

POSITION DESCRIPTION

POSITION TITLE	Personal Care Worker (PCW)
DIRECTORATE	Nursing
RESPONSIBLE TO	NUM
DIRECT REPORTS	Not Applicable
AWARD	Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Admin Officers) Enterprise Agreement 2011 - 2015
CLASSIFICATION	Pcw Grade 2 (Qualified)
DATE OF CREATION/AMENDMENT	September 2011
CREATED/AMENDED BY	EDON

POSITION OBJECTIVE

A Personal Care Worker (PCW) is required to work as a productive member of a care team to provide person centered care. It is expected the PCW will work within the limitations of their role and will provide a competent level of personal care, cleaning and food services for residents. The PCW works under the direction and support of the supervising RN at all times.

RESPONSIBILITIES & PERFORMANCE INDICATORS

Provision of person centred care

- Undertake assessments as directed by the RN
- Provides information to the RN/EN to help with developing the care plan for residents
- Provide personal care to residents as described in the care plan
- Provide food and cleaning services as per units schedules
- Checks on the resident regularly, report changes to the RN
- Documents in simple, non-judgemental plain language the progress of the resident and any changes, events or incidents
- Communicates relevant information about residents to the next shift in a confidential manner
- Contribute to discharge and transfer planning by reporting findings to the RN and completing transfer forms as directed by the RN

Critical thinking and analysis

- Contribute to quality activities/audits as directed by the RN
- Assist with the orientation of students and new staff to the work area with a focus on the delivery of person centred care
- Reflect/think about things that did not go so well and what might be done differently next time (can discuss with supervising RN)

Working relationships and safety

- Develop good working relationships with residents and their relatives (not confusing working relationships with friendships)
- Demonstrate competent communication skills
- Provide basic information to residents and refers on to the RN for more complex needs
- Ensure that care is provided in a safe environment by discussing risks and problems with the RN preferably before they happen
- Work positively and pleasantly with staff from all areas of the health service
- Keep up to date and follow organisational policy, procedures and guidelines

Professional practice

- The PCW will work ethically within the aged care act and standards
- Take responsibility to ensure a good level knowledge about the work the PCW is doing
- Will work within the limitations of the PCW role
- Works under direction from senior staff

QUALIFICATIONS

Essential: Certificate III - Aged Care

Desirable:

KEY SELECTION CRITERIA

- Experience or willingness to gain experience in aged care
- Knowledge of aged care standards
- Basic assessment and reporting skills
- Understanding of the concept of person centred care
- Good communication skills
- A preparedness to help orientate students and new staff to the work area
- Commitment to positive working relationships

OCCUPATIONAL HEALTH & SAFETY

Each employee has the right to a safe working environment and they should advise their supervisor of any risk or condition likely to result in accident or injury. Each employee has the responsibility to take reasonable care of his or her own health and safety, to comply with Castlemaine Health's Occupational Health and Safety policies and procedures and to participate in appropriate safety education and evaluation activities.

HOSPITAL POLICIES & PROCEDURES

It is every employee's responsibility to access and have knowledge of relevant policies and procedures that relate to their employment. All hospital-wide policies and procedures can be accessed on the Castlemaine Health Intranet site.

PERSON CENTRED CARE

Person Centred Care (PCC) is a philosophical approach to how we provide care to patients and interact with other customers, including staff of Castlemaine Health. PCC is based on the principles of respect, value of the individual and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs. PCC is underpinned by a culture of collaboration and partnership and all staff of Castlemaine Health are required to adhere to these principles.

RISK MANAGEMENT

Castlemaine Health supports an organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

PERFORMANCE MANAGEMENT

It is a condition of employment that employees participate in the Performance Management Planning and Review program on a regular basis.

QUALITY IMPROVEMENT

Each employee has a responsibility to participate and commit to ongoing quality improvement activities.

EMPLOYMENT PRINCIPLES

Castlemaine Health is committed to the employment principles that reinforce the public sector values. These principles ensure:

- Employment decisions are based on merit
- Employees are treated fairly and reasonably
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights & Responsibilities Act 2006
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment

VALUES & CONDUCT

Employees are required to comply with the values outlined in the State Services Authority Code of Conduct as it applies to Castlemaine Health.

Responsiveness
<ul style="list-style-type: none">• providing frank, impartial and timely advice to the Government• providing high quality services to the Victorian community• identifying and promoting best practice
Integrity
<ul style="list-style-type: none">• being honest, open and transparent in their dealings• using powers responsibly• reporting improper conduct• avoiding real or apparent conflicts of interest• striving to earn and sustain public trust at the highest level
Impartiality
<ul style="list-style-type: none">• making decisions and providing advice on merit without bias, caprice, favouritism or self-interest• acting fairly by objectively considering all relevant facts and applying fair criteria• implementing Government policies and programs equitably
Accountability
<ul style="list-style-type: none">• working to clear objectives in a transparent manner• accepting responsibility for their decisions and actions• seeking to achieve best use of resources• submitting themselves to appropriate scrutiny
Respect
<ul style="list-style-type: none">• treating others fairly and objectively• ensuring freedom from discrimination, harassment and bullying• using their views to improve outcomes on an ongoing basis
Leadership
<ul style="list-style-type: none">• actively implementing, promoting and supporting these values
Human Rights
<ul style="list-style-type: none">• making decisions and providing advice consistent with human rights• actively implementing, promoting and supporting human rights

ADDITIONAL REQUIREMENTS

- This position description is subject to review and amendment at any time, as appropriate and as approved by the relevant Director.
- To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.
- The successful applicant will be required to provide a current Police Records Check prior to commencement. A Working With Children Check may also be required for particular positions.

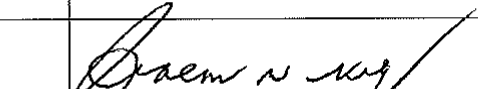
ACCEPTANCE OF THE POSITION

I understand, agree to and accept the role as outlined in accordance with this position description

NAME (please print)			
SIGNATURE		DATE	

REPORTING MANAGER

Signed on behalf of Castlemaine Health

NAME (please print)	Graem W Kelly		
TITLE	Chief Executive Officer		
SIGNATURE		DATE	16 February 2012