



TE HOPAI TRUST GROUP

Position Title:	CAREGIVER
Reports to:	Clinical Manager, Hospital
FUNCTIONAL RELATIONSHIPS	<p>Internally:</p> <ul style="list-style-type: none"> • General Manager • Care Managers • Registered Nurses / Enrolled Nurses • Management team • Kitchen Staff • Cleaning /Laundry Staff • Allied Health professionals • Community Groups • Diversional Therapists <p>Externally:</p> <ul style="list-style-type: none"> • Outside Contractors • Residents, family and friends
EXPERIENCE PREFERRED	<ul style="list-style-type: none"> • Caregiver's Certificate or equivalent including 4 months minimum NZ experience • Current First Aid Certificate
PRIMARY OBJECTIVE	To deliver a high standard of care and to provide rehabilitative, restorative and/or ongoing skilled nursing care to elderly residents in need of assistance with activities of daily living
PURPOSE OF POSITION	The role involves a programme of personal care that is personalised for each resident in the form of a Care Plan. Care duties will include assisting the resident with a variety of duties and provide a high quality support service to the residents while observing respect, dignity, privacy and independence at all times.
SUPERVISION	<p>Supervision may be direct when the Registered Nurse is present and actually observes what is being carried out by the Caregiver. In many instances this may be indirect, which means the Registered Nurse is in the work area but does not constantly observe the work being performed.</p> <p>The support may include non-clinical tasks. It may also include redeployment to another unit to ensure adequate coverage in all areas.</p>

KEY TASK 1	OBJECTIVES	PERFORMANCE INDICATORS
Under the direction of the Care Manager/Registered Nurse, assist in providing rehabilitative, restorative and/or skilled nursing care	<ul style="list-style-type: none"> • Maintain the personal hygiene and care of the resident according to the individual Care Plan. 	Ensure standard precautions are minimised to avoid the risk of spreading infections.

<p>to elderly residents in need of assistance with the activities of daily living.</p>	<ul style="list-style-type: none"> • Be alert for any change in residents' condition and report to Registered Nurse or Care Manager. • Work with your colleagues to provide patient care including moving and handling, walking, showering etc. • Respond to call bells promptly and act on the requests of residents for assistance e.g. bed pan, vomit container, fluids etc. • Assist with meals ensuring residents are able to eat and drink safely and assist residents with special requirements in meal selection and delivery. • Maintain confidentiality of information obtained in the workplace. • Demonstrate open communication skills, professionalism, empathy and courteous with residents, staff and family members. • Provide assistance to registered nurses when requested. • Maintains confidentiality of information obtained in the workplace. • Demonstrates sensitivity to residents' privacy. • Be responsible for own actions when working within the allocated tasks 	<ul style="list-style-type: none"> • Conduct duties in non-judgement, culturally safe manner, respecting individual needs and rights of the residents. • Maintain a hygienic, tidy environment.
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KEY TASK 2	OBJECTIVES	PERFORMANCE INDICATORS
<p>Maintain personal and work standards</p>	<ul style="list-style-type: none"> • Manage time effectively, is punctual. • Completes work in expected time frame. • Maintain expected standards of dress and grooming. • Demonstrate enthusiasm for the job. • Maintain resident and Trust Group confidentiality. 	<p>Deliver a high quality, effective, efficient standard of service to the residents.</p>
KEY TASK 3	OBJECTIVES	PERFORMANCE INDICATORS
<p>Maintain safety support and safety functions to a high standard to support the team within the facility.</p>	<ul style="list-style-type: none"> • Contributes to ensuring residents safety. • Attends manual handling training and uses moving and 	<p>Ensure health and safety practices are met as per policies and procedures.</p>

	<p>handling techniques that are safe for residents and self.</p> <ul style="list-style-type: none"> • Takes necessary precautions to prevent injury or accidents occurring, reporting any hazard/concerns re safety to the Care Manager or Registered Nurse. • Is aware of and maintains organisational policies, protocols and standards relating to the Caregivers role under health and safety, including those around personal presentation. • Uses any equipment or supplies resourcefully and responsibly and reports any faulty or damaged equipment. • Demonstrate knowledge of evacuation procedures (a) Fire (b) Earthquake. • Able to locate and use fire appliances. • Continue to update First aid knowledge and practice. Current certificate. • Actively participate in identifying and reporting hazards. 	
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KEY TASK 4	OBJECTIVES	PERFORMANCE INDICATORS
Contribute to the development of the facility by active participation in decision-making, discussion, documentation and quality assurance programme.	<ul style="list-style-type: none"> • Attend staff meetings. • Maintain good working relationships and honest open communications. • Able to identify and use accepted lines of communications. • Demonstrate an understanding of the standards of care required for the elderly. • Adhere to the policies and procedures as set down by the Te Hopai Trust Group. 	Identify areas where performance can be improved.

KEY TASK 5	OBJECTIVES	PERFORMANCE INDICATORS
Contribute to the effective running of the facility, according to regulations and procedures.	<ul style="list-style-type: none"> • Assist with cleaning duties • Ensure resident laundry is managed safely and correctly • Assist residents to maintain their rooms 	Responsible for ensuring health and safety practices are maintained at all times.

	<ul style="list-style-type: none"> • Provide assistance to kitchen staff • Inform Care Manager or Registered Nurse of any maintenance requirements 	
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KEY TASK 6	OBJECTIVES	PERFORMANCE INDICATORS
Accept responsibility for ongoing self-development	<ul style="list-style-type: none"> • To participate in induction and foundation training and regular in-service training programmes as directed by managers. • Accepts responsibility for maintenance of skills and personal growth within the role. • Attend relevant meetings when required. • Develop objectives and goals for own needs annually • Complete and participates in performance appraisal as per policy • Complete all self-evaluation tests. 	Create an action plan for self-improvement based on awareness, goal-setting and planning for further development in your role.

SENIOR CAREGIVER

KEY TASK 7	OBJECTIVES	PERFORMANCE INDICATORS
<p>Orientate new staff and act as a role model.</p> <p>A senior caregiver does all of the above with the added responsibility of being able to administer medication to residents and maintain medication competency.</p>	<ul style="list-style-type: none"> • Buddy up with new staff during their orientation and report their progress to Care Manager/Registered Nurse. • Under the supervision of a registered nurse, assisting with administering medicines and supervising a team of caregivers. • Inform Care Manager of any maintenance requirements. • Maintain current knowledge around policies and procedures. 	<p>Successful orientation of new staff.</p> <p>Decrease work injuries.</p> <p>Comply with current medication management policies.</p>

TECHNICAL COMPETENCIES

COMPENTENCY	DESCRIPTION
Organisation and Culture	<ul style="list-style-type: none"> • Demonstrates a commitment to Te Hopai Home & Hospital • Demonstrates a commitment to the Treaty of Waitangi and contribute to improvement of Maori health. • Contributes to the development of team building and trust amongst colleagues. • Demonstrate a commitment to a culture of continuing quality care.
Progress Notes	Prepare nursing progress notes, documenting the care that they are rendering and any matters that should be reported to the registered nurse i.e. skin tear, wounds etc including any significant changes to residents' health.
Mobile Electrical Equipment	Has a strong understanding of mobile electrical equipment that supports activities for residents' immobility problems. Has a very good knowledge of Manual Handling equipment, assists others to access Care Plan requirements.
Health and Safety	Understands the principles of working in a healthy and safe environment. Ensures Health and Safety systems and processes are followed as per policy, and takes active steps to ensure your own wellbeing and the wellness of others.

QUALIFICATIONS

COMPENTENCY	DESCRIPTION
Qualifications NZ Certificate in Health and Wellbeing (Level 3 and/or 4)	<ul style="list-style-type: none"> • Essential • Respect for the elderly • Personal commitment to delivering a high standard of quality care • An ability to work in a calm and supportive manner • An ability to work under pressure • Sensitivity to and understanding of cultural needs, and a desire to contribute to meeting those needs, with an ability to demonstrate the principles of the Treaty of Waitangi. • Flexibility and adaptability to provide a 24 hour / 7 day week Caregiving services. • Good personal time management skills and ability to priority. • Effective communication skills and interpersonal skills. • Level of fitness appropriate to the physical demands of the role. • Previously work in a health care setting as a Caregiver or in a related health care consumer service.

Information about Rotational Roster

The term "rotational shiftwork" covers a wide variety of work schedules and implies that **shifts rotate** or change according to a set schedule. These **shifts** are continuous, running 24 hours per day, 7 days per week.

There are three important points to consider:

- (1) health concerns,
- (2) business needs, and
- (3) staffing requirements.

Listed are the range of shifts for Caregivers

0700 – 1530
0700 – 1100 / 1600 – 2000 [split shifts]
0700 – 1300
0700 – 1400
1430 – 2200
1430 – 2300
1600 – 2000
2245 – 0715 (following day)

Hours may be altered by the Clinical Manager if there is a business requirement.