

## HCP Roles & Responsibilities

| POSITION TYPE         | QUALIFICATIONS/ Requirements                                                                                                                                                                                                                                                                                                                                                                                       | JOB DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                           |
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| <b>GARDENER</b>       | <ul style="list-style-type: none"> <li>- No formal training required.</li> </ul> <p>REQUIRED</p> <ul style="list-style-type: none"> <li>- National Police check</li> <li>- ABN and public liability insurance</li> <li>- Effective communication</li> <li>- zero-tolerance towards abuse and neglect</li> <li>- First Aid desirable</li> </ul>                                                                     | <p>Tidying overgrown gardens and green waste removal when required.</p> <p>Lawn mowing and edging/whipper snipping.</p> <p>Trimming hedges, small tree branches when requested.</p> <p>Tidying pathways and reporting trip and slip hazards to Local Guardians management.</p> <p>Weed maintenance (removal and spraying).</p> <p>Assist with general rubbish removal when requested.</p> |
| <b>SOCIAL SUPPORT</b> | <ul style="list-style-type: none"> <li>- No formal training required.</li> </ul> <p>REQUIRED</p> <ul style="list-style-type: none"> <li>- National Police check</li> <li>- ABN and public liability insurance</li> <li>- Effective communication</li> <li>- zero-tolerance towards abuse and neglect</li> <li>- First Aid desirable</li> <li>- Full Australian Drivers Licence (if providing transport)</li> </ul> | <p>Supporting individuals with planned activities, either facility based, in the home or within the community.</p>                                                                                                                                                                                                                                                                        |
| <b>CLEANER</b>        | <ul style="list-style-type: none"> <li>- No formal training required.</li> </ul> <p>REQUIRED</p> <ul style="list-style-type: none"> <li>- National Police check</li> <li>- ABN and public liability insurance</li> <li>- Effective communication</li> <li>- zero-tolerance towards abuse and neglect</li> <li>- First Aid desirable</li> </ul>                                                                     | <p>Changing and washing bedding and making the bed.</p> <p>General cleaning duties include mopping, vacuuming, and dusting.</p> <p>Cleaning the living spaces used by the client, including the bathroom, kitchen, and laundry areas.</p> <p>Assist with general rubbish removal when requested.</p> <p>Follow provided work orders</p>                                                   |

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| POSITION TYPE                            | QUALIFICATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | JOB DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>PERSONAL CARE AND HYGIENE SUPPORT</b> | <p>DESIRABLE</p> <ul style="list-style-type: none"> <li>- Cert III in Individual Support (Ageing) or higher/ equivalent, and experience in the aged care sector.</li> </ul> <p>REQUIRED</p> <ul style="list-style-type: none"> <li>- National Police check</li> <li>- ABN and public liability insurance</li> <li>- Effective communication</li> <li>- Zero-tolerance towards abuse and neglect</li> <li>- First Aid Cert</li> </ul>                                                                                                   | <p>Supervision and/or assistance with daily hygiene including bathing, showering, toileting, grooming, shaving, hair care, bowel care, including ostomy and stoma bag changing and safe disposal of waste.</p> <ul style="list-style-type: none"> <li>- Assistance with eating and drinking, including gastronomy (PEG tube) feeding.</li> </ul> <p>Food preparation.</p> <p>Cleaning, fitting and removal of aids and appliances.</p> <p>Following care plan orders and supporting people with complex physical and mental health needs.</p> <p>Adhering to manual handling and infection control guidelines</p>                                                                                                                                                                                                                                                                                                                  |
| <b>MEDICATION SUPPORT</b>                | <p>DESIRABLE</p> <ul style="list-style-type: none"> <li>-Medication Administration Certification.</li> <li>-Cert III in Individual Support (Ageing) or higher/equivalent, and experience in the aged care sector.</li> </ul> <p>REQUIRED</p> <ul style="list-style-type: none"> <li>- Current Certificate in Applied First Aid and CPR Accreditation.</li> <li>- National Police check</li> <li>- ABN and public liability insurance</li> <li>- Effective communication</li> <li>- Zero-tolerance towards abuse and neglect</li> </ul> | <p><u>Personal care workers</u> are able to supervise and prompt a client to self-administer their medicines from prepackaged dose administration aids (Webster Pack or blister pack). They should not be directed by employers or clients to practice outside of this role.</p> <p>Monitor for adverse medication reactions, track behaviours and keep the Care Manager/Advisor well informed. Monitor vital signs if required or instructed to do so.</p> <p>Escalate adverse medication reactions in accordance with LG procedure using the STOP and WATCH Tool <a href="#">LINK</a> and Escalation Process <a href="#">LINK</a></p> <p>Quick reference to the 7 Rs of medication management:</p> <ol style="list-style-type: none"> <li>1. Right client</li> <li>2. Right medication</li> <li>3. Right dose</li> <li>4. Right time</li> <li>5. Right route</li> <li>6. Right reason</li> <li>7. Right documentation</li> </ol> |

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| POSITION TYPE                          | QUALIFICATIONS                                                                                                                                                                                                                                                                       | JOB DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <b>MEDICATION MANAGEMENT FOR RN/EN</b> | <p>REQUIRED</p> <ul style="list-style-type: none"> <li>- Current EEN or RN registration with AHPRA.</li> <li>- National Police check</li> <li>- ABN and public liability insurance</li> <li>- Effective communication</li> <li>- Zero-tolerance towards abuse and neglect</li> </ul> | <p>In accordance with the Nursing Guidelines (Health Practitioner Regulation National Law Act 2009), it is affirmed that Registered or Enrolled Nurses, in collaboration with medical practitioners and pharmacists, are the suitable experts tasked with administering medications to elderly individuals unable to self-administer their medication prescriptions.</p> <p>Medications should not be administered without legible, signed and dated instructions from the prescribing practitioner, including: a nurse practitioner; medical practitioner; optometrist; or dental practitioner. All medicines administered, withheld or refused must be recorded in the shift notes.</p> <p><u>Registered Nurses (RN's)</u> may administer, supervise, monitor and provide information and education of medications, in compliance with legislative requirements and organisational policies and protocols. This includes reporting and recording of reactions to medicines and initiation of required interventions in consultation with prescribing practitioners and pharmacists. The RN's role includes delegation of medicines administration to Enrolled Nurses.</p> <p><u>Enrolled nurses (EN's)</u> must act under the supervision of a Registered Nurse associated with the care of the client. Endorsed Enrolled Nurses (EEN) can administer medicines if they have completed AHPRA approved medication administration education. EEN's who can administer medicines <b>do not</b> have a notation, '<i>Does not hold Board-approved qualification in administration of medicines</i>' on their registration. Monitor client vital signs, track behaviours, and keep the Care Manager/Advisor well informed. Monitoring for adverse medication reactions.</p> <p><a href="#">Management of medicines in Aged Care</a><br/> <a href="#">Medication management in the community</a></p> <p>All adverse medication reactions must be escalated in accordance with LG procedure using the STOP and WATCH Tool <a href="#">LINK</a> and Escalation Process <a href="#">LINK</a></p> |

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|                                    |                                                                                                                                                                                                                                                                                                            | <p>Quick reference to the 7 Rs of medication management:</p> <ol style="list-style-type: none"> <li>1. Right client</li> <li>2. Right medication</li> <li>3. Right dose</li> <li>4. Right time</li> <li>5. Right route</li> <li>6. Right reason</li> <li>7. Right documentation</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>IN HOME NURSE SUPPORT</b>       | <p>REQUIRED</p> <ul style="list-style-type: none"> <li>- Current EN or RN registration with AHPRA.</li> <li>- National Police check</li> <li>- ABN and public liability insurance</li> <li>- Effective communication</li> <li>- Zero-tolerance towards abuse and neglect</li> </ul>                        | <p>Provide in scope nursing care, health counselling, utilisation of standardised screening and education to individuals and families in the community with a focus on client independence, health promotion, risk management and prevention of injury.</p> <p>Follow shift instructions and care prescriptions requested by the Local Guardians Clinical Oversight and Quality Management Team.</p> <p>Monitor client vital signs, track behaviours and keep the Care Manager/Advisor well informed.</p> <p>Monitoring for changes in care and condition.</p> <p>Escalate change in condition in accordance with LG procedure using the STOP and WATCH Tool <a href="#">LINK</a> and Escalation Process <a href="#">LINK</a></p> <p>Follow care plan orders and supporting people with complex physical and mental health needs.</p> <p>Adhere to manual handling and infection control guidelines (basic training modules <a href="#">LINK</a>).</p> |
| <b>ALLIED HEALTH PROFESSIONALS</b> | <p>REQUIRED</p> <ul style="list-style-type: none"> <li>- Relevant Degree/Diploma in field with current AHPRA registration</li> <li>- National Police check</li> <li>- ABN and public liability insurance</li> <li>- Effective communication</li> <li>- Zero-tolerance towards abuse and neglect</li> </ul> | <p>Provide in scope allied health care, health counselling, utilisation of standardised screening and education to individuals and families in the community with a focus on client independence, health promotion, risk management and prevention of injury.</p> <p>Monitoring for changes in care and condition.</p> <p>Escalate change in condition in accordance with LG procedure using the STOP and WATCH Tool <a href="#">LINK</a> and Escalation Process <a href="#">LINK</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |