

POSITION DESCRIPTION	PERSONAL CARE WORKER		PD No:
PURPOSE	Personal Care Worker contributes to the health and wellbeing of residents, providing competent personal care		
KEY SELECTION CRITERIA	<p>Essential:</p> <ol style="list-style-type: none"> 1. Minimum Certificate III in Aged Care. 2. Current first aid certificate 3. Experience in similar role 4. Annual CPR competency <p>Desirable:</p> <ol style="list-style-type: none"> 1. Residential aged care experience 2. Basic Food Handling Certificate 3. Certificate IV in Aged Care 4. Course for Assisting clients with medication administration 		
REPORTS TO	<ul style="list-style-type: none"> • Care Coordinator 		
KEY ROLES	<ul style="list-style-type: none"> • Provides personal care to assist residents to maintain independence and dignity related to activities of daily living and lifestyle according to individual care plan. • Complete care assessments, FRAT, Cornell Depression Scale, and PAS assessments. • Administers medication safely according to RN D1, 3, 4 delegation and Karingal's policies and procedures. <p><u>Increased roles when administering medication in Robinson (Low care) ONLY WITHIN SCOPE OF KNOWLEDGE.</u></p> <ul style="list-style-type: none"> • Conduct simple wound care, perform Blood Glucose monitoring, carryout observations (such as Heart rate, blood pressure, respirations, oxygen saturations and temperature), and complete urinalysis. 		
CONDITIONS OF EMPLOYMENT	<ul style="list-style-type: none"> • According to the Aged Care Award 2010, Karingal Hostel Enterprise Agreement and Contract of Employment 		
PHYSICAL REQUIREMENTS	<ul style="list-style-type: none"> • Walk / Stand 50 % of the time • Sit for documentation 20% of the time • Bend, squat up to 20% of the time • Lift and move residents using mechanical devices and chairs with wheels 30% of the time • Pushing trolleys and equipment 5% of the time 		
PERFORMANCE APPRAISAL	At 3 months, annually and then second yearly by DON or delegate, as requested by organisation or staff member.		

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Key Result Area	Performance Criteria	Monitoring Process/es
PROFESSIONAL CONDUCT	<ol style="list-style-type: none"> 1. Utilises effective time management to promote efficiency across all operations. 2. Demonstrates a high standard of personal appearance and conduct, using respectful language and manner toward residents, visitors and other staff. 3. Strict confidentiality is maintained in accordance with Karingal's Policies & procedures. 4. Demonstrates a flexible and enthusiastic attitude toward undertaking a variety of tasks. 	<ul style="list-style-type: none"> • Improvement Form System • Meeting records
SAFETY	<ol style="list-style-type: none"> 1. Participates in the risk management program and contributes to a healthy & safe work environment. 2. Reports immediately any equipment or situation with potential to be a OHS issue. 3. Participates in problem solving processes to resolve health and safety issues. 4. Reports immediately any suspected elder abuse according to policies and procedures. 	<ul style="list-style-type: none"> • Meeting records • Incident Reporting Process
QUALITY IMPROVEMENT	<ol style="list-style-type: none"> 1. Provides competent service in accordance with Karingal's Policies and Procedures, and legislative requirements relevant to role. 2. Contributes to promoting quality improvement, e.g. by recording suggestions onto MANAD, attending meetings & ongoing education, reviewing procedures, evaluating new products and equipment. 	<ul style="list-style-type: none"> • CQI System • Meeting Minutes • Records and reports
KNOWLEDGE & SKILLS	<ol style="list-style-type: none"> 1. Maintains own knowledge and skills through attending in-service and continuing education, mandatory training, staff meetings, reading staff bulletins & emails. 2. Training objectives completed to ensure ongoing skills & knowledge development. 3. Membership / subscription to professional association, network or peer association. 	<ul style="list-style-type: none"> • Annual Performance Appraisal • Records & reports
RESIDENT CARE	<ol style="list-style-type: none"> 1. Provides personal care to assist residents to maintain independence and dignity related to activities of daily living and lifestyle according to their individual care plan. 2. Records observations using Karingal's system & processes. Exceptions to the care plan are verbally communicated to the Care Coordinator and documented. 3. Administers medication safely according to Karingal's policies and procedures and accurately records medication administration. 4. Contributes to catering services provided to residents through allocated activities. 5. Contributes to cleaning and laundry services provided to residents through allocated activities. 	<ul style="list-style-type: none"> • CQI system • Meeting minutes • Records & reports



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SKILLS AND TRAINING ANALYSIS	Name:			
SKILL	Date:	Date:	Date:	Date:
1. Participates in problem solving activities relevant to resident care				
2. Communicates with peers, residents and others				
3. Able to use the telephone for incoming, transfer and outgoing calls				
4. Works well within the team				
5. Participates in continuous improvement activities related to resident care				
6. Able to complete tasks within acceptable time frames				
7. Works in a safe manner according to OH&S policy and procedure				
8. Safe chemical handling				
9. Performs manual handling according to documented procedures / guidelines				
10. Practices standard precautions				
11. Food hygiene and handling according to the Food Safety Program				
12. Meets legal documentation requirements				
13. Record management related to residents notes				
14. Computer literacy using Microsoft word				
15. Participates in resident assessment, care planning, implementation and evaluation of residents' care plans to meet individual and ACFI requirements				
16. Reports and accurately records exceptions to the care plan				
17. Contributes to the team in providing holistic palliative care				
18. Assists residents with their meals and drinks				
19. Able to perform BGL and appropriate follow up of low or high readings				
20. Provides competent and caring assistance to residents with their ADLs				
21. Accurately documents and follows up episodes of pain				
22. Able to take appropriate action for a small or large skin tear				
23. Able to use appropriate strategies to manage a range of behaviours				
24. Able to apply continence aids according to manufacturer's instructions and need				
25. Actively contributes to the falls prevention program				
26. Able to attend to oral and dental care and report issues such as an ulcer				
27. Work practices assist residents with normal sleep				
28. Appropriately assists residents with sensory loss				
Manager initial				
Staff Member initial				

Key: 1 = requires education 2 = requires coaching 3 = Independent 4 = Able to educate others