

# CS6.9 Severe Dysphagia Management

## Purpose

1. To ensure each SAVVY participant requiring severe dysphagia management receives appropriate support that is relevant and proportionate to their individual needs and preferences.

## Alignment with Practice Standards

1. Module 3: Provision of Supports
2. High Intensity Daily Personal Activities

## Legislative Alignment

1. National Disability Insurance Scheme Act 2013

## Key Responsible Executive

Chief Executive Officer

## For More Support

Your People Manager

## Policy Statement

1. SAVVY will identify participants requiring severe dysphagia management within our services to ensure the safe delivery of mealtime support.
2. With their consent, SAVVY participants individual severe dysphagia management needs are to be assessed by appropriately qualified health practitioners, including by practitioners conducting regular and timely reviews if needs change or difficulty is observed.
3. Each SAVVY participant requiring severe dysphagia management is involved in the assessment and development of their severe dysphagia management plan. The plan should identify:
  - a. their individual needs and preferences (such as for food, fluids, preparation techniques and feeding equipment); and
  - b. how risks, incidents and emergencies will be managed to ensure their wellbeing and safety, including by setting out any required actions and plans for escalation.

## Delegations

Roles	Responsibilities
Board of Directors	<ul style="list-style-type: none"> <li>Endorse and ensure compliance with the Severe Dysphagia Management policy and procedures</li> <li>Be familiar with legislative requirements of this policy</li> </ul>
CEO	<ul style="list-style-type: none"> <li>Manage and monitor compliance with this policy</li> <li>Support staff competence and compliance with this policy and procedure and ensures staff receive appropriate training, supervision and debriefing to comply with this policy</li> </ul>
Management	<ul style="list-style-type: none"> <li>Support staff competence and compliance with this policy and procedure and ensures staff receive appropriate training, supervision and debriefing to comply with this policy</li> </ul>
Staff, volunteers, contractors and students	<ul style="list-style-type: none"> <li>Comply with the Severe Dysphagia Management Policy and Procedure</li> </ul>

## Procedures

### 1. Intake

- a. SAVVY's intake procedures are outlined in full in the Access and Intake Policy.
- b. During the intake process, in relation to mealtime management, SAVVY's focus is on both
  - i. gathering the required information to identify any risks associated with severe dysphagia management and
  - ii. identifying any existing plans in place, or access to an appropriately qualified health practitioner to develop a plan where required.
  - iii. Supporting participants' choice and preferences when it comes to mealtime management.

### 2. Assessment

- a. SAVVY's assessment process is outlined in the Assessment and Care Planning Policy
- b. Where a risk of severe dysphagia management is identified, the participant will be supported to make a referral to an appropriately qualified health practitioner to develop (or review as needed) a support plan. Services will commence on the implementation of a suitable plan, and completion of any specific training relevant to the plan delivered to staff working with the individual participant.

### 3. Training

- a. Ongoing training and supervision will focus on how SAVVY employees identify risks relating to severe dysphagia management, as well as to support and understand the mealtime management needs of SAVVY participants.
- b. SAVVY develops and implements an annual training plan that ensures the workforce has the appropriate skills and capabilities to carry out their role in a competent manner. This is supported by regular supervision and performance conversations.

- c. Each employee has an annual performance review, at which point their development needs are also assessed and used to inform their annual development plan.
  - d. Each worker responsible for providing severe dysphagia management to participants has received training, relating specifically to each participant's needs, managing any severe dysphagia related incident and the high intensity support skills descriptor for severe dysphagia management, delivered by an appropriately qualified health practitioner with expertise in severe dysphagia management.
4. Record Management
    - a. SAVVY has an extensive Record Management Policy and this is outlined in the participant Record Policy.

### References to other SAVVY policies and external sources

1. CS3.1 Participant Care
2. CS3.3 Participant Assessment and Support Planning
3. CS3.8 Mealtime Management
4. CS6.3 Enteral Feeding and Management

### Summary of attachments

1. Nil

### Version Control

1. 1 April 2023 - New Policy Creation