

<b>Position Title</b>	<b>Personal Care Attendant</b>										
<b>Site/Location</b>	<b>Aged Care - Hastings</b>										
<b>Unit/Department</b>	<b>Aged Care</b>										
<b>Classification</b>	<b>As per the X Agreement</b>										
<b>Reports to</b>	<b>Care Manager</b>										
<b>Supervisory responsibilities</b>	<ul style="list-style-type: none"> <li>Nil</li> </ul>										
<b>Key relationships</b>	<ul style="list-style-type: none"> <li>The Bays Aged Care team</li> <li>Residents, families and support network</li> </ul>										
<b>Overall Job Purpose</b>	A member of the care team who provides care to each resident according to their care plan and in consultation with the Team Leader for the area to which they are assigned.										
<b>Values</b>	<p>Proactively demonstrate behaviour that engenders and promotes the Values of The Bays Healthcare Group Inc.</p> <p>At The Bays Healthcare, we seek to pursue the following values:</p> <table border="0"> <tr> <td><b>Integrity</b></td><td>Being honest in our dealings with others.</td></tr> <tr> <td><b>Compassion</b></td><td>Recognising the physical, social and emotional needs of our patients, residents and families as well as our staff.</td></tr> <tr> <td><b>Accountability</b></td><td>Being responsible for and mindful of the consequences of our actions.</td></tr> <tr> <td><b>Respect</b></td><td>Acknowledging the rights and opinions of others as we work together as a team.</td></tr> <tr> <td><b>Excellence</b></td><td>Continually improving quality and efficiency.</td></tr> </table> <p>If we all embrace an "I CARE" philosophy, we will be successful as individuals, as an organisation and as a community.</p>	<b>Integrity</b>	Being honest in our dealings with others.	<b>Compassion</b>	Recognising the physical, social and emotional needs of our patients, residents and families as well as our staff.	<b>Accountability</b>	Being responsible for and mindful of the consequences of our actions.	<b>Respect</b>	Acknowledging the rights and opinions of others as we work together as a team.	<b>Excellence</b>	Continually improving quality and efficiency.
<b>Integrity</b>	Being honest in our dealings with others.										
<b>Compassion</b>	Recognising the physical, social and emotional needs of our patients, residents and families as well as our staff.										
<b>Accountability</b>	Being responsible for and mindful of the consequences of our actions.										
<b>Respect</b>	Acknowledging the rights and opinions of others as we work together as a team.										
<b>Excellence</b>	Continually improving quality and efficiency.										
<b>WH&amp;S</b>	<ul style="list-style-type: none"> <li>Present fit for work and able to undertake duties in line with the physical inherent requirements of the role</li> <li>Work in a safe manner and ensure that any people who report to you, and/or you work with, work safely</li> <li>Adhere with the current Work Health &amp; Safety policies and procedures of the organisation in line with the Occupational Health &amp; Safety Act 2004</li> <li>Identify, assess, prioritise and control risks to health &amp; safety of employees, patients, residents, contractors and visitors</li> <li>Report any hazardous conditions, near misses and injuries immediately to your supervisor in line with incident reporting procedures</li> </ul>										
<b>Quality and Risk Management</b>	<p>Understands and complies with all quality and risk related policies, procedures and systems in line with organisation expectations and role responsibilities.</p> <p>These policy and procedures include:</p> <table border="0"> <tr> <td> <ul style="list-style-type: none"> <li>Organisational</li> <li>Clinical</li> <li>Infection Control</li> <li>WH&amp;S</li> <li>Emergency Response</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Aged Care</li> <li>Specialty Clinical areas i.e. Maternity, Theatre, Dialysis, ICU</li> <li>Environmental Services</li> <li>Administration</li> <li>Catering</li> </ul> </td> </tr> </table> <ul style="list-style-type: none"> <li>Participate in the organisation's accreditation processes</li> <li>Be compliant with and have a sound understanding of ISO 9001:2016</li> <li>Be compliant with and have an advanced understanding of relevant standards i.e. the National Standards for hospital, the current Aged Care Quality of Care Principles and Standards</li> <li>Participate in the organisation's Quality Management and Control program</li> <li>Participate in the collection of Clinical and Process indicators</li> <li>Understand the Severity Assessment matrix and reporting system</li> <li>Implement and undertake case reviews, peer review and improvement proposals as required</li> </ul>	<ul style="list-style-type: none"> <li>Organisational</li> <li>Clinical</li> <li>Infection Control</li> <li>WH&amp;S</li> <li>Emergency Response</li> </ul>	<ul style="list-style-type: none"> <li>Aged Care</li> <li>Specialty Clinical areas i.e. Maternity, Theatre, Dialysis, ICU</li> <li>Environmental Services</li> <li>Administration</li> <li>Catering</li> </ul>								
<ul style="list-style-type: none"> <li>Organisational</li> <li>Clinical</li> <li>Infection Control</li> <li>WH&amp;S</li> <li>Emergency Response</li> </ul>	<ul style="list-style-type: none"> <li>Aged Care</li> <li>Specialty Clinical areas i.e. Maternity, Theatre, Dialysis, ICU</li> <li>Environmental Services</li> <li>Administration</li> <li>Catering</li> </ul>										

	<ul style="list-style-type: none"> <li>• Be aware of and comply with all Commonwealth and State statutory and regulatory requirements in relation to privacy</li> <li>• Adhere with the current Occupational Health &amp; Safety policies and procedures of the organisation in line with the Occupational Health &amp; Safety Act 2004</li> <li>• Adheres to and is aware of the information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand responsibilities and obligations under this Act. Has declared that they are not a person prohibited by The Act from seeking, undertaking, or remaining in child related employment</li> <li>• Undertake periodic police checks in line with role responsibilities, organisation policy and police check rules</li> </ul>
<b>Professional Development and Performance Appraisal</b>	<ul style="list-style-type: none"> <li>• Demonstrate responsibility for own professional development by continually updating professional knowledge and skills.</li> <li>• Collaborate and build the team by exchange of knowledge and skills</li> <li>• Participate in own and lead team performance appraisals in line with organisation expectations</li> <li>• Complete mandatory and compliance education as required annually and bi-annually as set out in the Mandatory Education policy</li> </ul>
<b>KPIs/ Measures</b>	<ul style="list-style-type: none"> <li>• KPIs and measures, in addition to those listed below, are developed, agreed and measured in line with the strategic and operational requirements of the role as well as any projects allocated to the role. These measures are reviewed periodically.</li> </ul>
<b>Major Responsibilities</b>  <i>Direct Care</i>	<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Ensures care is delivered to each resident to achieve quality of life outcomes and foster a feeling of being empowered.</li> <li>• Assess, plan, implement and document the care provided to a group of residents under supervision of/as delegated by the Team Leader.</li> <li>• Maintain close liaison with the Team Leader regarding residents and their required care.</li> <li>• Refers residents and/or relatives/significant others requests for information about their treatment or care to the Team Leader.</li> <li>• Liaises with residents' family/friends to encourage their participation in residents' continuing care.</li> </ul>
Education and Research	<ul style="list-style-type: none"> <li>• Participates in orientation of new staff to the area.</li> <li>• Participates in a minimum of 4 in-service education sessions available within the organisation. These are separate to ERT, CPR and MH.</li> <li>• Demonstrates a working knowledge of all emergency procedures and appropriate equipment.</li> </ul>
Professional	<ul style="list-style-type: none"> <li>• Practices within own abilities and qualifications</li> <li>• Maintains current professional knowledge and skills.</li> <li>• Uses and promotes effective communication and interpersonal skills.</li> </ul>
Public Relations	<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Maintains good communication with other staff to promote good working relationships.</li> <li>• Encourages suggestions for improvement.</li> <li>• Ensures the Team Leader is informed about any dissatisfaction with care or services within Aged Care.</li> <li>• Ensures that public communication enhances the professional standing of the hospital within the community.</li> </ul>
<b>Security Check</b>	Relevant security checks, including: background checks, Registration checks, Working with Children Checks, National Police Check, Working Rights (Visa Check) and other checks that are deemed necessary for specific role as requested by The Bays Healthcare Group Inc.
<b>Qualifications / Experience - Mandatory</b>	<ul style="list-style-type: none"> <li>• Personal Care Attendant who has completed required education.</li> <li>• Successful current medication competency (if required)</li> </ul>
<b>Qualifications / Experience- Desirable</b>	<ul style="list-style-type: none"> <li>• Recent experience in aged care.</li> </ul>
<b>Personal Competencies Required</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills with the ability to work collaboratively with others.</li> <li>• Well-developed time management skills.</li> </ul>



	<ul style="list-style-type: none"><li>• Good observational skills</li><li>• Ability to document legibly and concisely, in English language.</li><li>• The ability to problem-solve and escalate observations or issues when required.</li></ul>
<b>Job Competencies Required</b>	<ul style="list-style-type: none"><li>• Demonstrated ability to practice collaboratively as part of a care team.</li><li>• Demonstrated commitment to providing the best resident care.</li></ul>
<b>Inherent Requirements</b>	<ul style="list-style-type: none"><li>• Able to fulfil the inherent requirements of the role as per the Job Demands Checklist</li><li>• Able to use equipment and tools safely and without physical or other restriction</li><li>• Undertake assessment of ability to physically and mentally meet the requirements of the role</li><li>• Manual Handling, equipment use instructions and inherent physical requirements of the role may change. It is the employee's responsibility to complete mandatory education and other education activities in relation to the role's requirements</li></ul>

**Note:** *Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

Approved: \_\_\_\_\_  
Signed, Manager Title

/ /  
Reviewed Date

I have read and understood the contents of this position description and the expectations of my role.

Approved: \_\_\_\_\_  
Signed, Employee

/ /  
Date

\_\_\_\_\_  
Print Name, Employee