



Health Service: _____
LHSN: _____
Date: _____

Safer Care for Kids: Checklist for Compliance with the Victorian Children's Tool for Observation and Response (ViCTOR) Chart Mandate

This checklist supports health services in meeting the ministerial requirement to implement the Victorian Children's Tool for Observation and Response (ViCTOR) charts - or an approved equivalent* - across all clinical areas where vital signs are recorded for patients under 18 years of age by **1 July 2026**.

The purpose of this mandate is to strengthen early recognition and timely response to clinical deterioration, improving the safety and quality of paediatric care across Victoria.

The updated ViCTOR charts now include *family or caregiver concern* as an additional vital sign. This checklist is designed to guide health services in embedding the refined charts into routine practice and ensuring consistent recognition and escalation processes

Steps	Comments
Preparation for refined ViCTOR chart implementation:	
<input type="checkbox"/> Refined ViCTOR charts have been ordered from Allanby Press	
<input type="checkbox"/> All out-dated ViCTOR charts have been removed from clinical areas and replace with refined charts	
<input type="checkbox"/> Refined ViCTOR charts are available at all points of patient entry into the health service (<i>e.g., emergency department/urgent care centre, theatre, ward, outpatients</i>)	
<input type="checkbox"/> The Electronic Medical Record observation chart is ViCTOR equivalent* (<i>if applicable</i>)	
<input type="checkbox"/> There is a clear escalation and response process when abnormal vital signs are identified on the ViCTOR chart	
<input type="checkbox"/> There is a clear escalation and response process when family or carer concerns about clinical deterioration are identified	
<input type="checkbox"/> Clinical champions identified in each area to oversee implementation	
<input type="checkbox"/> All relevant clinical staff have been educated about the addition of the family or carer concern question as a vital sign and the expected escalation response	
<input type="checkbox"/> Training in ViCTOR chart use form part of orientation for new staff	



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Steps	Comments
After refined ViCTOR chart implementation:	
<input type="checkbox"/> There is a process established to audit whether the correct age-based ViCTOR charts are being used**	
<input type="checkbox"/> There is a process embedded to audit whether family/carer concern is being documented alongside other vital signs**	
<input type="checkbox"/> A governance process is established for reporting ViCTOR audit findings	
<input type="checkbox"/> Structures and processes to share success stories (such as timely escalation of care for a deteriorating infant or child, and other positive outcomes) are in place	
Meeting the ministerial mandate if all the below criteria are met:	
<input type="checkbox"/> Audit results demonstrate that ViCTOR charts or equivalent are being used in all clinical areas where patients age <18 years are having vital signs documented	
<input type="checkbox"/> Audit results demonstrate that family or carer concerns about deterioration are being documented alongside other vital signs***	
<input type="checkbox"/> The health service has escalation and response procedures for patients with abnormal vital signs	
<input type="checkbox"/> The health service has escalation and response procedures for family or carer concerns about deterioration	

**Observation charts are considered equivalent to ViCTOR if they are age-based, colour-coded track and trigger charts aligned with ViCTOR parameters, the family/carer concern question is included, and there is an escalation process triggered by abnormal vital signs that is aligned with ViCTOR.*

*** Two questions should be added to current Standard 8 audit processes for paediatric patients:
 1. Is the correct age-based ViCTOR chart being used? (Yes/No)
 2. Is there a documented response (Yes/No/Unable to ask) on the ViCTOR chart for Family/Carer concern with at least one of the last two vital sign sets? (Yes/No)*

**** See Appendix 1 for detailed requirements for specific clinical areas.*

Signature: _____

Print name: _____

Role: _____

Date: _____

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Appendix 1: Guide to ViCTOR use and documentation of family or caregiver concerns for specific clinical areas

Area	ViCTOR charts to be used	Family/Carer Concern Response Required	Comment
Acute inpatient wards	Yes	Yes	
Subacute wards i.e., rehab	Yes	Yes	
Birth suite and postnatal wards	Yes	Yes	Do not ask about family or carer concerns immediately after birth; begin once routine monitoring commences.
Special Care Nursery	Yes	Yes	Document family or carer concerns commencing with the second set of vital signs after admission.
Neonatal Intensive Care and Paediatric Intensive Care	Yes	No	Asking about family or carer concern is not required as care is already escalated, though is recommended.
Day stay ward	Yes	Yes	Document family or carer concerns commencing with the second set of vital signs after arrival.
Dialysis ward	Yes	Yes	Document family or carer concerns commencing with the second set of vital signs after arrival.
Early parenting centre or Mother-baby unit	Yes [^]	Yes [^]	[^] If the baby is admitted and having vital signs documented they should be on a ViCTOR chart, with documentation of family or carer concerns commencing with the second set of vital signs after arrival.
Hospital in the home	Yes	Yes	
Outpatients	Yes	Yes	Responses to family or carer concerns do not need to be documented with the first set of vital signs at outpatients.
Theatre	Yes	No	There is no need to document family or carer concerns during a procedure.
Theatre recovery and post-acute care	Yes	Yes	Document family or carer concerns with the final set of vital signs before discharge or transfer.
Emergency departments and Urgent care centres	Yes	Yes	Responses to family or caregiver concerns do not need to be documented with the first set of vital signs at triage. Do not document concerns during procedural sedation.
Procedural sedation (all areas)	Yes	No	Do not document concerns during procedural sedation.

More information about implementation can be found in the Safer Care for Kids ViCTOR Implementation and Frequently Asked Questions documents here: <https://www.safercare.vic.gov.au/publications/safer-care-for-kids-refined-victor-chart-resources>, or email ViCTOR@safercare.vic.gov.au.