



Is a smoke free workplace

Position Description

Position: PERSONAL CARE WORKER

Date: September 2016

Classification:

Employment Status: Full Time/ Permanent Part Time/ Casual

Department: Nursing

Award/Conditions: In accordance with the Health and Allied Services Award and current EBA agreement.

Accountable to: Director of Clinical Services through the Nurse Unit Manager.

Vision & Strategic Intent

Our Vision:

We exist in a healthy and vibrant community where individuals have the capacity and potential to manage their own health and improve their physical, mental and social wellbeing.

We deliver on our role by being:

- Accessible
- Collaborative
- Sustainable

We do this through the continual pursuit of:

- Excellence – *where we aim higher than the standards that are expected of us in everything we do.*

At Beechworth Health Service we share the following values:

Respect

Being courteous and considerate of the diversity and equality of all.

Unity

Encouraging participation, collaboration and a common purpose.

Innovation

Promoting flexibility and the exploration of new ideas and methods in everything we do, to reflect the changing needs and expectations of our community.

Excellence

Enhancing quality of life while meeting the highest standards of quality, safety and client centered care.

Integrity

Promoting professionalism and openness through honesty, fairness and ethical behaviour.

1. POSITION OBJECTIVES

To provide the delivery of Person Centred Care under the directions of the Unit Nurse Manager and Registered Nurse.

2. KEY RESPONSIBILITY AREAS

2.1. Mandatory

- To live and model Beechworth Health Service values
- Actively promote Beechworth Health Service in a positive manner.
- Ensure the provision of safe and effective care.
- Commitment to personal improvement.
- Ensure *that any person accessing Beechworth health Service will experience a person centred care approach to their care.*
- Actively and sensitively practise the principles of cultural safety and respect.
- Satisfactory police check in accordance with the requirements of the Accountability Principles 1998.

3. GENERAL RESPONSIBILITIES

3.1. General

- Support and promote activities what are consistent with the Nature and Directions of Beechworth Health Service.
- Initial and ongoing assessment of the client in collaboration with other personal care workers and under the supervision of a Registered Nurse and the multi-disciplinary team to ensure that an individualised plan of care is developed for client.
- Actively participate in review of policies and procedures as required.
- Actively participate and contribute to portfolio activities with the unit.
- Attend and participate in relevant meetings and forums.
- Ensure all mandatory in-service education is completed on time.
- Under the directions of the Registered Nurse, implement care using a Person Centred Care approach.
- Assist with ACFI documentation as required.

3.2. Risk Management

- Contribute to the ongoing improvement and safety of BHS through participation in the quality and risk management programs in place.
- To be observant with regard to identification of potential public safety hazards and notify supervisor of hazards which cannot be remedied immediately.
- Where possible, rectify hazards and notify manager with a view of preventing recurrence.
- Observe risk management principles, policies and practices
- Employ risk management principles and practices in day-to-day duties and functions.
- Report on any matter that may have a potential risk exposure to the organisation, fellow employees, contractors or the public.

3.3 Occupational Health and Safety

- To comply with provisions of the Occupational Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others.
- To rectify actual or potential hazardous situations, where appropriate, in accordance with established policies and procedures.
- To participate in programs designed to monitor and protect the health of staff in their workplace.
- To report as soon as practicable to your Manager.
 - Unsafe equipment , work practices or conditions
 - Potential Hazards
 - Near Misses
 - All injuries sustained whilst in the performance of work duties
 - Damage to Beechworth Health Service equipment or property.

4. RELATIONSHIPS

REPORTS TO:
Nurse Unit Manager

Internal Liaisons

Chief Executive
Director of Clinical Services
Beechworth Health Services Executive Staff
Beechworth Health Services Staff
Assistant Director of Nursing
Assistant Nurse Unit Manager
Registered Nursing Staff
Allied Health Professionals
GPs
Consumers

External Liaisons

Beechworth Surgery
Beechworth Pharmacy
Other Health Services
Community Groups
Consumers

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent of the position will be accountable for;

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- Completed an approved TAFE course for Personal Care Workers at Certificate III or higher, or
- Completed an equivalent course at Certificate IV or higher
- Current first aid certificate – Level 2
- Food Safety Certificate
- Provide a Person Centred Care approach under the directions of the Registered Nurse.
- Ensure all mandatory education is completed.
- Provide care within their scope of practice.

6. QUALIFICATIONS AND EXPERIENCE

An Annual staff appraisal will be conducted by Nurse Unit Manager

An agreed set of performance indicators which will be determined annually.

As the occupant of this position, I have read and understood the above position description.

Name: [please print]

Signature: **Date:-**.....

Attachments: Position Risk Assessment

Key Performance Indicators

RISK ASSESSMENT

Under Occupational Health & Safety, potential risks associated with this position are detailed below. Employee familiarity and compliance with the emergency procedure codes apply to all areas of the Health Service.

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 shift work with the possibility of extended hours • Sitting at the computer or in meetings for extending periods of time • Working in a team environment and at times independently • Work in locations geographically separated from the main facility 	<p>Continual</p> <p>Regularly</p> <p>Regularly</p> <p>Occasionally</p>	
<p>Work Activity</p> <ul style="list-style-type: none"> • Undertake administrative tasks including intensive computer/keyboarding work, filing, writing, participating in meetings, concentrating for long periods of time (regular, daily basis) • Use technology including photocopiers, telephones including mobiles, fax, overhead projectors, televisions, video, electronic whiteboards • Undertake manual handling of equipment and patients (e.g. lifting, pulling, pushing, moving, transferring, twisting) • Working with resistive, confused and/or aggressive clients: residential, acute and community 	<p>Regularly</p> <p>Regularly</p> <p>Regularly</p> <p>Continual</p> <p>Occasionally</p>	
<p>Work relationships</p> <ul style="list-style-type: none"> • Work within a team environment • Professional interaction with medical nursing and administration staff • Interact with colleagues and other hospital staff • Members of the public • Patients and relatives 	<p>Continual</p> <p>Continual</p> <p>Continual</p> <p>Regularly</p> <p>Regularly</p>	

KPI'S ACTIVITY AND OUTCOME MEASURE

KPI	ACTIVITY	MEASURE	COMMENT
Attitude and behaviour are consistent with the organisational values at all times.	Behave according to the values of the organisation.	By observation, hardwiring and compliments and complaint processes.	
Attend and participate in 4 unit meetings a year.	Dates at last Meeting attended.	% of Meeting attended.	
Actively participates in policy review and development within the unit.	Identify involvement. - List	% of Meetings attended and reports completed.	
Participate in Quality Activity, data collection and auditing.	Identify involvement in Quality Activity. - List	% of Audits completed and consumer feedback at Person Centred Care Meetings.	
Completion of Mandatory competencies.	Dates of all Mandatory competencies attended.	% of completed competencies at time of performance appraisal.	
Actively be involved in Portfolio activities within the unit.	Identify involvement. - List	% of Meetings attended and reports completed.	