

MANAGEMENT SYSTEM STRUCTURE

Doc: MSS 01

Date: 18/05/2025

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System Managers Assistant (SMA Database)

System Database

SMA securely stores, processes and controls management system information and reporting of activities performed at Peripheral Neuropathy Support Group Inc

SMA: Current User is Administrator

Print Overview

Risk



Current Risk Score: 16

Number of Open Events: 4

Values

Choose Date Range: Last 30 Days



Values attached to Events since 8/04/2025: 4

Total Tasks: 11
Total Overdue: 3

CHANGES AND CUSTODIANS

Calendar

Values/Objectives

Management Plans

Policies

Risk Assessments

Tenders/Contracts

Job Safety Analyses

Audits

Meetings

Inspection Analysis

Suggestions/Improvements

Incidents

Equipment Maintenance

Training/Expiry Dates

Risk Alert

Knowledge Base

Results

PGR Systems ©

Version: V8.3.13 1st October 2024



Related Documents

Related Documents	DOC TITLE	Doc #	Description
	Stakeholders	S-01	Identifies stakeholder groups which need to be satisfied by the PNSG entity and management system.
	Capability & Policy Statement	PS-01	This document covers the "Scope" of PNSG's Management System and the charity's capabilities, commitment and responsibilities to ACNC Governance Standards and other legal responsibilities.
	Custodian Chart	CC-01	The charity's structure and team relationship.
	Forms		Forms are used extensively throughout the management system and can be accessed from within SMA or Windows Explorer.





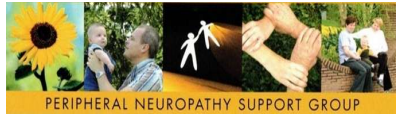
Non-Operational Procedures

DOC TITLE	Doc #	Description
Systems Management	<u>P-01</u>	Describes how the Management System is controlled and maintained.
Human Resources	P-02	Describes the method which ensures that appropriately qualified and experienced team members are sourced and how training needs are identified, planned, performed and assessed.
Administration	P-03	Describes administration activities.
Finance	P-04	Describe relevant financial activities necessary to meet legal and management system requirements and responsibilities.
New Membership and Fundraising	P-05	Describes how new membership and fundraising activities are planned and executed and opportunities identified. New membership describes or references the requirements for identifying, reviewing and authorisation and registration for new members.



Operational Procedures

DOC TITLE	Doc #	Description
Procurement	P-06	Describes the minimum requirements for managing the acquisition for all critical products or services purchased from Contractors or Suppliers. This procedure also references the requirements for inspection prior to payment.
Service Delivery	P-07	Describes or references the requirements for ensuring service delivery (including projects and contracts) meet member and supporter satisfaction including contract review, planning, processing, inspection, approvals and contract completion.
Computerised Equipment and Software	P-08	Describes the methods to ensure the computerised equipment software utilised is appropriately controlled and functioning.
Continual Improvement	P-09	Describes the identification of opportunities, deficiencies, member and supporter complaints /feedback, and a mechanism for the suggestion of system improvements.
Planning	P-10	To ensure an effective strategic management process is identified and actioned that leads to a clear sense of purpose and direction.
Welfare Health and Safety	P-11	Describes or references the requirements for Welfare Health and Safety for anyone working under the PNSG's control.
Environmental	P-12	Describes how PNSG identifies and manages its responsibilities to minimise the negative impacts of its activities upon our environment.



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Method Statements and Risk Assessments

SMA	TITLE	Doc #
Operational Method Statements	Meetings (inc. Tele /Video Conferencing)	MS-01
	Registers	MS-02
	Newsletters	MS-03
	Video Conferencing	MS-04
	Proposed Training	MS-05
	Meetings	MS-06
		MS-07
		MS-08
Management System Method Statements	Incident Investigation	MS-09
	Recording Incidents	MS-10
	Improvement Logs (Corrective and Preventive Action)	MS-11
	Internal and External Document Management	MS-12
	Internal Audits	MS-13
Risk Assessments		RA-01



OUR VALUES

1. It is an honour to serve our present and future members.

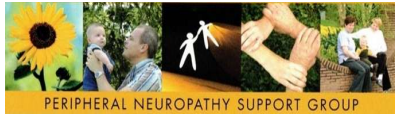
PERIPHERAL NEUROPATHY SUPPORT GROUP OBJECTS

OBJECT	PNSG OBJECT	DESCRIPTION OF CURRENT ACTIVITIES AND SERVICES
1	Provide support through education and sharing information and experiences relating to peripheral neuropathy and to those who live with it.	Monthly PNSG Newsletters (except January). Phone conversations with members. PNSG Website.
2	Lobby for and support research into causes, prevention and treatment of peripheral neuropathy.	Active member of NCWA. Griffiths University of Queensland: Nose cell research. Alike WA (ConnectGroups), Lotteries WA grants.
3	Increased public awareness of the nature and extent of peripheral neuropathy and the need for early intervention and research.	PNSG Website. Ad hoc conversations.
4	Encourage the development of new therapies and devices for treatment of peripheral neuropathy.	Researching devices e.g., Electrotherapy, Vibrating Platform etc.
5	Gain recognition and support from relevant government and non-government bodies.	Alike WA (ConnectGroups), Lotteries WA.
6	Encourage medical and allied health professionals to help PN awareness, care and treatment.	General Practitioners and Retirement Villages.
7	Participate in national and international awareness of information exchange.	Griffiths University of Queensland: Nose cell research.



2. Commitment to ACNC Compliance and Support

We are proud to be an Australian registered charity and we take pride in meeting our obligations and responsibilities. We will continue to work hard to ensure audit-readiness and welcome requests for information from interested parties.



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ABOUT US

The Peripheral Neuropathy Support Group holds monthly face-to-face meetings and provides a monthly newsletter for members. Through these means we provide understanding and support through sharing experiences in practical management of daily living with peripheral neuropathy.

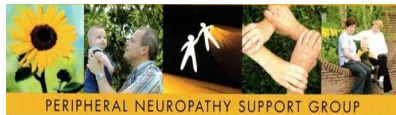
We are working towards creating a greater awareness among both doctors and those suffering PN, as well as the general public. Little research has been carried out. Many doctors have limited knowledge of the nature of their complaint.

As awareness increases, we will endeavour to promote research to find answers to our many unanswered questions, one day perhaps a cure.

The PN Support Group is an incorporated, not-for-profit association that has been endorsed by the Australian Taxation Office as a “Deductible Gift Recipient” and a “Tax Concession Charity” and is a registered charity with Australian Charities and Not-for-profits Commission. The Group is a member of the Neurological Council of WA and a member of the Connect Groups (formerly the Western Institute of Self Help).

Peripheral Neuropathy describes damage to the peripheral nervous system, the vast communications network that transmits information from the central nervous system (the brain and spinal cord), to every other part of the body. Peripheral nerves also send information back to the brain and spinal cord. Damage to the peripheral nervous system interferes with these vital connections. Like static on a telephone line, peripheral neuropathy distorts and sometimes interrupts messages between the brain and the rest of the body.

Because every peripheral nerve has a highly specialised function in a specific part of the body, a wide array of symptoms can occur when nerves are damaged. Some people may experience temporary numbness, tingling and prickling sensations, sensitive to touch, or muscle weakness. Others may include more extreme symptoms including burning pain (especially at night). Muscle wasting, paralysis or organ or gland dysfunction. People may become unable to digest food easily, maintain safe levels of blood pressure, sweat normally, or experience normal sexual function. In the most extreme cases breathing may become difficult or organ failure may occur.



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More than 100 types of peripheral neuropathy have been identified, each with its own characteristic set of symptoms, pattern of development and prognosis, impaired function and symptoms depend on the type of nerves – motor, sensory or autonomic – that are damaged.

Peripheral Neuropathy may be either inherited or acquired. Causes of acquired PN include physical injury (trauma) to a nerve, tumours, toxins, autoimmune responses, nutritional deficiencies, alcoholism and vascular and metabolic disorders.

Diagnosing PN is often difficult because the symptoms are highly variable. A thorough neurological examination is usually required and involves taking an extensive patient history, including work environment, social habits, exposure to any toxins, history of alcoholism, risk of HIV, or other infectious diseases, and family history of neurological disease. From this, tests can be performed that may identify the cause of the neuropathic disorder. Further tests may be conducted to determine the extent and type of nerve damage.

DOCUMENT HISTORY

Version	Date Approved	Changes made to this Document
1.0	2 nd April 2025	Developed and implemented the Integrated Management Structure
1.0	27 th April 2025	Added PNSG's Objects
1.0	14 th May 2025	Reviewed and revised name and description of P-05.
1.0	18 th May 2025	Added: MS-03 Teleconferencing, MS-04 Proposed Training and MS-06 Meetings.

MANAGEMENT COMMITMENT AND APPROVAL

Date Reviewed	Approved By	Signature
2 nd April 2025	Phil Reed Chairman	