

# Western Health Alliance Limited RACF ISBAR Framework





Western Health Alliance Ltd (WHAL)

# WHAL RACF ISBAR Framework

A Guide to Effective Clinical Handovers

#### **Version Control Table**

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Chief Executive Officer WHAI

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1.6	1 Feb 2018	Research and initial creation of Framework	RACF Program Administrator
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# **Table of Contents**

1.	Background4
2.	National Safety and Quality Health Service Standards for Clinical Handovers 4
3.	Key Principles5
4.	Emergency Decision Guidelines for the acutely unwell, deteriorating Resident 5
5.	RACF Patient Unwell Flowchart 6
6.	Conclusion7
7.	Contact7
8.	Resources, References and Acknowledgements7
Арр	endix 1 8
Арр	endix 29
Арр	endix 3 10
Арр	endix 4 10
Арр	endix 5 12
Арр	endix 6 13
Арр	endix 7 15



#### **Western Health Alliance Ltd**

# WHAL RACF ISBAR Framework

#### 1. Background

Research has shown that using a standardised format can assist the transfer of information, for Residents particularly when there are time constraints. ISBAR (Introduction/ Identify, Situation, Background Assessment, Recommendation) is one such tool to clinically handover a Resident. ISBAR organises a conversation into the essential elements in the transfer of information from one source to another.

Effective communication lies at the very heart of good care for Residents, and Clinical Handover is one of the most important matters to consider when ensuring the continuity of care for them. Good handover does not happen by chance. It requires work by all those involved, including organisations and individuals, and in some cases might call for a change in culture.

#### This document:

- Provides guidance to RACF Nurses and Carers on best practice in clinical handovers;
- Proposes a model for effective handovers:
- Aims to drive further developments in standardising handover arrangements.

#### Where did ISBAR come from?

The concept first emerged within the US Navy that used SBAR in nuclear submarines. It has also been used in the airline industry. It assisted in the transfer of important information in limited time in an effective manner.

ISBAR provides a framework for clinical conversations and is a consistent and reliable tool for clinical discussions. Evidence shows that when a standardised approach is implemented, the effectiveness of that approach increases.

### 2. National Safety and Quality Health Service Standards for Clinical Handovers

Clinical Handover is the focus of Standard 6 in the National Safety and Quality Health Service Standards. The key messages are;

- Clinical handover is practised every day, in a multitude of ways, in all health care settings.
- Poor or absent clinical handover, or a failure to transfer information, responsibility and accountability, can have extremely serious consequences for patients.
- This can lead to discrepancies in the content and accuracy of information provided.
- The aim of clinical handover is to ensure the accurate and timely transfer of information, responsibility and accountability.
- Where possible, clinical handover should actively involve the patient and carer

as well as clinicians. Patients and carers can provide information that is not necessarily available to clinicians.

## 3. Key Principles

- Handover requires preparation and needs to be well organised;
- Handover should provide environmental awareness;
- Handover must include transfer of accountability and responsibility for patientcare.

All RACF clinical staff are encouraged to use ISBAR. Because it focuses on the issue at hand, it means that those of different discipline and seniority will speak the same language. This allows more effective communication. ISBAR creates a shared mental model for the transfer of relevant, factual, concise information between clinicians. It flattens the hierarchy and so eliminates the power differences that may inhibit information flow.

RACF ISBAR Framework is being developed as a guide for residential aged care staff to be able to provide enough clinical information over the telephone / video consultation to the GP or After Hours GP Helpline and clinically handover the resident. It does not replace clinical care protocols within the residential aged care facility (RACF). The guide may also be useful if the staff need to contact the Ambulance or Hospital Emergency Department.

### 4. Emergency Decision Guidelines for the acutely unwell, deteriorating Resident

The headings listed below assist to direct clinical assessment and action, as required: Know the:

- Goals of care for the Resident:
- Resident's and family's wishes;
- Resident's Care Plan and Advance Care Directive.

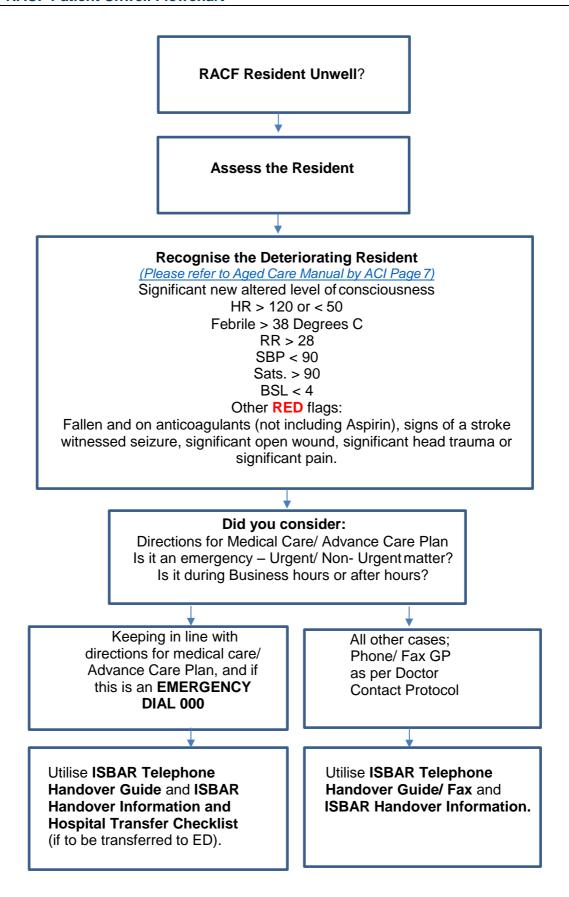
Know what is **normal** for the resident.

Follow **First Aid** response requirements:

- **Danger**: remove yourself / the Resident from danger
- Response: check the Resident's Response and then
- Send for help: Call 000 for an ambulance or ask another person if they are close by
- Airway, Breathing and Circulation: continue with your acute assessment
- **Defibrillation**: apply defibrillator (if available)

Ensure you assess and document all findings and actions including recording the time of onset of any symptoms.

Source: Emergency Decision Assist Guidelines, Country North SA Medicare Local



Source: Aged Care Folder, Dubbo - Western NSW PHN

#### 6. Conclusion

In conclusion, ISBAR Handover tool is useful because it:

- Ensures completeness of information and reduces likelihood of missed data/ information:
- Is an easy and focused way to set expectations for what will be communicated;
- Ensures a recommendation is clear and professional;
- Gives confidence in communication;
- Focuses not on the people who are communicating but on the problem, itself.

#### Key reasons for using ISBAR

- It is portable, memorable and easy to use;
- Can be used to present information clearly in any situation;
- Helps you to organise what you're going to say;
- Standardises communication between everyone.

#### 7. Contact

For any questions, feedback and recommendations, please contact:

#### Rekha Pillai

RACF Program Administrator

TRAC, Western NSW Primary Health Network

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#### 8. Resources, References and Acknowledgements

National Safety and Quality Health Service Standards

Australian Commission on Safety and Quality in Health Care - Standard 6

Aged Care Folder - Western NSW LHD and Western NSW PHN

ISBAR - Nurse Handover Information - Hunter New England LHD and Hunter Primary Care

Aged Care Emergency Manual

Emergency Decision Assist Guidelines, Country North SA Medicare Local

Pushing the Envelope - Clinical Handover between Aged Care Homes and Hospitals

RACGP Aged Care Triage Information

Appendix 1 – ISBAR Handover Information

Appendix 2 – Telephone Handover Guide

Appendix 3 - ISBAR Fax Template

Appendix 4 - Transfer of Residents to Hospital

Appendix 5 - RACF Emergency Contact List

Appendix 6 - Symptoms Reference Guide

Appendix 7 - RACGP Aged Care Nurse Triage Information

# **Appendix 1**

Resident's Name		
Date of Birth	Age	

# **ISBAR Handover Information**

**NOTE:** Please complete prior to contacting the GP/NSW Ambulance. If TRANSFER to ED send:

ISBAR Form, Observations Chart, Medication Chart and Advance Care Plan

Go Back

	Your name and role RACF		
Introduction/	Phone Fax		
Identify	Name and position of person you are speaking to		
S	Resident's main problem /symptom at present?		
Situation	How long has this been an issue?		
В	Is there any relevant medical history? (have chart available)		
Background	Medications (have chart available) Known Allergies:		
	Initial treatment and the Initial treatment and the effect on the resident?		
	Resident's family notified Yes / No  Name of the Resident's usual GP:		
	Is there an Advance Care Plan in place? If so, what is it?		
	Observations: (have chart available) Baseline: Date: Time:		
Α			
Assessment	Temp: Blood pressure Pulse rate: (regular/irregular)		
7.55C55ITICITE	Respirations: Oxygen saturation: BGL:		
	Weight: <u>Current Observations</u> :		
	Temp: Blood pressure: Pulse rate: (regular/irregular)		
	Respirations: Oxygen saturation: BGL:		
	Weight: Urinalysis:		
	Injuries or abnormal Injuries or abnormal findings (See Symptom Reference Guide over page):		
	Is resident more confused than usual? Yes / No		
	How much pain is the patient in?		
	0 1 2 3 4 5 6 7 8 9 10 No Moderate Worst pain pain possible		
	0 – No hurt 2- Hurts a Bit 4 – Hurts a little		
	more 6 – Hurts even more 8 – Hurts a whole lot 10 – Hurts worst		
	Circle the type of pain: Chronic / Acute/Acute on chronic		
R	I am requesting assistance with / advice for:		
	Symptom management; Medication review; GP assessment of patient; Sending patient to ED; Other		
Recommendation			
	Goals of Care (consider Advance Care Plans):		
	Doctor's Orders/ Ambulance Triage / Other Comment		
	Name		
	Signature Date		

# **Telephone Handover Guide**

This guide is for RACF to provide clinical information over the telephone to the GP or after Hours GP Helpline. It does not replace clinical care protocols within your facility. The guide may also be useful if you need to contact the ambulance or hospital.



# Before phoning have in front of you;

Medication chart, allergies and Resident's clinical notes and End of Life wishes

#### INTRODUCTION/ IDENTIFY -

Your name, designation, Resident's name, DOB, Gender, location and who you intend to direct your call to;

**SITUATION** – what has happened/ when did it happen, how long and what are the critical signs;

**BACKGROUND** – Resident's relevant medical history – how long has he/ she been unwell;

ASSESSMENT – results of your physical assessment of the Resident/ vital signs/ conscious state/ type of injury post fall/ neurological observations/ BSL if appropriate – pain-acute/ chronic/ site/ intensity/ type;

**RECOMMENDATIONS** – what is the clinical need for the Resident.

Have you told the Clinician about the Resident's End of Life Wishes?



# After the phone call, please note;

- Name and phone of Clinician/ Health Service and time of call;
- Date and time of booked appointment, if confirmed;
- Immediate instructions/ actions as advised by the Clinician until the Resident is seen;
- Monitor and record the Resident condition for changes;
- Contact family/ Medical Power of Attorney, as required.



# **ISBAR Fax Template**

# **FAX REQUEST**

RACF Fax Number			
To: DOCTOR		_FAX NO	
REQUEST DATE / /	FROM		
RESIDENT NAME		_DOB	
Urgent Next 4 Next Hour Hours	End of Day	Tomorrow	Within 24 Hours
INTRODUCTION			
SITUATION			
BACKGROUND			
ASSESSMENT Observations: TempPulse SPO2BGL_			-
RECOMMENDATIONS			
GP Practice Response:			
Appointment Date	Time		

# **Appendix 4**

Go Back

# **Transfer of Residents to Hospital**

The North East Valley Division of General Practice Victoria introduced the Aged Care Home Transfer to Hospital Envelope featuring a checklist of crucial clinical and other handover information to be included when a resident is transferred. This Checklist is available for RACFs to use to effectively transfer their Residents to the Hospital:

After-hours:  After-hours:  There is a range of residential settings with different levels of care available.  This Aged Care Home is:  High Care 'Nursing Home' - Registered Nurse / Registered Nurse Division 1 usually present.  Low Care Hostel, but may have 'Ageing in Place'- residents may have complex medical &/or personal care needs (i.e. high care). Usually staffed by Enrolled Nurse / Registered Nurse Division 2 &/or non-nursing care staff e.g. PCA/PCW/AIN. Generally medications are administered from a Dose Administration Aid.	This envelope co	ntains CONFIDENTIAL medical information which should remain with the PATIENT RECORD.
After-hours:  After-hours:  There is a range of residential settings with different levels of care available.  This Aged Care Home is:  High Care 'Nursing Home' - Registered Nurse / Registered Nurse Division 1 usually present.  Low Care Hostel, but may have 'Ageing in Place'- residents may have complex medical &/or personal care needs (i.e. high care). Usually staffed by Enrolled Nurse / Registered Nurse Division 2 &/or non-nursing care staff e.g. PCA/PCW/AIN. Generally medications are administered from a Dose Administration Aid.	Resident / Patie	nt's Name:
After-hours:  There is a range of residential settings with different levels of care available.  This Aged Care Home is:  High Care 'Nursing Home' - Registered Nurse / Registered Nurse Division 1 usually present.  Low Care Hostel, but may have 'Ageing in Place'- residents may have complex medical &/or personal care needs (i.e. high care). Usually staffed by Enrolled Nurse / Registered Nurse Division 2 &/or non-nursing care staff e.g. PCA/PCW/AIN. Generally medications are administered from a Dose Administration Aid.	Name of Aged Ca	are Home:
There is a range of residential settings with different levels of care available.  This Aged Care Home is:  High Care 'Nursing Home' - Registered Nurse / Registered Nurse Division 1 usually present.  Low Care Hostel, but may have 'Ageing in Place'- residents may have complex medical &/or personal care needs (i.e. high care). Usually staffed by Enrolled Nurse / Registered Nurse Division 2 &/or non-nursing care staff e.g. PCA/PCW/AIN. Generally medications are administered from a Dose Administration Aid.	Contact telepho	ne number: In-hours:
Low Care Hostel, but may have 'Ageing in Place'- residents may have complex medical &/or personal care needs (i.e. high care). Usually staffed by Enrolled Nurse / Registered Nurse Division 2 &/or non-nursing care staff e.g. PCA/PCW/AIN. Generally medications are administered from a Dose Administration Aid.		After-hours:
	☐ High Care	'Nursing Home' - Registered Nurse / Registered Nurse Division 1 usually present.  Hostel, but may have 'Ageing in Place'- residents may have complex medical &/or personal care needs (i.e. high care). Usually staffed by Enrolled Nurse / Registered Nurse Division 2 &/or non-nursing care staff
U Other	□ Other	



# Checklist for Transfer-to-Hospital Clinical Handover

Tick boxes to indicate

Hospital notified by telephone

### Information included in envelope >

- □ Advance care plan / End-of-life wishes
- □ Transfer Form (include as a minimum)
  - ☐ Resident details: Name, DOB, religion, language spoken & need for interpreter
  - □ Contact details of Aged Care Home including telephone number (in- & after-hours) & address
  - Pension number
  - ☐ Health insurance status: (i.e. Medicare only / DVA / privately insured) & include details
  - □ Name of usual GP & contact details
  - □ Name of usual Pharmacist & contact details
  - □ Name of next-of-kin &/or Medical Enduring Power of Attorney or equivalent & contact details
  - Next-of-kin notified of transfer
  - Reason for transfer including events leading up to transfer
  - □ Relevant medical history
  - □ Any known allergies
  - Pre-morbid / usual condition & functioning; cognition, mobility, continence, behaviours, diet
- Letter from GP, locum or Aged Care Home detailing reason for transfer
- □ Copy of most recent Comprehensive Medical Assessment (CMA)
- ☐ Copy of results of recent investigations (blood tests / x-ray / other pathology)
- Copy of current drug chart / list of current medications & time of last administration
- ☐ Copy of current observation, blood sugar level & bowel charts (if applicable)





# **Important Contacts List**

Service Name	Operating Hours	Contact No.
NSW Ambulance	24 hours	000
<u>Dubbo After Hours Medical</u> <u>Service - Dubbo Only</u>	Weeknights 6pm until 8am Weekends and public holidays 24 hours - 8am until 8am	(02) 6884 2100
Bathurst After Hours Medical Service - Bathurst Only	Weeknights 6pm until 8am Weekends and public holidays 24 hours - 8am until 8am	(02) 6333 2888
Residential Aged Care Service - Bathurst Only	9am – 9pm weekdays and 12pm – 6pm weekends	0437 220 366
Healthdirect Australia	24 Hour Helpline	1800 022 222
Dementia Behaviour Management Advisory Service (DBMAS)	24 Hour Helpline	1800 699 799
Mental Health Line	24 Hour Helpline	1800 011 511
Poisons Information Centre	24 Hour Helpline	13 11 26
Medicines Information Line (Speak to a Registered Nurse)	9am - 5pm Monday - Friday	1300 633 424
Australian Government Translating and Interpreting Service (TIS)	24 Hour Helpline	13 14 50
After Hours Palliative Care Helpline	Weekdays: 5pm-9am (AEST) Weekends: 5pm Friday – 9am Monday Public holidays (National and NSW): from 5pm the day before to 9am the following business day.	1 800 548 225
Other Health Services (NHSD)	Please refer to the link	Please refer to the link

The <b>Emergency Trolley</b> is located at:	
The Oxygen Cylinder is located at:	

Symptom Reference Guide			
Problem	Additional Information	Specific Observations	
		Required	
Abdominal Pain	<ul> <li>Where is the pain worst?</li> <li>What is the pain like? (Sharp / Dull / Burning / Constant / Comes and goes)</li> <li>Is there any associated features? (Nausea / Vomiting / Diarrhoea)</li> <li>Is there any blood in the stools? (Bright/ Dark Red /Black)</li> <li>When the bowels were last opened and what interventions?</li> </ul>	<ul> <li>Palpation for (Distention / Guarding / Tender) (If within scope of practice)</li> <li>Could this be urinary retention or constipation?</li> </ul>	
Diarrhoea/ Nausea or Vomiting/Dizziness	<ul> <li>What symptoms are present? (Nausea / Vomiting/Diarrhoea)</li> <li>Frequency of episodes?</li> <li>What colour is the bowel motion or vomitus? Is there any visible blood?</li> <li>Does the resident have abdominal pain?</li> <li>Is there a change in appetite or fluid intake?</li> </ul>	<ul> <li>Is the resident tolerating fluids? Last time bowels open?</li> <li>Lying and Standing Blood Pressure</li> </ul>	
Urinary Problems	Is there an increase in urinary frequency? Is there pain or burning on urination?	<ul><li>Skin? (Sweating/Dry)</li><li>Increased confusion?</li></ul>	
Shortness of Breath	<ul> <li>How did it develop? (Suddenly/Gradually)</li> <li>Shortness of breath (At rest/ With exertion/ When Sitting Up/ Lying Down)</li> <li>Does the resident have associated chest pain/discomfort?</li> </ul>	<ul> <li>Sputum (Clear/ Coloured/ Blood)         Audible sounds         (Wheeze/ Gurgling)         Resident         appearance         (Pale/ Blue/ Sweaty)</li> <li>Ankle or lower limb swelling</li> </ul>	
Chest Pain	<ul> <li>Location of pain</li> <li>Does it radiate? (Arm/ Neck/ Back)</li> <li>Nature of pain (Sharp/ Dull/ Burning/ Heavy/ Tight)</li> <li>Does anything make it worse? (Exertion/ Movement/</li> </ul>	<ul> <li>Is the resident short of breath?</li> <li>Resident appearance (Pink/ Pale/ Sweaty/ Blue)</li> </ul>	

Problem	Additional Information	Specific Observations Required
	Cough/ Inspiration)  • Does anything make it better? (Rest/ Antacid/ GTN-(Anginine)/O2	- Nogamou
Seizures	<ul> <li>How long did the episode last? Details of any injuries</li> <li>Is the resident in pain?</li> <li>Is there any new weakness? (Arm/ Leg/ Face)</li> <li>What was the resident doing at the time?</li> <li>Did the resident reportany: (Light Headedness/ Dizziness/ Loss of Consciousness)?</li> <li>Is there any: (Change to Vision / Loss of Speech / Hallucinations/Incontinence)</li> </ul>	Resident appearance     (Normal/ Pale/ Sweaty/ Anxious)     Limb movement (Normal/ Decreased)
Lacerations & Falls	<ul><li>Location of injury(s)?</li><li>Is the bleeding controlled?</li><li>Is the resident on anticoagulants?</li></ul>	<ul> <li>Depth and length of wounds? Equipment on-hand?</li> <li>(Steri-strips / Glue / Suture Kit)</li> </ul>
Confusion & Decreased Level of Consciousness	<ul> <li>How did it develop? (Suddenly / Gradually)</li> <li>Is the resident on anticoagulants? Have there been any recent falls?</li> <li>Are there are any other symptoms? (Chest Pain / Headache / Diarrhoea / Vomiting / Breathing difficulties)</li> <li>Is there any new arm or leg weakness?</li> </ul>	Last bowel motion? Last urine passed?     Conscious state: Normal / Hyper-Alert / Drowsy/Easily roused / Difficult to rouse/ Unrousable)
Fever	<ul> <li>How long has the fever lasted?</li> <li>Is there any (Cough / Abdominal pain / Rash / Skin infection)</li> <li>Is resident more confused than usual?</li> <li>Is there any (Urinary frequency / Discomfort on urination / Smelly urine)</li> <li>Does the resident have a urinary catheter?</li> </ul>	<ul> <li>Resident appearance?</li> <li>(Shivering/ Sweating/ Both)</li> <li>Skin? (Pale /Pink /Cold /Hot /Dry /Moist)</li> </ul>

# Appendix 7





# RACGP Aged care facility nurse triage information

Patient information
Patient name Surname Age
Usual treating doctor Allergies
Duration of presenting problem? Presenting problem
Medications  Yes  No (please have list available) Medical diagnosis  Yes  No (please have chart available)
Have there been any medication changes within the last week? If yes, please list
Blood pressure Pulse Respiratory rate Advance Care Directive: Yes No (if yes, please have directive available)
Clinical information (Please complete relevant sections below. Tick descriptions as appropriate.)
Abdominal pain
Where is it? Description of pain: Sharp Dull Burning Constant Coming-and-going
Other Are there any associated features? Nausea Vomiting Diarrhoea
When was the last bowel motion?
Observations required: Is abdomen distended? Yes No Pain assessment – how bad is the pain? (10 is extreme pain)
Urinalysis
How did it develop? Suddenly Gradually Other When is it present? At rest With exertion is there a cough? Yes No (if yes, please select) Dry Moist Other  Does the patient have chest pain? Yes No Observations required: Is there sputum? Yes No (if yes, please select) Clear Coloured Blood Other Is there a wheeze? Yes No is there any ankle swelling? Yes No Is the patient: Pale Sweaty Blue in colour Other
Chest pain
Where is it? Does it radiate anywhere? Yes No (if yes, please select) Arm Neck Back
Description of pain: Sharp Dull Squeezing Pressing Burning Other
Does anything make it worse? Yes No (if yes, please select) Exertion Moving Breathing Other
Does anything make it better? Yes No (if yes, please select) Rest Antacids Anginine Other
Observations required: Is the patient short of breath?   Yes   No
Is the patient: Pale Sweaty Blue in colour Other
Confusion loss of consciousness
How did it develop? Suddenly Slowly Other Is the patient unusually agitated or violent? Yes No
is there any: Chest pain Headache Diarrhoea Vomiting Breathing difficulty Other
is there any new arm or leg weakness?   Yes   No
Observations required: Conscious state: Normal Hyper alert Drowsy but easily aroused
Drowsy and difficult to arouse Unrousable Last bowel motion Last passed urine

Urinalysis Blood sugar level (if diabetic)
Cough and cold symptoms  Is the cough: Dry Moist Does the patient have any headache or facial pain? Yes No  Observations required: Is there sputum? Yes No (if yes, please select) Clear Coloured Blood  Is there a wheeze? Yes No
Diarrhoea or changed stool / nausea and vomiting
Is there any: Nausea Vomiting Diarrhoea Yes No How often?  What colour is the bowel motion / vomit? Is there any visible blood? Yes No  Does the patient have any abdominal pain? Yes No  Observations required: Is the patient tolerating fluids? Yes No Last bowel motion Blood sugar level (if diabetic)
Falls, faints, fits and funny turns
How long did the episode last?  What is the injury, if any?  Is the patient in pain?  Yes No Is there any new weakness?  Yes No (if yes, please select)  Face Arm Leg Other  Is there any:  Loss of vision Speech Hallucinations incontinence Yes No Other  What was the patient doing at the time?  Was there any associated:  Light headedness Dizziness  Loss of consciousness Yes No Other  Observations required: Does the patient appear:  Pale Sweaty Anxious Other  Pain assessment – how bad is the pain? (10 is extreme pain)  Blood sugar level (if diabetic)  Can the patient move all limbs as normal?  Yes No  Fever  How long has the fever lasted?  Is there any:  Cough Abdominal pain Rash Skin infection Yes
No Other   Is the patient more confused than normal? Yes No Is there any: Urinary frequency   Discomfort   Offensive smelling urine Yes No Other   Does the patient have a catheter? Yes No Observations required: Is the patient: Shivering Sweating Yes No Other   Is the patient pale? Yes No Urinalysis
Urinary disorders
Is there an increase in urinary frequency?
Lacerations
Where is the laceration? Has the bleeding stopped? Yes No
Observations required: How big is the laceration?
What equipment is available? Butterfly stitches Glue Suture kit Other
Additional notes:
Doctor contacted:
Doctor's orders:  The RACGP would like to advisowledge the work of the Hunter Urban Division of General Practice (now the Hunter Medicare Local) in developing the content of this resource



right care right place right time

Phone: 1300 699 167

Fax: 1300 699 168 wnswphn.org.au

# Dubbo (Head Office)

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Bathurst

Bourke

**Broken Hill** 

Orange



We acknowledge that we work on the traditional lands of many Aboriginal clans, tribes and nations. We commit to working in collaboration with our region's Aboriginal communities and peoples to improve their health, emotional and social wellbeing in the spirit of partnership.

