

POSITION DESCRIPTION

1. POSITION IDENTIFICATION

Title	ACFI Coordinator
Functional Area	Nursing Service Area
Reports to	Clinical Care Coordinator
Employment Status	Part-Time
Terms of Employment	Nursing and Midwifery Board of Australia Award -AHPRA
Hours of Duty	32 hours per week

2. POSITION OBJECTIVE

To maximize ACFI funding by ensuring that submissions accurately reflect care needs of residents and that staff are aware how to accurately document resident care needs.

3. COMPETENCIES REQUIRED

Customer Service	<p>Highly developed interpersonal/communication skills</p> <p>Integrates the relevant industry standards, legislation and common law requirements into work practices.</p> <p>Understands and protects the rights and responsibilities of staff.</p> <p>Consistently follows the agreed service policies and procedures.</p> <p>Reads and understands new and revised service and organizational policies and procedures as distributed.</p>
Leadership and Teamwork	<p>Ability to work independently and as part of a team when required</p> <p>Ability to mentor clinical staff in ACFI processes and documentation</p> <p>Ability to manage and co-ordinate all activities and documentation relating to ACFI</p> <p>Ongoing professional development and maintaining industry knowledge.</p>

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Staff & Self Development	<p>Maintains and updates knowledge on aged care funding (ACFI)</p> <p>Provides education for staff on ACFI and documentation as required</p>
Administration and Reporting	<p>Develops, implements and reviews organizational ACFI levels and monitors to ensure implementation in accordance with statutory requirements</p> <p>Provides monthly reports to the Clinical Care Coordinator on ACFI levels</p>
Financial Targets	<p>Maximises ACFI funding reflected in improved revenue</p> <p>Identifies and implements new ways of increasing funding and subsidies</p>
Continuous Improvement	<p>Participates and contributes to the review of procedures which aim towards 'best practice.'</p> <p>Consistently follows organisational and service policies and procedures.</p> <p>Reads and understands new and revised service and organisational policies and procedures as distributed.</p> <p>Contributes to the maintenance of the OHS program</p> <p>Participates in training and development activities related to responsibilities.</p> <p>Promotes new projects and assists in their implementation</p>
Job Duties	<p>Mental Requirements</p> <p>The duties include a variety of situations where stress may be involved, such as, dealing with residents who are cognitively and physically impaired and dealing with residents who suffer from post-traumatic stress and the like.</p> <p>Physical Requirements</p> <p>Duties include the following tasks: Bending, lifting, twisting and turning, requiring the use of the neck, back, shoulders, arms, wrists, hands, hips, legs and knees. Kneeling and crawling may also be required with some tasks.</p>

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4. KEY PERFORMANCE OBJECTIVES

Key Selection Criteria- What is required to be done?

Demonstrate a committed approach to management of aged care

Have a knowledge, of and understanding of the Emmy Monash Home Nursing Philosophy

Have an understanding of the nursing process as a problem solving and quality improvement strategy

Demonstrate a knowledge & experience in managing, reviewing and increasing ACFI

Clinical Knowledge of Contemporary Practice

Self-motivated and self-directed

Good interpersonal skills

Ability in usage of Word, Excel, and the Internet

Highly organized, with a systematic approach.

Ability to write submissions to satisfy ACFI and accreditation requirements

Key Performance Indicators- How do you know it has been done?

Knowledge and communication of contemporary nursing practices, interventions and industry standards.

Efficient management of the ACFI process by:

- Developing and regular review/validation of ACFI funding to ensure that funding is maximised
- Providing support and training to clinical staff on ACFI funding
- Identifying and implementing new ways of increasing funding and subsidies

Development, maintenance , updating and communicating knowledge on other care initiatives that can improve funding

Timely and accurate reporting and communication with Clinical Care Coordinator, Quality Manager and key supervisors on quality/clinical projects in line with best practice

Active contribution to achieving team objectives.

Information and knowledge is shared with others as necessary and appropriate.

Appraisal: Within 3 months, then on an on-going basis , with a formal annual system of performance appraisal based on key performance indicators and performance objectives.

5. PERSON SPECIFICATION QUALIFICATIONS/KNOWLEDGE/EXPERIENCE

Qualifications, Knowledge, Skills & Experience - Desirable:

- Aged Care experience
- Qualifications/experience in dementia care
- Knowledge of RCA/ACFI systems

Knowledge, Skills & Experience (Essential):-

- Nursing Registration, Registered Nurse
- Gerontology qualification or experience

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6. ORGANISATIONAL RELATIONSHIPS/AUTHORITY

Reports to Clinical Care Coordinator.
Works closely with Physiotherapists and in house Pain clinic.
Works closely with Team Leaders and nursing staff to ensure ACFI and clinical documentation is complete and up to date.

7. OCCUPATIONAL HEALTH AND SAFETY

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilisation of appropriate personal protective equipment
- Managing emergency situations in accordance with the Emergency Procedures Manual .

ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

I have read, understood and accept the above position description

Employee's
Name:

Direct Manager's
Name:

Signature:

Signature:

Date:

Date:

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