

RANNERDALE WAR VETERANS HOME



POSITION DESCRIPTION

POSITION TITLE:	Health Care Assistant	DATE:	
ACCOUNTABLE TO:	General Manager, through the Clinical Charge Nurse	APPROVED BY: (Position holder)	

POSITION SUMMARY:	
ACCOUNTABILITY:	The Health Care Assistant role is not a regulated position and the staff member works under the direct supervision of a registered nurse or enrolled nurse
FUNCTIONAL RELATIONSHIP WITH:	All staff, residents, next of kin, other appropriate persons, and the multi disciplinary team.
QUALIFICATIONS REQUIRED:	No formal qualifications are required. Health Care Assistants are encouraged to develop skills through participation in the Aged Care Education (ACE) training programme
HOURS OF WORK:	
WORKING CONDITIONS	As per Collective Employment Agreement.
CORE COMPETENCIES/SKILLS REQUIRED:	An empathy with the needs of the elderly Good communication skills, written and verbal To be able to work as part of a team Honesty Good health

PRIMARY OBJECTIVES	SPECIFIC RESPONSIBILITIES	PERFORMANCE STANDARDS
<p>1. To assist the resident to perform their activities of daily living in a manner acceptable to the resident and in accordance with established standards.</p>	<p>1.1 To meet the basic needs of the resident.</p> <p>1.2 To dispense pre-packed medications (senior trained HCAs who have passed a medication dispensing competency test only)</p>	<p>1.1.1 Reads daily progress notes of designated resident</p> <p>1.1.2 Carries out all duties in accordance with activities of appropriate daily living, care plans, and residents autonomy.</p> <p>1.1.3 Time is spent with designated resident identifying any changes in their personal requirements and any areas of concern are referred to the registered or enrolled nurse or senior staff member.</p> <p>1.1.4 Rehabilitation of the resident is encouraged and performed safely and in accordance to care plan.</p> <p>1.1.5 Assists resident to attend motivational therapy activities.</p> <p>1.2.1 Administers medications in a safe and competent manner</p>
<p>2. To document the progress of assigned residents</p>	<p>2.1 Maintains the residents progress notes to enable the correct care to be given consistently.</p>	<p>2.1.1 Updates progress notes of designated residents as required ensuring documentation is accurate, concise and legible.</p>

		2.1.2 Observes any change in the residents and seeks advice from the registered or enrolled nurse when required.
3 To comply with the organisation's policies, procedures and standards.	3.1 All policies, procedures and standards are followed.	3.1.1 Complies with all policies and procedures contained in the organisation's policies and procedures manuals. 3.1.2 Meets the organisation's quality standards in all work done.
4 To work in a professional manner at all times, and to be responsible for own work performance	4.1 Works in a professional manner at all times. 4.2 To be responsible for own work performance	4.1.1 Maintains an awareness of residents' rights and does not breach these rights. Is courteous when dealing with residents and visitors. 4.1.2 Attends staff training and staff meetings as required 4.1.3 Maintains good relationships with all staff. Welcomes new staff and assists staff undergoing orientation. 4.2.1 Accepts responsibility for own work performance. 4.2.2 Seeks advice from registered staff when this is needed. 4.2.3 Work performance is appraised annually by the Clinical Charge Nurse. Where necessary, sets goals to improve performance and, with the Clinical Charge Nurse, develops and implements a plan to achieve these goals.

<p>5 To participate in the organisation's Continuous Quality Improvement Programme</p>	<p>5.1 Participates in quality activities</p>	<p>5.1.1 Is aware of the organisation's status regarding Certification to the Health and Disability Sector Standards</p> <p>5.1.2 Identifies areas for improvement, recommends improvements, takes corrective action as necessary</p> <p>5.1.3 Participates in audits and quality committee work if required</p> <p>5.1.4 All incidents are reported</p>
<p>6 To comply with and actively participate in the organisation's Health and Safety Programme</p>	<p>6.1 Is aware of relevant workplace hazards and controls</p> <p>6.2 Works in a safe manner</p> <p>6.3 Reports accidents and near misses</p>	<p>6.1.1 Complies with hazard controls and wears personal protective equipment where indicated</p> <p>6.2.1 Works safely and reports hazards. Uses all equipment appropriately and reports any defects or breakages</p> <p>6.3.1 Reports accidents and near misses</p>

<p>7 To carry out other tasks as directed by the General Manager / Clinical Charge Nurse and/or delegated authority</p>	<p>7.1 Carries out other tasks as directed by the General Manager / Clinical Charge Nurse and/or delegated authority</p>	<p>7.1.1 Other assigned tasks are carried out in a timely and competent manner.</p>
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