

Medication Support Position Description



Job Overview:

To offer essential personal care and/or hygiene support to Local Guardians Home Care clients whose ability to independently perform daily tasks has been diminished due to age, illness, disability, or other limitations.

About Local Guardians:

Local Guardians, is a leading Home Care Package Provider, is committed to delivering exceptional health and home care services through robust and dynamic governance. Local Guardians provides home care to a diverse range of individuals requiring assistance to live safely and comfortably at home.

Local Guardians Core Values:

- Responsive - to be accessible, flexible and on time.
- Open disclosure - to be authentic, honest, and empathetic.
- Ownership - to be cooperative, a team player, and to support each person as an individual.
- Continuous improvement - to attend training relevant to scope of practice to respect the individual's needs in a health, social, and environmental context.
- Simplicity - by that reporting shift notes and incidents is done so in a timely and concise manner.

Reports To:

- Home Care Package Provider – Local Guardians Management and the client/ their representative
- Shift notes must be provided with each invoice.

Responsibilities and Duties (scope of practice):

- Supervision and prompting with client's Webster Pack and or prescribed medication.
- Adherence to the 7 Rs of medication management:
 1. Right client
 2. Right medication
 3. Right dose
 4. Right time
 5. Right route
 6. Right reason
 7. Right documentation
- Monitor client vital signs, track behaviours and keep the Care Manager/Advisor well informed.
- Monitoring for adverse medication reactions.
- Escalating adverse medication reactions in accordance with LG procedure using the STOP and WATCH Tool [LINK](#) and Escalation Process [LINK](#)
- Following care plan orders and supporting people with complex physical and mental health needs.
- Adhering to manual handling and infection control guidelines (basic training modules [LINK](#)).
- Working without direct supervision while undertaking allocated work.
- Be punctual and reliable when attending allocated shifts at the client's residence.
- Complying with Local Guardians policies and procedures.
- Ensure the timely and accurate completion of shift notes and invoices to the Capital Guardians system.

- Report any changes in the emotional, social, and physical status of clients to the Local Guardians care manager/advisor.
- Recording any incidents [HERE](#) and notifying the Local Guardians Care Manager/Advisor.

Breach of Scope of Practice:

- Sometimes a person receiving care, or their family might ask you to do something outside your position description (or scope of practice), such as crushing a tablet for the person because they say it is difficult to swallow the medication. If the shift instructions do not indicate that medications can be crushed, your response should be to kindly decline and notify the Care Manager/Advisor.
- Going beyond the scope of practice can place a person receiving care in danger and you may be working outside the law.
- Any deviation from the predetermined responsibilities and duties set out in the position description is considered out of scope and is a breach of the Code of Conduct for Aged Care and Local Guardian's policies.
- A Serious Incident Response Scheme report will be made in the event of an incident involving a breach of scope of practice (mandatory Scope of Practice training module [LINK](#)).

Workplace Health and Safety:

- Have a working knowledge of safe work practices.
- Determine at **each** visit the safety of the client's home and as a workplace before commencing duties.
- Report any changes in the work environment that may present a risk to the health or safety to any person to the Local Guardians Care Manager/Advisor.
- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work.
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education based on race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Observe National Privacy Principles and Privacy legislation [LINK](#)
- Report any concerns or change in a client's wellbeing to the Local Guardians Care Manager/Advisor.

Requirements and Personal Attributes:

- National Police Check.
- ABN and public liability insurance.
- Commitment to a zero-tolerance policy towards abuse and neglect to all clients.
- Ability to communicate effectively with clients, advocates, other staff, families, carers, and other professionals.

Desirable Criteria:

- Medication Administration Certification.
- Cert III in Individual Support (Ageing) or higher/equivalent, and experience in the aged care sector.
- Current Certificate in Applied First Aid and CPR Accreditation.
- Manual Handling Certificate or willingness to obtain.
- Demonstrate a willingness to maintain an immunisation schedule.
- Experience in the aged care sector.
- Mental health and/or dementia training.
- Mobile Phone and Internet Access.

Supporting Guidelines:

- A guide to working safely in people's homes [LINK](#)
- Code of Conduct for Aged Care [LINK](#)
- The Aged Care Charter of Rights [LINK](#)
- The Serious Incident Reporting Scheme [LINK](#)
- The Academy – free online training modules [LINK](#)
- Stop and Watch Tool for identifying changes to the norm in client condition [LINK](#)
- Escalation Process [LINK](#)
- Report an incident [LINK](#)
- Lodge feedback or a complaint [LINK](#)