

<b>Q013</b>	<b>APPROVED ABBREVIATION LIST</b>
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<b>Policy context:</b> This policy relates to	
Legislation or other requirements	
Contractual obligations	

## POLICY STATEMENT

Enhanced Lifestyles (EL) and Lifestyle Assistance and Accommodation Service (LAAS) are committed to ensuring the clarity of recorded information regarding the services we provide. This document is a list of all the approved abbreviations to be used for record keeping and note taking purposes.

The document complies with NDIS Practice Standards 2020, standard 2.4 Information Management, and ACIS 2018, section 2.4 Information Management.

This document is readily available to all clients and employees of Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service including The Boards.

## DEFINITIONS

@ - At

& - Ampersand, and

> - Greater than

< - Less than

**ACAT** – Aged Care Assessment Team

**ACC** - Accommodation

**AL** – Annual Leave

**AM** - Ante meridiem, a time before noon

**BA** – Bowel Action

**BGL** – Blood Glucose Level

**BOC** – Behaviours of Concern

**BSL** – Blood Sugar Level

**BSP** – Behaviour Support Plan

**CAP** – Corrective Action Plan

**CAR** – Corrective Action Request

**CARL** – Child Abuse Report Line

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**APPROVED ABBREVIATION LIST**

**CEO** – Chief Executive Officer  
**CHN** – Community Health Nurse  
**CI** – Continuous Improvement  
**CIMS** – Customer Information Management System  
**cm** - Centimetre  
**COO** – Chief Operations Officer  
**COS** – Continuity of Supports  
**CRP** – Cardiopulmonary resuscitation  
**DALP** – Disability Aging Lifestyle Program  
Days of the week - Mon, Tues, Wed, Thurs, Fri, Sat, Sun  
**DHS** – Department of Human Services (SA)  
**DO** – Day Options  
**DR** – Doctor  
**DSW** – Disability Support Worker  
**EL** – Enhanced Lifestyles  
**EN** – Enrolled Nurse  
**ESL** – English as a Second Language  
**EXHO** – Exploring Housing Options  
**FA** – First Aid  
**FW** – Fair Work  
**GM** – General Manager  
**GP** – General Practitioner  
**HR** – Human Resources  
**KG** – Kilogram  
**KM** - Kilometre  
**L** – Left  
**L** - Litre  
**LA** – Lifestyle Attendant  
**LAAS** – Lifestyle Assistance and Accommodation Service  
**Lrg** – Large

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**LSL** – Long Service Leave

**m** - Metre

**MH** – Manual Handling

**MHFA** – Mental Health First Aid

**MIN** - Minute

**mL** - Millilitre

**mm** - Millimetre

**NDIA** – National Disability Insurance Agency

**NDIS** – National Disability Insurance Scheme

**NDS** – National Disability Service

**NDS** – National Disability Services

**NESB** – Non English Speaking Background

**OPA** – Office of the Public Advocate

**OT** – Occupational Therapist

**PBSP** – Positive Behaviour Support Plan

**PC** – Phone Call

**PCAS** – Person Centred Active Support

**PCL** – Personal Care Leave

**PEG** - Percutaneous endoscopic gastrostomy

**PHYSIO**– Physiotherapy

**PM** – Post meridiem, after noon

**POD** – Podiatry

**PRN** – Pro Re Nata Medication

**PT** – Public Trustee

**R** - Right

**RN** – Registered Nurse

**RP** – Restrictive Practice

**RTW** – Return to work

**S/O** – Sleep Over

**SA** – South Australia

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**APPROVED ABBREVIATION LIST**

**SAAS** – SA Ambulance Service  
**SAPOL** – South Australian Police  
**SC** – Support Coordinator  
**SDA** – Specialist Disability Accommodation  
**SIL** – Supported Independent Living  
**SMS** – Short Message Service  
**SSC** – Specialist Support Coordinator  
**tbsp** – Tablespoon  
**tsp** – Teaspoon  
**UTI** – Urinary Tract Infection  
**WHS** – Work Health and Safety

**LEGACY ABBREVIATIONS**

This list contains abbreviations that are no longer used by EL/LAAS due to changes in the industry or terminology over time. No abbreviation should be deleted from this document, any abbreviations no longer in use or approved to be used must be moved to this Legacy Abbreviation list in order to facilitate access to our records.

**DCSI** – Department for Communities and Social Inclusion

**DSA** – Disability South Australia

**DOCUMENTATION**

Documents related to this policy	
Related policies	Q109 – Customer Records Policy
Forms, record keeping or other organisational documents	