



# Sharing information and integrating services: Collaborative Practice

## STAFF SELF-ASSESSMENT TOOL



**Loddon's Commitment to Supporting Families**

Our shared core competencies

### For staff working directly with children, young people and families (tier 1)

In 2017, the Loddon Children & Youth Area Partnership (the Partnership) identified four 'pillars of competency' that are essential in supporting vulnerable children, young people and families.

The purpose of this tool is to:

- assist staff working directly with children, young people and/or their families (90% or more of the time) to assess levels of competence in regards to **sharing information and integrating services: collaborative practice**
- facilitate discussions between staff and managers about professional development and training needs in relation to this competency
- provide the basis for self-reflection and planning

**Name:**  **Role/Position:**

**Email:**  **Phone:**

#### Information sharing and integrated services: collaborative practice

This competency refers to a commitment to the appropriate and open sharing of information and coordination of services to prevent harm and deliver optimum support. This is increasingly referred to as 'collaborative practice'. This competency means being able to build trusted relations with other organisations, develop shared goals and consistent language, and share information appropriately in the best interests of children, young people and families.

Check the appropriate box:

- I have completed training in this competency and know how to apply it in my work
- I have completed training in this competency but need to update my learning
- I have not completed training in this competency
- Yes  No I have a good understanding of the organisation's rationale for building this competency

For each statement below check the appropriate box:

|  | Often                    | Sometimes                | Rarely/<br>Not at all    | Not<br>Applicable        |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| I have accessed the online information about this competency (e.g. resources, Fact Sheets)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I maintain good two-way communication with other relevant services working with the child, young person or family  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I seek secondary consults to make sure the family receives the appropriate response  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I liaise and collaborate with other health, welfare, early years and education professionals at a strategic and case planning level                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I build trusting and effective relationships with external services through regular communication and working together as appropriate (for example, joint home visits) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I am familiar and comply with Victoria's information-sharing legislation   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I share information with services involved in the care of the child to achieve continuity of care  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I am familiar with the different parts of the service system and support families to navigate it appropriately and efficiently   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |