

Position Description, Inherent Requirements of Position – Personal Care Associate

Frequency and Duration of Essential Tasks

Personal Care Associate work under the supervision of Registered Nurses and support nurses in providing personal care for patients in a clean, safe environment and are often allocated as a Constant Observer (CO.) As a CPO, a PCA would monitor the behaviour of patients, reduce the risk of falling, reduce stimulation and maintain a quiet environment, minimize the risk of absconding, reduce the risk of self-removal tubes and dressings, reduce the risk of self-harm or harm to others, escalate changes in behaviour to a Registered Nurse and engage with the patient in purposeful activities. Support may also be required for mobility assistance or patient transfers and as such a high degree of manual handling is associated with the role

Essential Tasks	Frequency	Duration
Medical Care	A PCA cannot perform physiological observations or clinical treatment including hourly rounding.	
Personal Care Assistance	PCA provide shower assistance on a daily basis for each patient while other personal care tasks are undertaken on an as needs basis	Shower assistance generally takes 20 to 30 minutes per patient, while toileting assistance may require only 5 minutes. When supporting patients with particularly high levels of support, personal care assistance may take up to one hour to complete.
Transfer and Mobility Assistance	PCA provides patient transfer and mobility assistance on an as needs basis through the course of a shift.	Complex transfers such as hoisting may take up to 15 minutes and may be performed repetitively throughout the course of a shift. Equipment provided must be utilised
Behavioural Support	PCA responding appropriately to behaviors of concern with patience and professionalism and escalating to Registered Nurses if required.	Behavioural Support for our patients requires PCA to be attentive and continuously monitor the needs of patients throughout the entirety of their shift.
Emergency Management	PCA assists during emergencies such as falls, health incidents, fire, evacuation or Basic Life Support.	The duration for Emergency Management varies depending upon the nature of an incident.
Administration	PCA can provide information on interactions had with the patient to the supervising nurse, to enable the supervising nurse to complete all required documentation for the patient.	

Environmental and Organizational Factors

Condition	Description
Heat	PCA generally complete their duties in a climate controlled indoor environment which is not significantly affected by heat. Warmer weather conditions outside may affect working conditions inside or outdoor access.
Cold	PCA generally complete their duties in a climate controlled indoor environment which is not significantly affected by cold. Outside weather conditions may affect working conditions inside or outdoor access.
Noise	PCA may be exposed to low level noise from their working environment including equipment and at times may be involved in interactions with patients of a heightened state and loud nature
pPE	PCA are required to wear a uniform including non-slip, closed toe shoes and scrubs. They are required to have their hair tied back at all times. PCA are required to follow infection control procedures when cleaning bodily fluids or entering isolation rooms including the use of face masks, apron, gloves, goggles and shoe protectors. Fake nails cannot be worn due to infection control requirements

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Shift Cycle	Epworth's facilities operate 24 hours a day/7 days a week and you are expected to be available and able to work on a rotating roster across all shifts and shift patterns, including night shifts. Although there may be times when you work to a particular pattern of days and times, please note Epworth may still require you to change your shifts in line with notice periods under your employment agreement to meet operational needs.
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Physical Demands	Rare	Occasional	Frequent	Constant		Cognitive and Psychosocial Demands	Low	Medium	High
Frequency and Duration of Essential Tasks	0 – 5% of total work time	6-33% of total work time	34-66% of total work time	67-100% of total work time					
Sitting			√			Attention			√
Standing			√			Concentration			√
Walking			√			Memory			√
Step up / step down		√				Interaction with others			√
Looking Up and Down			√			Communication – written			√
Forward Bending			√			Communication - verbal			√
Turning and Twisting			√			Problem solving		√	
Crouching and Squatting		√				Decision making		√	
Kneeling and Crawling		√				Planning/sequencing			√
Reaching above shoulder			√			Reasoning/judgement			√
Reaching forward				√					
Gripping (Hand)			√						
Fine Motor Movements (Hand)			√						
Lifting floor-waist		√ (up to 12 kg)							
Lifting overhead		√							
Carrying		√							
Pushing and pulling upper limb			√						
Pushing lower limb		√							