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<b>POSITION TITLE:</b>	<b>Personal Care Attendant</b>
<b>RESPONSIBLE TO:</b>	Director of Clinical and Aged Care Services
<b>DEPARTMENT:</b>	Waratah Lodge
<b>AWARD:</b>	Health and Allied Services
<b>CLASSIFICATION:</b>	As per Award
<b>REPORTS TO:</b>	Nurse Unit Manager
<b>CONTRACT:</b>	As per employment contract

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## **POSITION STATEMENT**

The primary role of this position is to provide high quality person centred care to the residents in Waratah Lodge to enable them to maintain optimal independence and quality of life with dignity and safety in a clean and homelike environment.

## **RESPONSIBILITIES AND KEY PERFORMANCE INDICATORS (Outcomes)**

- Assists with the development of care plans on admission and also the ongoing management of these plans using I-Care
- Assist residents with all aspects of personal care including showering, dressing, feeding and minor wound dressing changes.
- Provide assistance for resident's in accordance with their care plans.
- Is able to clearly document care in I-Care
- Assist Enrolled Nurses, Registered Nurses, medical professionals and other staff by observing and promptly reporting any changes in resident's behaviour or health/well-being and documenting as appropriate
- Achieving the highest possible levels of independence and wellbeing for individual residents by recommending actions and implementing flexible options for Residents in consultation with nursing staff
- Ensures the safety of residents at all times, participating in harm minimisation strategies such as falls prevention, pressure ulcer prevention as per their care plan and maintains a secure environment for residents
- Communicate immediately to Enrolled or Registered Nurse any change in the health needs of a resident
- Provides social and emotional support and monitoring
- Assists with and ensures participation of residents in appropriate activities in conjunction with the Leisure & Lifestyle Coordinator
- Liaises with families, encouraging family participation in care requirement and activities of Waratah Lodge in consultation with Enrolled Nurses

## Professional Responsibilities

- Attend training sessions as required to ensure skills are kept current, including all in-service training.
- Wear correct uniform requirements during all periods of work.
- Communicate to staff, clients and visitors in an appropriate manner.
- Recognises the differences in accountability and responsibility between Registered Nurses, Enrolled Nurses and PCA's

## **QUALIFICATION/S**

Certificate III or IV in Aged Care (or equivalent)

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## **HUMAN RESOURCES**

- Employees must comply with and demonstrate the Organisational Behavioural Values  
**Respect, Integrity, Compassion, Excellent, Community**
  - All employees of Orbest Regional Health are required to participate in an annual Performance review and planning process, ensuring all documentation is provided for the personnel file.
  - Participate in the annual review and planning process, completing an individual aims and achievements plan in line with the strategic objectives of Orbest Regional Health
  - During the annual aims and achievements discussion review the annual information updates as listed in attachment 2.
  - All employees will undertake an organisational orientation induction program and complete training requirements relevant to position, including mandatory training as listed in attachment 1.
  - On an annual basis complete mandatory training as per attachment 1.
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## **ADMINISTRATION**

- Be conversant with ORH Policies and Procedures and be able to demonstrate how to access relevant policies and procedures using the PROMPT system
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## **OCCUPATIONAL HEALTH AND SAFETY**

- Ensure that work practices are carried out in accordance to the Occupational Health and Safety policies, and the operational policies and procedures of the organisation.
  - Ensure daily tasks are carried out in such manner that minimises risks to patients/residents, other staff members and visitors.
  - Are confidently able to complete a Riskman incident report and report any safety issues immediately to the supervisor and/or Safety Representative.
  - Ensure that infection control guidelines and requirements are known and incorporated into daily work activities.
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**QUALITY AND SAFETY**

- Demonstrate a commitment to the delivery of quality services.
  - Demonstrate a focus on partnering with consumers in the planning, delivery and evaluation of services and care, by actively seeking feedback and engaging consumers in their care planning as appropriate to employee role.
  - Ensure all Multi-Purpose Service activities are in accordance with the
    - National Safety and Quality Healthcare Standards (organisation wide)
  - Actively participate in the Orbest Regional Health Quality Program and accreditation processes against the above standards.
  - Are confidently able to complete a RiskmanQ quality activity.
  - Be able to identify risks and follow the Orbest Regional Health Risk Management Policy and procedure.
  - Have processes to monitor and evaluate the performance of the services provided by the work area.
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**AUTHORITY AND CONDITIONS**

- All employees of Orbest Regional Health must sign a Confidentiality Statement. This is to ensure that employees shall not at any time, either during the period of employment, or at its completion, divulge either directly or indirectly to any person, confidential knowledge or information acquired during the course of this employment.
- All employees of Orbest Regional Health are required to recognise consumer rights and operate within the Charter of Human Rights.
- Adhere to the level of authority under the Organisation Instrument of Delegation.
- This position carries a Level N/A under the Instrument of Delegation.

I have read, understood and accepted this Position Description.

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**(Employee Name)**

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**Executive Title**

.....  
**Signature**

.....  
**Signature**

.....  
**Date**

.....  
**Date**

*Orbest Regional Health reserves the right to review and amend this document at its discretion.*

## **KEY SELECTION CRITERIA**

### **Essential Criteria**

- Certificate III or IV in Aged Care (or equivalent)
- Is able to create a home-like atmosphere that is safe and secure for residents
- Understands the meaning of, and is able to provide person-centred care
- Is able to provide assistance with all aspects of personal care
- Demonstrates an understanding of issues in relation to privacy and confidentiality.
- Has a sound understanding of harm minimisation for residents such as falls prevention, pressure ulcer management.
- Sound understanding of Occupational Health and Safety issues relating to this position.
- Have an understanding of quality improvement
- Basic computer knowledge and skills
- Friendly and helpful manner.
- Can demonstrate a commitment to learning
- Proven ability to work as part of a team.
- Be able to demonstrate flexibility and commitment.
- Current Police Check, WWC or Working with Aged as relevant
- Drivers Licence

### **Desirable Criteria**

- Previous experience in personal care
- Experience with I-Care
- Knowledge of or education in the area of dementia management

## Orbost Regional Health Position Description - Attachment 1

### Organisation wide – Mandatory Training

Focus area	Frequency	Classification	Staff	Training Type	Committee Responsible
<b>Emergency Response</b>	Orientation & Annual	Mandatory	All ORH Staff	Online training	Emergency Preparedness & Resilience
<b>Manual Handling</b>	Orientation & Annual	Mandatory	All ORH Staff	Online training	OH&S
<b>No Lift</b>	Orientation & Annual	Mandatory	Nursing Staff	Online training and practical assessment	OH&S
<b>Hand Hygiene</b>	Orientation & Annual	Mandatory	All ORH Staff	Online training	Infection Control
<b>Basic Life Support</b>	Orientation & Annual	Mandatory	All Nursing Staff Medical Staff	Self-directed learning package- clinical skills practical assessment	Clinical Standards
<b>Medication Administration General Adult &amp; IV competency</b>	Orientation & Annual	Mandatory	All Nursing staff (including medication endorsed ENs).	Online training	Clinical standards
<b>Falls Prevention</b>	Orientation & Annual	Mandatory	All nursing staff	Online training	Clinical Standards
<b>Neonatal Resuscitation</b>	Orientation & Annual	Mandatory	All Midwives	Online training	Clinical Standards
<b>Advanced Life Support</b>	Orientation & Annual	Mandatory	All ALS responders – grade 5/ ANUMs	Self-directed learning package- clinical skills practical assessment	Clinical Standards
<b>Triage</b>	Orientation & Annual	Mandatory	Grade 5 / ANUM	Online Training	Clinical Standards
<b>Blood Safe</b>	Orientation & Annual	Mandatory	All Nursing Staff	Online Training	Clinical Standards
<b>Aseptic Technique</b>	Orientation & Annual	Mandatory	All Nursing & Medical Staff	Online Training	Infection Control
<b>Bullying and Harassment</b>	Orientation	Mandatory	All ORH Staff	Online Training	People and Culture
<b>Risk Management</b>	Orientation & Annual	Mandatory	Managers	Online Training	OH&S
<b>Occupational Violence</b>	Orientation	Mandatory	All ORH Staff	Online Training	OH&S
<b>OHS</b>	Orientation	Mandatory	All ORH Staff	Online Training	OH&S
<b>Cybersecurity training for health services</b>	Orientation	Mandatory	All ORH Staff	Online Training	MPS Managers
<b>NDIS Worker Orientation Program</b>	Orientation (post June 2020)	Mandatory	NDIS workers	Online Training	People and Culture

**Orbost Regional Health Position Description – Attachment 2**  
**Organisation wide – Orientation & Annual Information Update**

<b>Focus area</b>	<b>Frequency</b>	<b>Classification</b>	<b>Staff</b>	<b>Training Type</b>
<b>Occupational Health &amp; Safety</b>	Orientation & Annual	Info Update	All ORH Staff	Manager Discussion
<b>People &amp; culture</b>	Orientation & Annual	Info Update	All ORH Staff	Workshop
<b>Diversity</b>	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
<b>Clinical Governance</b>	Orientation & annual	Info Update	All ORH staff	Manager Discussion
<b>Resource Management</b>	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
<b>Risk Management</b>	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
<b>Quality Improvement</b>	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
<b>Partnering with Consumers</b>	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
<b>Performance Reporting and Monitoring</b>	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
<b>Patient Rights &amp; Responsibilities</b>	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
<b>Emergency management &amp; Business Continuity</b>	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
<b>Review &amp; Planning Process</b>	Orientation & 2years	Info Update	All ORH staff	Manager Discussion
<b>Environmental sustainability</b>	Orientation & 2years	Info Update	All ORH staff	Manager Discussion