



MARAM Adults Using Family Violence Practice Guide

Organisational Readiness Checklist for Hospitals and Health Services

The following checklist provides recommended steps to support hospitals and health services in organisational alignment with MARAM roles and responsibilities relating to Adults using Family Violence (AuFV). Training for workforces mapped to MARAM levels of Identification, Intermediate and Comprehensive is available through No To Violence (NTV). Hospitals are encouraged to map the workforce to MARAM levels of responsibility and to create a training strategy.

It is recommended that purposeful steps are taken by organisations to prepare staff members for any changes in their practice required to align with the MARAM guidance tools and responsibilities. It is not recommended that staff members use the MARAM Adults Using Family Violence Practice Guides *before* they have received training.

The steps suggested below are reflective of a change management process, but are not prescriptive. They are intended to prompt organisational leaders to analyse, reflect and appropriately plan for the embedding of these guides and tools into practice.

Health Services and hospitals should consider which roles and departments are best placed and most appropriately skilled to manage this change process. Senior leaders must build an understanding of MARAM reforms, and Quality teams may be well placed to implement improvement strategies to design and manage ongoing processes of change and continuous improvement.

Organisational leader's checklist	
<input type="checkbox"/> Be familiar with the AuFV Practice Guide contents	<p>Those responsible for MARAM alignment, and MARAM champions or team leaders should read and understand the Working with Adults Using Family Violence Practice Guides and reflect on the context for the organisation. This should include the executive leadership team, Health Information Services, Social Work Managers and others who are responsible for supporting staff in AuFV practice.</p> <ul style="list-style-type: none"> Family Safety Victoria has published MARAM Practice Guides outlining practical advice for people working in prescribed organisations to embed the relevant responsibilities in their engagement with victim survivors and perpetrators. <p>A MARAM Practice Guide for adolescents who use violence is currently under development.</p>
<input type="checkbox"/> Determine staff responsibilities	<p>Use the updated MARAM Responsibilities: Decision Guide for Organisational Leaders, knowledge gained from reading the AuFV Practice Guides and the list of MARAM responsibilities in Pillar 3 to determine staff responsibilities.</p> <p>The "Mapping the Health Workforce for MARAM Framework alignment: Working with Adults who use Family Violence" was produced by the Royal Women's Hospital SHRFV team in 2022 and provides hospital specific support for this task.</p>



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<input type="checkbox"/> Create a communication plan	<input type="checkbox"/> Plan when and how to communicate to staff about embedding the AuFV Practice Guides into practice. <input type="checkbox"/> Consider when to share the MARAM Practice Guides FAQ and video with staff. <input type="checkbox"/> Consider when to share the MARAM AuFV Practice Guides. <input type="checkbox"/> Promote regular and ongoing conversations about MARAM alignment with staff (including messaging that change is occurring over time).
<input type="checkbox"/> Map your policies and procedures – and update those already in use	<input type="checkbox"/> Identify and review existing organisational policies, procedures, practice guidance and tools that will need updating to align to the MARAM AuFV Practice Guides. <input type="checkbox"/> Develop new policies, procedures, practice guidance and tools as required. This may include: <ul style="list-style-type: none"> <input type="checkbox"/> Intake and assessment processes / forms <input type="checkbox"/> Manuals e.g. induction, practice, training manuals <input type="checkbox"/> Record keeping obligations <input type="checkbox"/> IT systems e.g. Electronic medical record systems, reporting systems <input type="checkbox"/> Referral pathways including for secondary consultations (building lists and relationships in local areas and beyond for referral and secondary consult, as well as guidance for staff about who to refer/consult with and when) <input type="checkbox"/> Workplace support policies and procedures
<input type="checkbox"/> Develop a training strategy	<input type="checkbox"/> Assess the training needs of staff. This will include identifying appropriate MARAM training against responsibilities. The “Mapping the Health Workforce for MARAM Framework alignment: Working with Adults who use Family Violence” document can be used to support this activity. <input type="checkbox"/> Consider whether staff members require refreshing foundational knowledge of family violence, understanding of information sharing, and intersectionality. <input type="checkbox"/> Consider embedding family violence training in the schedule of routinely repeated training. <input type="checkbox"/> Ensure all necessary staff members have undertaken MARAM Leading Alignment training for organisational leaders



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	<input type="checkbox"/> Consider including continued support to embed and continue to develop staff capability from foundational knowledge
<input type="checkbox"/> Continuous improvement	Consider implementing a quality improvement process with routine audits to ensure this work is embedded into practice.
<input type="checkbox"/> Communication	Ensure regular communication about upcoming reforms are provided to staff through systems including (but not limited to) all staff email, regular newsletters, notice boards, memoranda

The table below sets out actions which you may want to consider including in communications for staff members to undertake. It is recommended these communications are staggered over a period of time to avoid feelings of being overwhelmed.

Staff checklist	
<input type="checkbox"/> Keep informed	Read communications and intranet updates about the reforms
<input type="checkbox"/> Key reading and core knowledge	Reading and viewing the following before attending training <ul style="list-style-type: none"> <input type="checkbox"/> The updated Foundation Knowledge Guide – Guidance for professionals working with child or adult victim survivors, and adults using family violence <input type="checkbox"/> MARAM and Information Sharing FAQ <input type="checkbox"/> MARAM Practice Guides videos
<input type="checkbox"/> Refresh your Information Sharing training	<input type="checkbox"/> Refresh your information sharing knowledge, thinking about this in the context of your work with people using violence <input type="checkbox"/> Refresh your knowledge of what is 'risk relevant' when sharing information, particularly the evidence-based risk factors
<input type="checkbox"/> Understand your role	When the organisation has completed mapping and identified your MARAM Responsibility level, read the relevant guides and complete relevant training.
<input type="checkbox"/> Undertake MARAM AuFV training	Register and attend MARAM AuFV training (once available)

For more information on MARAM, Practice Guide resources, and training visit <https://www.vic.gov.au/maram-practice-guides-and-resources>

[SHRFV MARAM workforce mapping for working with adults who use family violence \(worldssl.net\)](https://www.worldssl.net/)