

## Position Description – Personal Care Attendant

ROLE DESCRIPTION:	The Personal Care Attendant is responsible to provide competent personal care under the direction of the Clinical Care Coordinator or RN D1
QUALIFICATIONS EXPERIENCE ESSENTIAL:	Certificate III in Aged Care or equivalent Competent in Medication Management
DESIRABLE:	First aid certificate Experience in residential aged care
CONDITIONS OF EMPLOYMENT:	As per Contract of Employment  Position subject to a successful Police Check, including a timely re-application before 3 years. We also encourage you to notify the Operations Manager if there has been a change in your police record status at any time before the renewal date for your next police check, particularly if you have a conviction recorded that would prevent you from working in Aged Care.
RESPONSIBLE TO:	Clinical Care Coordinator and/or RN D1
MAIN DUTIES:	<ul style="list-style-type: none"><li>• Provides personal care to assist residents to maintain independence and dignity with respect to activities of daily living and lifestyle</li><li>• Provides residents nutrition and hydration in a timely manner</li><li>• Ensure resident's daily care is provided in a dignified manner; resident looks neat and tidy, hair is well groomed, food stains removed from face and clothes</li><li>• Attends to residents' toileting and pressure areas area</li><li>• Attends to continence care as per the allocated pad system</li><li>• Documents daily in the Daily Care Notes and charts resident observations</li><li>• Reports any changes in resident's condition to Clinical Care Coordinator or RN DV 1 on duty and takes instructions from the RN D1 or Clinical Care Coordinator as given</li><li>• Administers medication in a competent and safe manner</li><li>• Provides care in accordance with the Individual Resident Daily Care Sign Off Form</li><li>• Delivery of care in accordance with Duties List relevant for your shift</li><li>• Attends to Resident of the Day Documentation and any other audits required for your shift</li></ul>

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### Team Leader: Weekends or as delegated:

- At times may be designated to be the Team Leader
- As team leader, ensure all staff on your shift are performing their role and responsibilities in a safe and competent manner
- Ensure medications are administered correctly and appropriately
- Ensure information relating to staffing, residents and families issues are related to the RN D1
- Ensure that all designated duties are completed on the shift e.g. documentation for the ACFI, incident forms, tidying of ward areas

### PROFESSIONAL CONDUCT:

- A high standard of personal appearance and conduct is expected of every employee, that is: clean, neat, tidy, punctual, and respectful language and manner toward residents, visitors and to each other
- Adheres to our uniform policy
- Provide customer service to residents and their families and visitors by being polite and courteous at all times
- At NO TIME must information related to a resident/family or staff member be discussed with anyone other than the relevant staff member/care professional providing care/service
- A flexible, and enthusiastic attitude toward undertaking a variety of tasks, and demonstrated commitment to ongoing quality, with a team approach is expected
- Display a positive approach to the Mission, Vision and Values of the organisation.

### OCCUPATIONAL HEALTH & SAFETY:

- Participates in the risk management program and contributes to a clean, safe work environment to ensure safety of residents/visitors, other staff and self
- Reports immediately, any equipment or situation which is hazardous, or has the potential to be a safety issue
- Participates in problem solving processes to resolve OH&S issues

### QUALITY IMPROVEMENT:

- Provides competent care/service in accordance with the organisation's documented policies and procedures, legislative requirements relevant to role
- Completes a Tell Us about it Form when there is an identified need to improve
- Actively participates and contributes to Quality Activities which promote quality improvement to care/service provided, such as, follow up of Tell Us about it Form, staff meetings, working parties, ongoing education, internal assessment and review of procedures, evaluation of new products and equipment

### ONGOING EDUCATION

- Reads memos regularly
- Participates in in-service and continuing education, including

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mandatory training:

- Emergency procedures
- Manual handling
- Infection control
- Membership of relevant professional groups and or associations is recommended
- Works toward annual training objectives following appraisal to ensure skills and knowledge to fulfil role
- Attends meetings as scheduled
- Displayed a willingness for professional development

REPORTING  
REQUIREMENTS:

- Reports any concerns related to residents to the Team Leader, RN in Charge or Clinical Care Coordinator or to the Operations Manager

PERFORMANCE  
OUTCOMES

1. Work practice reflects safe practice according to documented policies and procedures
2. Work practice demonstrates the provision of independence, privacy and dignity and in accordance with documented processes
3. Evidence of accurate recording of residents' observations and written exceptional reporting including verbal reporting to the Clinical Care Coordinator or RN D1
4. Evidence of completion of allocated and or delegated duties according to duties lists
5. Evidence of working together as a team for safe resident care
6. Safe administration of medication
7. Customer Service
8. Professional Conduct
9. Optimum resident care in accordance with duties lists and residents' care plans

PERFORMANCE REVIEW

6 months after commencement of employment and then annually by Operations Manager or Clinical Care Coordinator or RN D1, or as requested by employer or employee

I have read my job description and understand my role and responsibilities

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_