

Position Description



General Information	
Position title	Aged Care Assessment Service (ACAS) Assessment Clinician
Enterprise Agreement / Modern Award	Lyndoch Living Allied Health Professionals Enterprise Agreement 2018-2022
Classification	As Per Enterprise Agreement
Status	As per Contract of Employment
Qualifications	Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) or relevant professional body
Primary Location	Warrnambool – This position may be required to work across organisational areas and locations dependent on operational requirements.
Reports to	ACAS Manager
Direct Reports	Nil
Key Internal Contacts	All Lyndoch staff, consumers (residents), clients, families
Key External Contacts	Members of the Public, Contractors, Service Providers, Health Professionals
Infection Control Risk	Category A - Direct patient contact
Lyndoch Living Vision	
By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.	
Our Values	
Our Values represent how we conduct ourselves to support a positive workplace culture and achieve our strategic direction. Our Values are Respect, Care, Trust, Safety and Inclusion.	
Position Overview	
<p>The Aged Care Assessment Service (ACAS) Assessment Clinician undertakes comprehensive assessments within the Commonwealth Government's My Aged Care framework to facilitate access to Aged Care Programs for the frail and aged members of our community. The primary objectives are to assess and identify the client's care needs and to facilitate the development of individual care plans to enable the client to maintain an optimum level of functioning and quality of life whether they reside at home or in alternative accommodation.</p> <p>The ACAS Assessment Clinician's responsibilities include: undertaking comprehensive assessment's to identify the needs of the client and developing a support plan based on the client's goals, understanding the complexity of care needs, ability to identify and mitigate risks, and provision of information and advice on a range of care options available.</p>	

Key Responsibilities and Key Performance Indicators (KPIs)

Key Responsibilities	Key Performance Indicators (KPIs)
<p><u>Provide excellence in consumer/customer care</u></p> <ul style="list-style-type: none"> ➤ Utilise multiple approaches to gather data about the client and their situation to determine the performance and functional level of the individual. ➤ Conduct assessments incorporating the restorative, physical, medical, psychological, cultural and social dimensions of care needs. ➤ Analyse assessment data and consider possible interventions to maximise an individual’s wellbeing, safety and performance. ➤ Assess the environment of the individual and risks posed to the client when performing daily activities. ➤ Use interpretative skills to make decisions in complex situations. ➤ Present case assessments for discussion at multidisciplinary meetings. ➤ Demonstrate a sound understanding of the responsibilities of a Commonwealth Delegate for the eligibility of Home Care Packages, Flexible Care and Residential Care. ➤ Facilitate the development of effective individual care plans. ➤ Involve the client and/or primary carer of the client or the client’s independent advocate in the development of the care plan. ➤ Demonstrate a broad knowledge of community, residential and health services available to clients in their area. Provide advice and information on a range of care options to clients, carers, aged care facilities, General Practitioners and other service providers. ➤ Maintain computer based and paper file documentation of assessments and support plans that meets the standards set by the Commonwealth Government and other relevant governing bodies. ➤ Develop a comprehensive and integrated care plan in accordance with the South West Aged Care Assessment Service procedures. Complete relevant documentation in accordance with the Aged Care Assessment Service guidelines to enable implementation of a care plan. ➤ Maintain accurate records of consultation with and referral to service providers including general practitioners to facilitate communication of relevant client information, recommendations and actions advised. ➤ Advocate for the rights of the client and their representatives. ➤ Coordinate and manages an appropriate client caseload ➤ Undertake co-ordination responsibilities and acts as a first point of contact when there is a specified geographic area of responsibility. ➤ Participate actively in ensuring the services of ACAS are delivered effectively and continue to meet the needs of the clients and community. ➤ Participate in regular review processes of the ability of ACAS to meet goals and targets, including identification and establishment of goals and targets that are responsive to the needs of clients and the community within the South Western Region. ➤ Provide feedback regarding existing/new areas of need for services and programs. ➤ Assist and support management to undertake strategic planning. ➤ Participate in the education of others. 	<p>100% completion of set monthly assessments</p> <p>100% of assessments completed within the set timeframes</p> <p>100% of files audited and meet required standards</p> <p>100% of community clients and/or their representative receive a client satisfaction survey following assessment</p> <p>100% of all assessments of a younger person have followed correct pathways</p>

Position Description

<ul style="list-style-type: none"> ➤ Utilise internal educational resources and external agencies to assist in the planning, development and implementation of relevant community education programs. ➤ Participate in the formal and informal education of health professionals, students and support groups of aged and disabled utilising all appropriate media eg. oral, written and audio visual presentations. ➤ Promote health education within the home and community to enhance individuals' wellbeing and improve quality of life. ➤ Contribute to planning and development of services and resources for aged and disabled members of the community. ➤ Establish and encourage effective consultation and communication with other service providers and health care agencies. ➤ Promote positive attitudes towards ageing and disability within the community. ➤ Promote awareness of and adherence to the philosophies, aims and objectives of the Aged Care Assessment Service. ➤ Ensures the affairs of Lyndoch Living and the ACAS clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Lyndoch Living and the Aged Care Assessment Service. 	
<p><u>Ensure compliance with all relevant standards and legislation</u></p> <ul style="list-style-type: none"> ➤ Maintain knowledge by reviewing and implementing relevant user guides, policies, procedures, principles and legislation relevant to the Aged Care Assessment Service. ➤ Attend to and monitor the entry of accurate documentation into electronic and other related systems, such as My Aged Care. ➤ Adhere to the Aged Care Assessment Quality Framework to maintain a high quality assessment experience and service for every client. ➤ Adhere to the AHPRA Standards for Practice or other relevant governing body. 	<p>100% of ACAS comprehensive assessments are completed according to policies, procedures and relevant legislation.</p> <p>Maintain current AHPRA or other relevant professional body registration</p>
<p><u>Quality Improvement and Risk Management</u></p> <ul style="list-style-type: none"> ➤ Provide clients and/or their representatives with client satisfaction surveys following a comprehensive assessment. ➤ Participate in quality activities within the work area to improve the efficiency of the Department. ➤ Maintain quality systems, including infection control, safety of hazardous materials, and handling/disposal of medical waste. 	<p>100% compliance with Infection Control processes</p> <p>100% of Incident Reports (Riskman) completed within 48 hours</p>
<p><u>Actively participate in professional development in order to deliver best practice</u></p> <ul style="list-style-type: none"> ➤ Attend and actively participate in meetings, workshops, forums, and other communication events, as delegated and report to division and other staff. ➤ Complete mandatory training as specified by the Commonwealth Government or other relevant governing bodies pertaining to the Aged Care Assessment Service within the specified timeframes. ➤ Responsible for and committed to ongoing continued professional development, pursuant with the national registration requirements, in order to expand their own level of professional competence and to 	<p>CPD in accordance with AHPRA or other relevant governing body.</p> <p>100% of education modules completed annually</p> <p>Support and Growth Plan in place</p>

Position Description



<p>maintain the minimum annual hours for Continuing Professional Development (CPD)</p> <ul style="list-style-type: none"> ➤ Complete annual education modules allocated by the organisation. ➤ Participate, as directed, in the employee Support and Growth Plan. 		
<p>Occupational Health & Safety</p> <ul style="list-style-type: none"> ➤ Follow Lyndoch Living’s Health and safety polices, procedure, workplace instructions and conduct of conduct ➤ Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions, whilst at work ➤ Co-operate with your Manager/Supervisor in respect to actions taken by Lyndoch Living to comply with the requirements to provide a workplace that is safe and without risks to health ➤ Correctly wear and maintain items of personal protective clothing and equipment that are provided ➤ Immediately report any incidents within the workplace to your Manager/Supervision ➤ Be familiar with and follow emergency procedures and directions ➤ Participate in health and safety training programs as required 	<p>Zero workplace injuries</p> <p>100% compliance with PPE requirements</p>	
<p>Organisational Values</p> <ul style="list-style-type: none"> ➤ All employees are expected to work in accordance with the organisational Values (Respect, Care, Trust, Safety, Inclusion) ➤ Contribute to creating a culture that values the contributions of employees, consumers and other stakeholders ➤ Role model the organisational Values 	<p>Client satisfaction survey results</p> <p>Employee Engagement Survey Results</p>	
Key Selection Criteria		
<p>Qualifications</p>	<ul style="list-style-type: none"> ➤ Bachelor in Nursing, Psychology, Physiotherapy, Occupational Therapy, Social Work or similar field, with relevant post graduate experience ➤ Current registration with AHPRA or relevant professional body 	<p>Essential</p> <p>Essential</p>
<p>Previous experience</p>	<ul style="list-style-type: none"> ➤ Demonstrated knowledge and experience in Aged Care 	<p>Essential</p>
<p>Skills and knowledge</p>	<ul style="list-style-type: none"> ➤ Clear understanding of clinical terminology as it pertains to referrals from health services 	<p>Essential</p>
	<ul style="list-style-type: none"> ➤ Knowledge of available support services for people with complex care needs in a community setting. 	<p>Essential</p>
	<ul style="list-style-type: none"> ➤ Knowledge and experience of working with frail older people and people with dementia. 	<p>Essential</p>
	<ul style="list-style-type: none"> ➤ Demonstrated experience in effectively managing organisational change initiatives 	<p>Essential</p>
	<ul style="list-style-type: none"> ➤ Sound conflict management and resolution skills. 	<p>Essential</p>
	<ul style="list-style-type: none"> ➤ Demonstrated clear and analytical thinking. ➤ Demonstrated ability to work with families and carers of frail older people. 	<p>Essential</p> <p>Essential</p>

Position Description



	➤ Ability to work autonomously and have effective time management skills	Essential
	➤ Demonstrated ability to make appropriate decisions in line with legislative boundaries and organisational policy and procedures and communicate effectively.	Essential
	➤ Excellent verbal and communication skills able to promote an effective multi-disciplinary approach to care.	Essential
	➤ Excellent communication and interpersonal skills including demonstrated experience liaising with a wide range of stakeholders.	Essential

Agreement

This position description is designed to reflect the inherent requirements and expectations of this position. The information and statements in this position description are intended to reflect a general overview of the responsibilities and not to be interpreted as being all-inclusive. Appointment to this position is conditional upon the successful candidate being fully able to perform the inherent requirements of this position.

Section 41 of the *Workplace Injury Rehabilitation and Compensation Act* (as amended), requires disclosure to your employer of any pre-existing injuries or disease that you have suffered, or existing injuries or disease that you continue to suffer of, which you are aware and could reasonably be expected to foresee, and could be affected by the nature of the proposed employment referred to above.

In relation to workers compensation, I understand that I may be ineligible to apply for WorkCover for any, reoccurrence, exacerbation, deterioration or aggravation to a pre-existing injury or disease.

I acknowledge that failure to disclose the information or provide false and misleading information may dis-entitle me to compensation, pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* (WorkCover) should I suffer any reoccurrence, aggravation, acerbation, exacerbation or deterioration of a pre-existing injury, illness or disease arising from employment with Lyndoch Living.

I have read and understood the requirements and expectations outlined in this Position Description. I agree I have the physical and cognitive ability to fulfil the inherent requirements of the position and accept my role in fulfilling the requirements and expectations of this position.

Name (Please print):

Signature:

Date:

Authorisation – Version 1.0

Amendments:

N/A

Authorised by:

Director of Corporate Services

Review and authorisation date: 24 / 11 / 2023