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| Staff Records and Survey |
| First Aid Sector |
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# Reference

Non-emergency Patient Transport and First Aid Services (First Aid Services) Regulations 2021 Part 6, Regulation 37

# Introduction

Maintaining accurate and appropriately detailed staff records is important to ensure staff are safe and suitably qualified to perform their duties.

# Staff Records

First Aid Services are required to make and maintain a record of each staff member. Information that must be contained within each staff members record includes:

* full name
* date of birth
* job classification e.g. First aider level 2, Nurse
* qualifications (relevant to the job classification)
* evidence of relevant clinical experience
* evidence of mandatory skills maintenance training and accreditation
* immunisation record (to demonstrate compliance with the infection control guidelines)
* for staff registered with the Australian Health Practitioners Regulation Agency (Ahpra), the registration type and the registration number.

For each staff member, the staff record must be retained for a period of no less than two years following the staff member’s ceasing of employment from the first aid service.

# Staff Survey

All first aid service licence holders must conduct a staff survey at least once a year. The purpose of the survey is to gather the views of staff on patient and staff safety matters. For intermediate and advanced first aid services, the Clinical Oversight Committee must review the results of the survey and any changes made based on the survey outcomes.

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