



Echuca Community for the Aged
LEADERS IN AGED CARE

Wharparilla Lodge Position Description

Position Title:	ACFI RN
Classification:	RN Grade 5
Responsible To:	Clinical Care Coordinator
Hours of work:	As per contract
Salary and Conditions:	As per contract

OUR MISSION

- To provide quality care for the benefit of the aged people in our community.

OUR VALUES

- To ensure our care is appropriate to the individuals circumstances;
- To provide seamless support services, respect the individual and value every day life activities;
- To encourage ageing in place;
- To respect and encourage family life;
- To ensure safety and security;
- To emphasize a sense of community;
- To provide accommodation appropriate to the dignity of the aged.

POSITION SUMMARY

- To ensure that clinical documentation, assessments and care plans are completed and adequate to support optimal ACFI subsidy claims and requirements for accreditation;
- Commence, collect and collate all required ACFI documents to ensure timely submission to the department of all new (and reviewed as necessary) admission ACFI assessments are required reappraisals;
- To liaise with the Team Leaders and other members of the health care team to ensure claims are maximized.

KEY SELECTION CRITERIA

Essential knowledge, skills and aptitudes.

- Registration with the nurses' board of Victoria as an Endorsed Enrolled Nurse / Registered Nurse;
- A minimum of 3 years experience in aged care;
- Advanced understanding of documentation requirements and ACFI;
- Computer skills;
- Proven ability to assist, support and guide staff through the documentation requirements under ACFI;
- Excellent customer service, written & verbal communication and interpersonal skills;



Echuca Community for the Aged
LEADERS IN AGED CARE

Wharparilla Lodge Position Description

- A willingness to work in a cooperative team environment to ensure the quality of and continuing care provided to the residents;
- Ability to obtain a “National Police Record Check” clearance.

OTHER SELECTION CRITERIA

Desirable knowledge, skills and aptitudes.

- Certificate IV in Training and assessment or working towards same.

DUTIES & RESPONSIBILITIES

Key Responsibility Area	Performance Indicator
Documentation: <ul style="list-style-type: none">• Initiates charting for all new residents, reappraisals and significant changes.• Resident assessment completed by due date.• Collate charting and conduct relevant risk assessments.• Participates in departmental audits as required.	<ul style="list-style-type: none">• Charting is initiated within one week of admission or resident being assessed as a significant change and within one month of annual reappraisal date;• Assessment and Care Plan is formulated to reflect resident needs;• Successful outcomes from Medicare audit.

Key Responsibility Area	Performance Indicator
Clinical Demonstrates knowledge of residents clinical needs.	<ul style="list-style-type: none">• Observes clinical care as part of assessment process.
Training & Professional Development Commitment to professional development	<ul style="list-style-type: none">• Completes annual compulsory training;• Maintains currency of knowledge of ACFI and relevant legislative changes.
Staff Education Educates, supports and assists staff with the ACFI process	<ul style="list-style-type: none">• Trains new staff in ACFI charting requirements;• Facilitates a minimum of 3 in-services for care staff in requirements for ACFI.

EMPLOYEE OBLIGATIONS

The employee is required to maintain strict confidentiality with reference to all matters pertaining to residents, clients and staff within Echuca Community for the Aged. Failure to observe this requirement may be regarded as misconduct warranting termination.

The employee is required to take all reasonable care to ensure personal safety of others who may be affected by the acts or omissions of the employee in the workplace. (Occupational Health and Safety Act, Clause 25). The employee is required to participate in all safety programs as required by ECA.

The employee is required to participate in the Continuous Improvement Program to encourage excellence of care and cost containment within ECA.

Echuca Community for the Aged name badge must be worn at all times whilst on duty. This remains the property of the organisation and must be returned to administration on termination of employment.



Wharparilla Lodge Position Description

The employee is required to adhere to ECA's Code of Conduct.

PERFORMANCE APPRAISAL

A self appraisal of professional work performance will be completed prior to the first six months of service. Issues with performance will be documented on a staff performance discussion record with the Nursing Supervisor/CCC or DOCS. Yearly meets will be held with the CCC to discuss educational requirements.

Employee's Name:

Employee's Signature:

Date:

Manager's Signature:

Position Title:

Date: