values).