

01 Worker screening

- Current NDIS Worker Screen on file for every worker
- Historical screen record retained — minimum 12 months back
- At least one reference check within the last 90 days

03 Supervision cadence

- 90-day supervision cadence adhered to for every worker
- At least one external supervision session per worker per year
- Supervision notes saved to the worker record (not loose in email)

05 Incidents

- Five-step investigation completed for every incident
- Reportable events flagged + Commission notification submitted on time
- Restrictive practices register current with authorisation and review dates
- Incident follow-up actions closed and timestamped

02 Training currency

- First Aid certificate current for every worker
- NDIS Worker Orientation completed and recorded
- Module-specific training (manual handling, behaviour support, S4/S8) logged where relevant

04 Policy reviews

- Every policy reviewed within the last 12 months
- Drift from Commission baseline flagged or justified per policy
- Branded PDF export available with logo, ABN and version metadata
- Version history retained for the previous three review cycles

06 Restrictive practices

- Authorisation register maintained per participant
- Practice authorisation current — within review window
- Reportable variations filed within the seven-day window

Produced by Clearline Health.

Aura OS runs all six pillars on one screen. \$49/month flat. clearlinehealth.com.au/aura-os

