



Position Description – Personal Care Attendant.

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Page 1 of 5

TYPE OF EMPLOYMENT: Full – time / Part – time / Casual as per EBA.

DEPARTMENT: Nursing

ACCOUNTABLE TO: DON

DIRECT REPORTS TO: Nurse Unit Manger

YACKANDANDAH HEALTH

Code of Behaviour

Respectful

Acceptable

- I am polite and considerate
- I actively listen to what you say
- I value your contribution
- I treat you as an equal

Unacceptable

- I bully and intimidate
- I am divisive and judgemental
- I manipulate and undermine others
- I ignore you

Caring

Acceptable

- I have time for you
- I show empathy and support
- I acknowledge the needs of others
- I am committed to caring

Unacceptable

- I treat you as a burden
- I look the other way
- I don't care

Integrity

Acceptable

- I take responsibility for my actions
- I do what I say
- I communicate in an open, genuine manner

Unacceptable

- I say one thing and do another
- I gossip and spread rumours
- I conceal mistakes

United

Acceptable

- I have a positive attitude
- I support teamwork
- I work constructively with others regardless of their position

Unacceptable

- I exclude others
- "It's not my job"
- I am inflexible and inconsistent

Innovative

Acceptable

- I encourage personal growth and professional development
- I strive for improvement
- I encourage innovation and creativity

Unacceptable

- I resist change
- I do it the way it has always been done
- I avoid scrutiny of my performance



Position Description – Personal Care Attendant.

Authorised By

Page 2 of 5

The Personal Care Attendant will ensure duties are performed within legislation compliance:

- 1) Policies and procedures of Yackandandah Health
- 2) Quality Activities
- 3) Occupational Health and Safety Act
- 4) Aged Care Standards

Key Selection Criteria:

Essential:

- A Current National Police Check.
- Certificate 111 or Certificate IV in Personal Care or equivalent
- Current First Aid Certificate
- Caring, motivated & efficient person, with a genuine interest in caring for elderly people
- Personal Carer allocated to kitchen duties must have a current Food Handling Certificate.

Desirable:

- Recent experience in caring for elderly clients either in the community or residential care.
- An understanding of the requirements of the Aged Care Act 1997 & the Accompanying Principles.
- An understanding of assessment requirements and implementation of care plans.
- Basic computer skills, eg. ms word, ms outlook.

Key Duties:

Provide competent personal care under the direction of the Nurse Unit Manager or delegate.

Shifts can be in any area under the jurisdiction of Yackandandah Health.

1. Technical Skills and Abilities:

- Demonstrate accountability for practice. Whilst on duty the Personal Care Attendant is responsible for their actions and the standard of care and service they provide whilst working under the direction & supervision of the Nurse Unit Manager and other relevant staff members.
- Provide personal care to assist residents to maintain independence and dignity with respect to activities of daily living and lifestyle.
- Administers medication safely according to policies and procedures and accurately records medication administration.
- Reports any concerns related to residents to the Nurse Unit Manager or delegate.
- Utilise resources in an efficient and cost-effective manner.
- Adhere to infection control guidelines according to Yackandandah Health policy and procedures, Department of Human Services (DHS) guidelines and Australian Standards.
- Participating in the ongoing accurate assessment of residents, assessments for ACFI and assisting to ensure that all documentation meets the relevant standards – e.g. Individual Care Plans; Medication and Treatment Plans; Residents Personal Files; Progress Notes; Behaviour Charts. Individual care plans



Position Description – Personal Care Attendant.

Authorised By

Page 3 of 5

- Undertaking any domestic duties as directed, which may include: - some washing of hostel/hospital linen, personal washing and ironing of clothes for residents, assisting with meal preparation and serving, and cleaning areas of the hostel.
- Encouraging the residents (if they so wish) to take part in hostel activities and outside community interests.

2. Personal/Professional development:

- Maintain an active professional development program by:
 - Attendance and participation in relevant courses, workshops, lectures, evidenced by provision of attendance record of in-service education sessions.
- Sharing of knowledge and skills so gained with other staff via formal and informal training.
- Maintain currency of Yackandandah Health approved competencies on an annual basis as required within competency criteria.

3. Teamwork and Communication:

- Assume appropriate supervision of students, other staff and peers where required.
- Ensure that any problems / issues encountered during the shift that require further assessment are reported to the NUM or delegate.
- Attend unit meetings.
- Perform other duties in keeping with the professional and administrative responsibilities of Unit portfolio and / or Unit specific roles and responsibilities.
- Collaborate with the multi-disciplinary health care team.
- Contributing towards providing and maintaining interpersonal relationships between residents, resident's families and other health team members.

4. Documentation and Administration:

- Records observations on relevant assessment charts and documents exceptions to the care plan in the progress notes and reports same to NUM or delegate.
- Maintain confidentiality of information.

5. Continuous Quality Improvement:

- Initiate and participate in Quality Improvement activities within the Department/Unit and Organisation.
- Actively support the organisation in achieving and maintaining accreditation with the Aged Care Standards and Accreditation Agency Ltd.

Specific Delegations:

Unit Specific Roles and Responsibilities:

- The Position Description will be clarified by specific roles and responsibilities within the individual unit or department. Please refer to Duty Statements in each unit.

Additional Responsibilities of the Senior Carer:

- Delegate duties to Carers 2 eg, showers, treatments and documentation requirements



Position Description – Personal Care Attendant.

Authorised By

Page 4 of 5

- Daily communication and handover to DON or delegate and then organise treatments for the day.
- Review and organise appointments with Doctors, Allied Services and hairdresser.
- Coordinate and supervise documentation requirements for resident of the day and delegate document requirements to Carers 2 & 3, Catering and Domestic staff.
- Coordinate completion of ACFI Assessments, Care Plans and admissions of new residents
- Provide handover to oncoming staff.

Training:

- Orientation and induction training with the Nurse Unit Manager.
- Attendance to Mandatory Education as specified.
- Ongoing education will be provided on relevant topics as required.

Performance Review:

Performance reviews will be conducted within the first three months of employment and yearly thereafter, or prior as deemed necessary by the Unit Manager or delegate.



Position Description – Personal Care Attendant.

Authorised By

Page 5 of 5

RISK ASSESSMENT

Under Occupational Health & Safety, potential risks associated with this position are detailed below.

Aspects of normal workplace	Frequency	Comments
<p>Work Environment</p> <ul style="list-style-type: none"> • Manage demanding and changing workloads and competing priorities. • Work office hours with the possibility of extended hours and after hours contact • Work shift work with the possibility of required overtime. • Sitting at the computer or in meetings for extended periods of time • Working in a team environment and at times independently • Work in locations geographically separated from the main facility • Clinical Area for the management of patients • Work outdoors • Traveling or Driving in cars. 	<p>Continually</p> <p>Continually</p> <p>Continually</p> <p>Continually</p>	
<p>Work Activity</p> <ul style="list-style-type: none"> • Undertake administrative tasks including intensive computer/keyboard work, filing, writing, participating in meetings, concentrating for long periods of time (regular, daily basis) • Visual check of environment and equipment for aesthetics, cleanliness, condition • Use technology including photocopiers, telephones including mobiles, fax, overhead projectors, televisions, video • Undertake manual handling of equipment (e.g. lifting, pulling, pushing, moving, transferring, twisting) daily • Patient Handling (<i>No Lift Program operates throughout Yackandandah Health</i>) • Working in locations where there are resistive, confused and/or aggressive clients/residents • Exposure to Substances (<i>Protective equipment & procedures in place to prevent contact</i>) 	<p>Occasionally</p> <p>Continually</p> <p>Regularly</p> <p>Continually</p> <p>Continually</p> <p>Regularly</p> <p>Regularly</p>	
<p>Work relationships</p> <ul style="list-style-type: none"> • Work within a team environment • Professional interaction with environmental, cleaning, nursing and administration staff • Interact with colleagues and other health service staff • Members of the public, including suppliers • Patients and relatives 	<p>Continually</p> <p>Continually</p> <p>Continually</p> <p>Regularly</p> <p>Continually</p>	