



POSITION DESCRIPTION

Position title:	SESLHD ACAT Assessor
Department:	Aged Care Assessment Team (ACAT)
Location:	War Memorial Hospital
Uniting purpose:	To inspire people, enliven communities, and confront injustice
Uniting values:	Imaginative, Respectful, Compassionate, Bold

Classification:	In accordance with relevant Uniting War Memorial Hospital Agreement
Vaccination risk category:	A
Award:	MSIC & WMH Health Service Employees Agreement 2016 or War Memorial Hospital (Waverley) Nurses Agreement 2011
Employment status:	Temporary Part Time – Contract until June 2023
Hours:	32 hours per week

Position reports to:	ACAT Team Leader (Waverley) SESLHD Aged Care Assessment Program (ACAP) Manager
Position supervises:	N/A
Key relationships:	ACAT Team Leader, SESLHD ACAP Manager, SESLHD ACAT staff, Transitional Aged Care Program staff, Uniting WMH Allied Health and Nursing staff, GP's and Medical Specialists, Health Care Facilities in SESLHD, Approved Service Providers in the Home and Residential Care sectors, Commonwealth Home Support Program service providers, relevant Government Departments, clients, their families, and carers

War Memorial Hospital
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Waverley NSW 2024
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POSITION PURPOSE

As a member of a multidisciplinary team the ACAT Assessor primarily undertakes comprehensive assessments of frail older people in community, inpatient, and residential aged care settings. Comprehensive aged care assessments encompass the evaluation of physical, medical, cognitive, psychological, environmental, and social aspects. Short-term case management, which may require referral to other services and carer support and education, according to needs, is also an essential aspect of the position.

POSITION OBJECTIVES

The primary responsibilities of the ACAT Assessor's role include:

- Conducting of comprehensive aged care assessments that address the physical, medical, cognitive, psychological, environmental, and social aspects of a client's situation, and consider individual complexity and/ or vulnerability
 - Completing support plan reviews to ensure the changing needs of clients are addressed
 - Providing education and support to clients, their families, and carers regarding options in relation to care planning, and to ensure the needs of the client, their family and/or carer are addressed
 - Developing appropriate care plans and providing short-term case management to ensure appropriate onward referral to necessary services in accordance with the care plan
 - Consulting and liaising with team members, GP's, community health and other service providers, as appropriate, regarding individual assessments and care plans
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KEY RESPONSIBILITIES

Financial management & awareness:

- Awareness of the need for efficient and effective use of hospital resources and services
- Awareness of the need for efficient and effective use of client services and resources
- Awareness of ACAT funding mechanisms and occupancy requirements

Operational processes:

- Assess, plan, organise, deliver, evaluate, and report on the provision of high quality and client focused ACAT services in accordance with AASW, Uniting War Memorial Hospital (WMH), NSW Health, and SESLHD policies and clinical practices to achieve positive client outcomes within specified timeframes
- Work within own scope of professional competence in line with principles of best practice, professional conduct, and clinical governance
- Demonstrate the ability to plan, organise, and manage time efficiently
- Demonstrate flexibility and the ability to work effectively within a changing healthcare environment
- Awareness and compliance with relevant SESLHD and Uniting Policies, and WMH Business Rules
- Awareness of SESLHD ACAT workload and KPIs including capacity to be deployed across the SESLHD area

Client management & engagement (internal & external stakeholders):

- Maintain a high standard of conduct and work performance to promote our reputation with key internal and external stakeholders
- Display effective communication and interpersonal skills to support the provision of high quality clinical care

- Actively engage in effective therapeutic and professional relationships with clients, carers, colleagues, and other agencies
- Demonstrate a commitment to assuring high standards and strive for a client centered service
- Deliver ACAT services in accordance with prescribed professional and ethical standards
- Develop care plans in negotiation with clients, carers, and other health professionals as appropriate that clearly reflect assessment findings and demonstrate clinical reasoning
- Liaise with and refer to other services as necessary
- Participate in case review discussions and departmental multidisciplinary meetings as required
- Participate in South Eastern Sydney Local Health District (SELHD) and WMH mandatory education to fulfill professional requirements

People management & teamwork:

- Contribute to effective team dynamics and client and stakeholder relationships by utilising high level communication and negotiation skills
- Provide general clinical advice to members of the multidisciplinary team, service managers, and other stakeholders regarding service delivery and clinical service development
- Actively contribute to service and caseload management and planning within the ACAT multidisciplinary team
- Provide relevant education to nursing, medical, and other health professionals as requested
- Participate in evidence based practice activities within the department
- Facilitate delivery of an effective, flexible, innovative, and integrated ACAT service
- Liaise with clients and their families and/ or carers, other health professionals, supervisors, students, and researchers as required
- Support and comply with the philosophy and objectives of the Department of Health, NSW Ministry of Health, WMH, and SESLHD
- Awareness of own strengths and areas for development
- Actively engage and participate in WMH's performance management framework and review processes

KEY PERFORMANCE INDICATORS

Financial management & awareness:

- Support the ACAT to provide efficient and effective service delivery by being mindful of resources
- Comply with the My Aged Care system and ACAP key performance indicators
- Awareness of processes and policies pertaining to financial matters relevant to the ACAT
- Awareness of parameters of working within a budget and working within agreed resources

Operational processes:

- Clinical assessments and intervention strategies are implemented and conducted to facilitate client participation
- Ensure service delivery is within the parameters of NSW Health and ACAP Guidelines
- Ensure that access to ACAT services is based on need (utilising the priority categories as defined in the ACAP Guidelines) and respond to referrals in a timely and efficient manner
- Gain prior consent from clients and/ or appropriate representative prior to comprehensively assessing an individual using the My Aged Care National Screening and Assessment Form, with accompanying assessment tools (e.g. MMSE, GDS) as applicable
- Focus on the needs and preferences of the individual being assessed, while also considering the needs and preferences of their family and/ or carer
- Involve clients, their families, and carers in the assessment and care planning process

- Ensure that all relevant information is made available to clients, their families, and carers so that they are able to make informed choices
- Consider all available care and support options appropriate to the needs of the client and facilitate the provision of services to the point of effective referral
- Ensure that multidisciplinary discussion, particularly with complex and difficult cases, is utilised whenever practicable and appropriate
- Utilise SESLHD ACAT's processes to document all proposed actions, agreed onward referrals, and to ensure that best practice has been undertaken in the assessment process
- Complete the National Screening and Assessment Form and Support Plan to submit to an ACAT Delegate for processing
- Ensure service delays are identified and investigated
- Demonstrate flexibility and adaptability in meeting local team and SESLHD ACAT workload demands
- Utilise relevant data to inform management decisions and practice
- Submit reports and statistics by designated deadlines
- Document all clinical events in accordance with SESLHD and WMH documentation standards
- Participate and keep evidence of attendance at in-services, staff education, internal and external meetings, and research activities
- Maintain 100% compliance with annual APHRA registration renewal

Client management & engagement (internal & external stakeholders):

- Apply ACAP Guidelines in assessing clients suitability for ACAT approved care types
- Maintain healthy, positive relationships with internal and external stakeholders
- Disseminate client related feedback to team
- Participate in distribution of ACAT client satisfaction surveys
- Evaluate service delivery through key performance indicators and outcome measures to ensure services meet the needs of clients
- Advocate for clients and carers with other service providers
- Attend case discussions, department, and other relevant meetings
- Utilise client feedback to remodel service delivery
- Provide general clinical advice to members of the multidisciplinary team, service managers, and other stakeholders regarding service delivery and clinical service development

People management & teamwork:

- Contribute to effective team dynamics and client and stakeholder relationships by utilising high level communication and negotiation skills
- Provide general clinical advice to members of the multidisciplinary team, service managers, and other stakeholders regarding service delivery and clinical service development
- Communicate with a variety of stakeholders including aged care providers, health care teams, GP's, Public Guardians, client's and their carers/families, government departments to ensure optimal assessment and care planning outcomes for the client
- Develop and maintain effective rapport with clients and carers to optimise outcomes
- Utilise effective decision making which incorporates the client/carers perspective in case planning and implementing strategies for the resolution of identified issues
- Evidence that positive outcomes are shared and celebrated
- Evidence of engagement with MDT to critically reflect on and explore potential to improve practice
- Evidence of regular communication with team members
- 100% up to date professional development plans and performance reviews
- Formally identified clinical supervisor for professional development
- Participate in a facilitative approach in efficient use of WMH resources inclusive of staffing

Work, health, and safety and welfare requirements:

All staff are required to assist in creating and maintaining a safe and healthy work environment by working in a safe and healthy manner, adhering to instructions, and using equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in workplace inspections, accident reporting and investigations, develop safe work procedures, and provide appropriate information, instruction, training, and supervision

- Incident rates are monitored in relation to policy and procedure requirements or breaches
 - Evidence of training in relation to clinical service provision and policies and procedures
 - 100% compliance with mandatory training requirements
 - Incident and complaint response, and turnaround times, are within requirements
 - Escalation of issues identified in relation to resources and unit performance
 - Evidence that complaint causes are used to remodel service delivery
 - Evidence of Quality Improvement practices and outcomes
 - Risk assessments are undertaken and documented
 - Reporting of incidents related to work, health, and safety, infection control, and sterilisation issues
 - Monitoring of locally agreed key performance indicators
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PROFESSIONAL SKILLS AND KNOWLEDGE**Skills & experience:**

- Minimum of 3 years post graduate experience working with older people in an acute, community, and/or residential aged care setting
- Sound knowledge of healthcare and functional support needs of older people and their significant others in hospital, community, and residential aged care settings
- Demonstrated care planning skills with ability to provide advocacy, education, and support to clients, significant others, and service providers
- Demonstrated high-level interpersonal, written, and verbal communication skills including computer literacy
- Demonstrated ability to work autonomously, as well as, function effectively within a multidisciplinary team
- Demonstrated knowledge of Quality Improvement initiatives and Work Health Safety principles relative to community health service delivery
- Current unrestricted driver's license allowing you to drive in NSW

Qualifications:

- Tertiary qualifications in Nursing or Allied Health and eligibility for membership of the appropriate professional body and/or current registration with the Australian Health Practitioners Regulation Agency (APHRA)

Employee		Managers Name:	
Name:		Title	
Date:		Date:	
Signature:		Signature:	

JOB DEMANDS CHECKLIST

Job Title: ACAT Assessor

Department: ACAT

Assessor: Ashleigh Webster

Date of Assessment review: July 2022

Service/Unit:

SESLHD ACAT

Manager / Supervisor: ACAT Team Leader

Date of Assessment: July 2021

Definitions:

★ Denotes a critical requirement of the job

Frequency

I	Infrequent – intermittent activity exists for a short time on a very infrequent basis	C	Constant – activity exists for more than 2/3 of the time when performing the job
O	Occasional – activity exists up to 1/3 of the time when performing the job	R	Repetitive – activity involves repetitive movements
F	Frequent – activity exists between 1/3 and 2/3 of the time when performing the job	N/A	Not applicable – activity is not required to perform the job

CRITICAL ★	PHYSICAL DEMANDS - DESCRIPTION (comment)		FREQUENCY					
			I	O	F	C	R	N/A
	Sitting	Remaining in a seated position to perform tasks			X			
	Standing	Remaining standing without moving about to perform tasks		X				
	Walking	Floor type: even/uneven/slippery, indoors/outdoors, slopes		X				
	Running	Floor type: even/uneven/slippery, indoors/outdoors, slopes						X
	Bend/ Lean Forward from Waist	Forward bending from the waist to perform tasks	X					
	Trunk Twisting	Turning from the waist while sitting or standing to perform tasks	X					
	Kneeling	Remaining in a kneeling posture to perform tasks						X
	Squatting/ Crouching	Adopting a squatting or crouching posture to perform tasks	X					
	Crawling	Moving by crawling on knees & hands to perform tasks						X
	Leg/ Foot Movement	Use of leg and or foot to operate machinery						X
	Climbing (stairs/ladders)	Ascend/ descend stairs, ladders, steps, scaffolding		X				
	Lifting/ Carrying	Light lifting & carrying – 0 – 9kg		X				
		Moderate lifting & carrying – 10 – 15kg						X
		Heavy lifting & carrying – 16kg and above						X
	Reaching	Arms fully extended forward or raised above shoulder	X					
	Pushing/ Pulling/ Restraining	Using force to hold/restrain or move objects toward or away from body	X					
	Head/ Neck Postures	Holding head in a position other than neutral (facing forward)	X					
	Hand & Arm Movements	Repetitive movements of hands & arms			X			
	Grasping/ Fine Manipulation	Gripping, holding, clasping with fingers or hands			X			
	Work at Heights	Using ladders, footstools, scaffolding, or other objects to perform work						X
	Driving	Operating any motor powered vehicle		X				
CRITICAL ★	SENSORY DEMANDS - DESCRIPTION (comment)		FREQUENCY					
			I	O	F	C	R	N/A
	Sight	Use of sight is an integral part of work performance e.g. viewing of X-rays, computer screen				X		
	Hearing	Use of hearing is an integral part of work performance e.g. telephone enquiries				X		
	Smell	Use of smell is an integral part of work performance e.g. working with chemicals	X					

	Taste Use of taste is an integral part of work performance e.g. food preparation						X
	Touch Use of touch is an integral part of work performance		X				
CRITICAL *	PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment) Assisting ↓	FREQUENCY					
		I	O	F	C	R	N/A
	Distressed people e.g. emergency or grief situations			X			
	Aggressive & uncooperative people e.g. drug/alcohol, dementia, mental illness			X			
	Unpredictable people e.g. dementia, mental illness and head injuries			X			
	Restraining Involvement in physical containment of patients/clients	X					
	Exposure to distressing situations e.g. child abuse, viewing dead/mutilated bodies	X					
CRITICAL *	ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Dust Exposure to atmospheric dust						X
	Gases Working with explosive or flammable gases requiring precautionary measures						X
	Fumes Exposure to noxious or toxic fumes						X
	Liquids Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE						X
	Hazardous substances e.g. dry chemicals, glues	X					
	Noise Environmental/background noise necessitates people to raise their voice to be heard		X				
	Inadequate lighting Risk of trips, falls or eyestrain	X					
	Sunlight Risk of sunburn exists from spending more than 10 minutes per work day in sunlight		X				
	Extreme temperatures Environmental temperatures are < 15°C or > 35°C	X					
	Confined spaces Areas where only one egress (escape route) exists	X					
	Slippery or uneven surfaces Greasy or wet floor surfaces, ramps, uneven ground		X				
	Inadequate housekeeping Obstructions to walkways and work areas cause trips & falls		X				
	Working at heights Ladders/stepladders/ scaffolding are required to perform tasks						X
	Biological hazards e.g. exposure to body fluids, bacteria, infectious diseases		X				

Additional Position Requirements/Demands Summary: From the checklist, outline the main requirements or demands of the job. This information will then be transferred to the Position Description. Anything that is frequent and above or identified as critical to the job should be included in the position description.

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Signature of Manager: **Date:**/...../20.....

☐ I am able to fulfil the above requirements without modification.

☐ I am unable to fulfil the above job requirements and need the following modifications:

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Signature of Employee: **Date:**/...../20.....