

Statement of Duties

Position Title: Health Care Assistant	Position Number: 506009	Effective Date: September 2020
Group: Hospitals South		
Section: Southern Hospitals - Midlands Multi-Purpose Health Centre (MMPHC)	Location: South	
Award: Health and Human Services (Tasmanian State Service) Award	Position Status: Permanent/Fixed-Term/Casual	
	Position Type: Full Time/Part Time/Casual	
Level: 4	Classification: Health Services Officer	
Reports To: Director of Nursing		
Check Type: Conviction-Aged Care	Check Frequency: Pre-Employment and Recurrent	

Focus of Duties:

Under the supervision of the Registered Nurse, and in accordance with Agency policy, legal, regulatory and funded program requirements, the Health Care Assistant:

- delivers high quality care and support to the aged care residents and patients at the Midlands Multi Purpose Health Centre (MMPHC).
- assists residents and patients with a range of daily living activities.

Duties:

1. Undertake a range of personal care and daily living activities for the residents and patients of the MMPHC under the guidance and direction of the Registered Nurse or Enrolled Nurse.
2. Liaise with and provide regular feedback to health care providers within the immediate team in relation to changes in resident/patient health status.
3. Complete relevant documentation including resident daily progress notes, service activity and assessments for residents.
4. Under the direction of the Nurse Unit Manager and/or Leisure and Lifestyle Coordinator, participate in leisure and lifestyle therapy programs and other care activities for the residents of the MMPHC.
5. Participate in training and development programs, team meetings and resident case management conferences as required.
6. Assist nursing staff in emergency situations as required.

7. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Scope of Work Performed:

Working in accordance with the approved care plan, the Health Care Assistant receives direction, support and supervision as required from the Registered Nurse or Enrolled Nurse. The Nurse Unit Manager has overall responsibility for the allocation of tasks, evaluating work performance and providing feedback. The Health Care Assistant is required to:

- carry out care in a proficient, caring and respectful manner, ensuring and maintaining resident/patient respect, wellbeing and confidentiality at all times.
- inform the Registered Nurse or Enrolled Nurse of any problems and/or perceived changes observed in resident/patient condition
- be flexible in the provision of resident care, whilst recognising own limitations and to seek assistance when necessary.
- maintain a courteous and positive approach to residents and patients and members of the health care team.
- comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Desirable Requirements:

- Current Drivers Licence

Selection Criteria:

1. Completion of or working towards an approved Certificate Level III or Level IV in Aged Care or equivalent, together with previous practical experience in providing personal care services to the frail, aged and people with a disability in a residential/community setting or a health care related field.
2. Effective oral and written communication and interpersonal skills and the demonstrated ability to maintain and understand the confidentiality and rights of residents and patients.
3. Ability to readily establish and maintain rapport and effective working relationships with the residents, their families and carers, work colleagues and other health service providers.
4. Well-developed observation skills and the ability to recognise and report on changes in the health and wellbeing of residents and patients.
5. Knowledge and understanding of continuous quality improvement and work health and safety issues, including their practical application in relation to the role of Health Care Assistant.
6. Effective time management and organisational skills and the ability to work effectively as part of a team.

Working Environment:

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest*

Disclosure Act 2002. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.