

***This position Description is provided as an industry example of the common day to day tasks that a Personal Care Attendant / Assistant in Nursing is expected to perform in employed positions.***

**Position Description**

<b>POSITION TITLE:</b>	<b>Assistant in Nursing/ Personal Care Attendant</b>
<b>LOCATION:</b>	Working within an Registered Aged Care Facility or Accredited Community Support Service
<b>REPORTING TO:</b>	Facility Manager or Clinical Care Coordinator
<b>BASIS OF EMPLOYMENT</b>	As agreed with Facility – Casual, Part-Time or Full-Time
<b>HOURS OF WORK:</b>	As agreed with Facility; Morning Shift (7am – 3pm) Afternoon Shift (3pm – 10pm) Night shift (10pm – 7am)

<b>ROLE PURPOSE:</b>	
The Personal Care Attendant (PCA) / Assistant in Nursing (AIN) is responsible for the delivery of care and services to residents in all areas of activities of daily living in accordance with the residents/clients identified needs and preferences. The PCA/AIN provides support which considers the residents/clients physical, spiritual, social and cultural needs and which enables residents/clients to maintain their own well being and independence for as long as possible.	
<b>Key Responsibility Areas</b>	<b>Performance Measures</b>
<p><b>Maintain the residents/clients activities of daily living in the following areas:</b></p> <ul style="list-style-type: none"> <li>• Personal hygiene, grooming, manicuring and oral hygiene.</li> <li>• Continence management.</li> <li>• Communicates with all residents effectively including the maintenance and the fitting of hearing aids and glasses as required.</li> <li>• Assisting those residents'/clients with challenging behaviours, by participation in the development and implementation of an individually designed management plan.</li> <li>• The residents'/clients mobility, by assisting with walking, use of wheelchairs and other aids and transfers.</li> <li>• Supports and assists residents with food and fluids as required.</li> <li>• Maximises the residents'/clients physical function by assisting with rehabilitative treatment such as physiotherapy exercises.</li> <li>• Assists the nursing staff with treatments as</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated ability to plan and complete tasks.</li> <li>• Demonstrated knowledge and competency in manual tasks techniques.</li> <li>• Demonstrate empathy and sensitivity to the needs of the elderly from a variety of ethnic, cultural and religious backgrounds.</li> <li>• Demonstrate a working knowledge of Standards and Guidelines in Residential Aged Care Services.</li> <li>• The ability to work co-operatively as part of the care team.</li> <li>• Demonstrate excellent written and verbal communication skills.</li> <li>• Have the ability to encourage and assist residents to maximise their independence.</li> <li>• A demonstrated commitment to holistic care principles.</li> <li>• Have a working knowledge of the ACFI.</li> </ul>

<p>specified</p> <ul style="list-style-type: none"> <li>Assists the nursing staff by observing and reporting promptly any changes in the condition or well being of residents.</li> <li>Ensure the residents privacy, dignity and respect are maintained at all times.</li> <li>Ensure that no residents experiences isolation and loneliness unless determined by choice.</li> <li>Perform other duties within scope of preparation and as directed.</li> </ul>	<ul style="list-style-type: none"> <li>A demonstrated commitment to superior care, organizational values and ethos.</li> <li>Demonstrate a commitment to best clinical care practice.</li> <li>Accurate documentation of resident care issues.</li> </ul>
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<p><u>Documentation</u></p> <ul style="list-style-type: none"> <li>Reporting in progress notes and providing relevant information to assist the RN to carry out holistic assessment and care planning.</li> <li>Complete tick sheets, record resident BO, fill out continence assessment flow charts, record behaviour activity and resident participation in activity programs.</li> <li>Complete incident reports that they are witness to, diet sheets, attendance records.</li> <li>Review resident care plans with sign off by a Registered Nurse.</li> <li>Contribute to ACFI documentation as per scope of practice.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated understanding of compulsory reporting requirements.</li> </ul>
<p><b>Active Recreation Participation:</b></p> <ul style="list-style-type: none"> <li>Assists individual resident's to attend recreational preferences.</li> </ul>	<ul style="list-style-type: none"> <li>Accurate documentation.</li> <li>Demonstrate caring attitude and always treat residents with dignity and respect.</li> </ul>
<p><b>Maintain their Domestic arrangements:</b></p> <ul style="list-style-type: none"> <li>Assist with bed making and tidying work areas in a manner agreed to by the resident and as directed.</li> <li>Perform other tasks as directed.</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance of clean and sanitary living quarters.</li> <li>Maintenance of confidentiality and resident privacy.</li> </ul>
<p><b>Occupational Health and Safety :</b></p> <ul style="list-style-type: none"> <li>Active participation in the workplace health and safety processes.</li> <li>Knowledge of emergency procedures.</li> <li>Knowledge of storage, disposal and handling of chemicals.</li> <li>Co-operate in the investigation of workplace incidents in accordance with organisational policy.</li> <li>Promptly report and document all hazards, potential hazards or unsafe actions.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated knowledge of Occupational Health and Safety.</li> <li>Promptly report and document all accidents, injuries and near misses that occur during employment.</li> <li>Adhere to all organisational policies and procedures.</li> </ul>

<ul style="list-style-type: none"> <li>• Follow Organisational Occupational Health and Safety policy.</li> <li>• Avoid engaging in any unsafe work practices and avoid distracting others in the performance or carriage of their duties.</li> <li>• Monitor work activities to ensure all safety rules are followed.</li> <li>• Comply and wear protective equipment in line with standard precautions and organisational Policy and procedures.</li> <li>• Report and document all hazards or potential hazards.</li> <li>• Attend mandatory education in relation to Workplace / Occupational Health and Safety.</li> </ul>	
<p><b>Education :</b> Update and maintain skills by :-</p> <ul style="list-style-type: none"> <li>• Attending workplace in service lectures / programs, seminars / conferences.</li> <li>• Participation in workplace staff meetings.</li> <li>• Mandatory attendance at the following workplace events on an annual basis or as required: <ul style="list-style-type: none"> <li>▪ Chemical Handling</li> <li>▪ Customer Service/Continuous Improvement</li> <li>▪ Fire and Emergency Safety</li> <li>▪ Safe Food Handling (if applicable to role)</li> <li>▪ Infection Control and Hand Washing Competency</li> <li>▪ Manual Handling and Manual Handling Competency</li> <li>▪ Compulsory Reporting of Abuse</li> </ul> </li> <li>• Participate in the Continuous Quality Improvement Program.</li> <li>• Maintain currency of competency in safe handling of medications and other competencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Up to date with attendance of mandatory training requirements.</li> <li>• Attendance at other training which develops skills and knowledge of the Aged Care environment.</li> <li>• Active participation in continuous improvement.</li> </ul>
<b>ATTRIBUTES ESSENTIAL FOR THE ROLE</b>	
<ul style="list-style-type: none"> <li>• Outstanding written and verbal communication skills</li> <li>• Computer literacy</li> </ul>	
<b>ATTRIBUTES ADVANTAGEOUS TO THE ROLE</b>	
<ul style="list-style-type: none"> <li>• Certificate III/IV in Aged Care</li> <li>• Previous experience in a similar role – desirable but not essential</li> <li>• A current, satisfactory police certificate</li> </ul>	