MARAM Alignment Organisation Audit Tool

Purpose: This tool will assist Hospitals and Health Services to audit their internal activities, structures and systems against the alignment requirements of MARAM. Examples of evidence can be found in the ‘Alignment requirements of the four MARAM pillars’ section of this document.

**Internal activities, structures and systems**

| **Pillar 1** | **Evidence of work that is MARAM aligned**  | **Gaps in alignment**  | **Recommended actions to support MARAM alignment**  |
| --- | --- | --- | --- |
| **Governance and strategy** |
| Strategic Plan includes Family violence  |  |  |  |
| Family violence strategy |  |  |  |
| A Family Violence Position Statement |  |  |  |
| Family violence is integrated into Reconciliation Action Plan |  |  |  |
| Family violence is integrated into Disability Action Plan |  |  |  |
| Family violence is integrated into Rainbow tick accreditation |  |  |  |
| **Policies**  |
| Policy updates* Identifying and Responding to Family Violence Policy
* Family Violence Workplace Support Policy
* FVISS and CISS Policy
* Privacy and Confidentiality Policy
* Child Safety Policy
* Information Management and Data Collection
 |  |  |  |
| **Staff training and education** |
| Percentage staff trained in SHRFV Foundational or Sensitive Practice modules |  |  |  |
| SHRFV Foundational Practice training is a mandatory competency |  |  |  |
| Family Violence Grand Rounds  |  |  |  |
| **Communication initiatives and activities** |
| SHRFV whole-of-organisation communications plan |  |  |  |
| Media and communications initiatives  |  |  |  |
| Family violence internal staff forums and events |  |  |  |
| Involvement in external Family Violence awareness raising campaigns |  |  |  |
| **Corporate orientation**  |
| Presentation on SHRFV program and/or family violence strategies, programs or initiatives during orientation |  |  |  |
| Staff informed about Family Violence workplace support |  |  |  |

| **Pillar 2** | **Evidence of work that is MARAM aligned**  | **Gaps in alignment**  | **Recommended actions to support MARAM alignment**  |
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| **Policies and Procedures** |
| Update to procedures and practice guides * Identifying and Responding to Family Violence Procedure
* Client intake and assessment procedure
* Family Violence Workplace Support Procedure
* FVISS and CISS Procedure including consent and release of information forms and record keeping obligations
* Privacy, information sharing and confidentiality procedures
* Antenatal Family Violence Screening Practice Guideline
* Home Visit Staff Guideline
* Emergency Procedure
* Child Protection Management Guide
* Client at Risk Summary Guidelines
 |  |  |  |
| **Staff training and education** |
| Number of staff required to be trained in *SHRFV Foundational or Sensitive Practice module*  |  |  |  |
| Number of staff required to be trained or have been trained at an intermediate level to support their MARAM responsibilities, (i.e. attend Brief and Intermediate Training)  |  |  |  |
| Number of staff required to be trained or have been trained at a comprehensive level to support their MARAM responsibilities (i.e. attend Comprehensive Renewing Practice: CRAF to MARAM Training or Comprehensive Newer Family Violence Specialist Training) |  |  |  |
| Number of staff required to be trained or have been trained in other modules to support their MARAM responsibilities, such as Leading Alignment Training; MARAM Collaborative Practice Training) |  |  |  |
| Attendance at other internal or external family violence training.  |  |  |  |
| Communities of Practice/shadowing sessions with experienced staff |  |  |  |
| Resourcing of the SHRFV Clinical Champions Network  |  |  |  |
| **Clinical systems & infrastructure** |
| Family Violence workflows and assessment tools are embedded into electronic management recording systems |  |  |  |
| Advanced practice and credentialing of staff within clinical and allied health settings |  |  |  |
| Embedding mandated screening for family violence in clinical settings |  |  |  |
| Organisational operating model for FVISS and CISS |  |  |  |
| **Clinical support, supervision** |
| Supervision policies around Family Violence practice |  |  |  |
| Clinical case reviews which support collaborative and coordinated practice |  |  |  |
| Ensuring external staff debriefing options (Employer Assistance Program) have family violence credentials |  |  |  |
| **Cultural safety and intersectional practice** |
| Staff attendance at training that supports cultural awareness, intersectional or anti-oppressive practice or working with at risk cohorts |  |  |  |
| Implementation of the Aboriginal Cultural Safety Framework  |  |  |  |
| Clear secondary consultations and referral processes with appropriate external organisations such as Thorne Harbour, InTouch, Seniors Rights and Aboriginal Community Controlled organisations. |  |  |  |
| **Partnerships**  |
| Establish or strengthen protocols with external specialist family violence services |  |  |  |
| Establish or strengthen protocols with external culturally specific services |  |  |  |
| Establish or strengthen protocols with external agencies and services that provide shared care |  |  |  |
| **Human resources** |
| Workplace Support Program procedure |  |  |  |
| Delivery of Family Violence Workplace Support Managers Training including the percentage of managers trained and whether this is a mandatory staff competency  |  |  |  |

| **Pillar 3** | **Evidence of work that is MARAM aligned**  | **Gaps in alignment**  | **Recommended actions to support MARAM alignment**  |
| --- | --- | --- | --- |
| **Workforce mapping** |
| Consultations departments and governance advisory groups in relation to mapping the workforce against MARAM responsibilities |  |  |  |
| Map workforce against MARAM responsibilities |  |  |  |
| Map responsibilities in and across organisations for all staff roles  |  |  |  |

| **Pillar 4** | **Evidence of work that is MARAM aligned**  | **Gaps in alignment**  | **Recommended actions to support MARAM alignment**  |
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| **Governance and advisory groups**  |
| Board leadership and governance reporting requirements |  |  |  |
| Established governance structure to implement MARAM alignment |  |  |  |
| Established Family Violence Strategic Advisory Group |  |  |  |
| Established Family Violence Operations Groups |  |  |  |
| Established Family Violence reference group |  |  |  |
| Establish Program Advisory Groups |  |  |  |
| **Data collection, monitoring and continuous improvement** |
| Embed data collection, disaggregation and reporting mechanisms into electronic records relating to patient demographics, the evidence-based family violence risk factors and the patient’s individual experience of family violence (including the nature of relationships and identification of victim survivor and perpetrator)  |  |  |  |
| Embed data collection, disaggregation and reporting mechanisms into electronic records relating to information that supports opportunities for continuous improvement and to inform policy decision making |  |  |  |
| Embed mechanisms for data collection and reporting for the Family Violence Workplace Support Program  |  |  |  |
| Evidence of contribution and engagement with system-wide data collection |  |  |  |
| Clinical audit processes |  |  |  |
| Staff training data |  |  |  |
| Integration of family violence into the health services quality improvement plan with reporting mechanisms  |  |  |  |
| Evidence of family violence evidenced-based research and evaluation projects. |  |  |  |
| Outcomes of evaluation, monitoring and reporting of compliance are fed into Quality Improvement Processes  |  |  |  |
| **MARAM implementation** |
| MARAM alignment Action Plan |  |  |  |
| MARAM Workforce Mapping |  |  |  |
| MARAM alignment Implementation Strategy |  |  |  |
| **Organisational change**  |
| Success and quality improvements associated with SHRFV  |  |  |  |
| Success and progress of MARAM alignment activities |  |  |  |