



POSITION DESCRIPTION

Position Title:	Consultant Residential Funding
Reports To:	Manager Residential Funding
Salary/Classification Level:	Helping Hand Health Professionals Collective Workplace Agreement
Staff Reporting To This Position:	Clinical Nurses – Comprehensive Assessment and Documentation

Purpose of the Position

The Consultant Residential Funding leads all Helping Hand ACFI activities to enable optimal care and subsidies through assessment and documentation associated with the ACFI appraisal process. The incumbent will assist in the development and implementation of systems for ACFI process management as well as standard educational materials, providing leadership, education and skills development. The Consultant will monitor all aspects of ACFI management, in conjunction with the Manager Residential Funding.

Position Environment

The Consultant is a member of Residential Funding team and will be required to work across all Helping Hand Aged Care residential care facilities (metropolitan and country). They will work closely with the CN-CADs to provide support and leadership to ensure the effective implementation of ACFI systems across the organisation.

Other Key Relationships

The Consultant Residential Funding will provide support to staff in all aspects of comprehensive assessment and documentation in partnership with the Clinical Nurse – Comprehensive Assessment & Documentation, the Clinical Nurse, Care, and other members of the senior multidisciplinary team. Specifically, they will support Allied Health and Physiotherapists to coordinate all activities relate to the successful completion of all ACFI related tasks.

The incumbent will work closely with other members of the Client Safety and Quality Unit as well as senior residential site staff. The Consultant has functional responsibility for the site Clinical Nurse – Comprehensive Assessment & Documentation positions.

Key Outcomes & Responsibilities

Manage the organisational ACFI process

- / Monitor the quality of comprehensive contemporary assessment and care planning practices, ensuring resident's quality of life and independence is optimised, ensuring it



meets all legislative requirements, assessments and evidence are provided for ACFI purposes.

- / Develop and monitor a system to ensure all ACFI processes, systems and business rules are being applied to optimise care subsidies requirements and meet the validation rules of the Aged Care Funding Instrument (ACFI). This includes support the site Clinical Leadership Group to ensure Helping Hand appraisal packs meet requirements for validation
- / Direct and lead the standardised functional requirements of the Clinical Nurse – Comprehensive Assessment & Documentation role ensuring these positions work together as a team using standardised processes.
- / Oversee ACFI validation visits ensuring and supporting key staff in the management of external validation.
- / Assist the CN-CADs to feedback to the individual Residential Services Manager to ensure ACFI systems work appropriately within site processes of assessment and care planning.

Provide education and training

- / Improve the knowledge and skills of staff in comprehensive contemporary assessment and documentation and their application to the ACFI model including support, direction and education. Provides education to registered and enrolled nurses and care workers in the area of assessment and associated activities that support good care and ACFI submission.
- / Support the CN-CADs and key stakeholders in interpreting diagnoses and associated care needs resulting in provisional ACFI calculation for potential residents to assist the admissions decision-making process.
- / Work with CN-CAD and site CN/CNC to identify processes to recognise 'major change' or a 'change' in care needs of existing residents ensuring ongoing evaluation of care. The processes will support the submission of reappraisal in a timely manner to optimise care subsidies.

Optimise ACFI in comparison to care needs

- / Monitor financial performance of ACFI using Procura Residential Management and regularly report to relevant staff.
- / Reports regularly on performance and resulting outcomes of the role to the Assessment and Care Planning Manager and relevant others as defined.
- / Other duties as directed by the Manager Residential Funding.



Helping Hand

Personal and Professional Development

- / Comply with the professions code of ethics and acts to correct any unsafe practice
- / Comply with the Helping Hand's code of conduct. Acts professionally at all times when dealing with residents, their families and visitors to the facility
- / Practice in accordance with all relevant legislation and clinical/professional standards/guidelines
- / Practice within own abilities and qualifications
- / Maintain knowledge and skills in relation to funding and validation requirements
- / Maintain contemporary professional knowledge and skills through participation in professional development activities, both with professional Development (CPD) Program
- / Participate in Performance Management processes, including professional development, annual performance review, professional portfolio and Helping Hand Competencies

Selection Criteria

Essential

- / Current registration and practicing certificate with Australian Health Practitioner Regulation Agency as a Registered Nurse.
- / Demonstrated experience in a leadership role including workload management, performance management, project management and critical and reflective thinking skills in decision making and problem solving.
- / Ability to communicate with a range of people including older people, staff, volunteers and visitors, particularly in relation to care of residents
- / Knowledge experience and comprehensive understanding of contemporary assessment and care planning practice
- / Understanding of the principles and contemporary practice relating to change management
- / Demonstrated high understanding and experience in working within regulatory and legislative practice parameters in relation to nursing practice
- / Good written and verbal communication skills including experience in preparing reports, analysing data and providing recommendations
- / Demonstrated commitment to continuing professional and personal development

This position description forms part of the contract of employment.



- / Demonstrated high level of interpersonal skills, with ability to liaise with people from a diverse range of backgrounds and the ability to be cross culturally sensitive
- / Experience in the use of Microsoft desktop products such as Word, Excel and Outlook
- / Understanding of the aged care sector and contemporary issues relating to the Aged Care Industry, including Aged Care Funding Instrument (ACFI)
- / Knowledge and experience of documentation and continuous improvement requirements in aged care

Desirable

- / Comprehensive knowledge of the Aged Care Funding Instrument (ACFI) with experience in a similar role.
- / Post basic qualifications relevant to aged care
- / Previous experience in a Clinical Nurse role



Customer Service ...the Helping Hand Way

We deliver our service guided by our **5 Golden Standards**

- 1** We always offer choice.
- 2** We engage.
- 3** We speak clearly, politely and respectfully.
- 4** We deliver on our promises.
- 5** We make their day!

Helping Hand's Code of Conduct

Our Code of Conduct reflects **The Helping Hand Way** and expects you to act with:

Compassion

- / Demonstrate your concern for others and do everything you can to help.
- / Recognise and consider people's feelings and circumstances.
- / Treat others with respect, courtesy, care and compassion.
- / Support and value the contribution of other team members.

Respect

- / Recognise and consider people's feelings, choices and rights.
- / Maintain the privacy and confidentiality of others at all times.
- / Conduct yourself with honesty, fairness and integrity.

Excellence

- / Undertake your work with professionalism, to a high standard and with the appropriate skill and care.
- / Take responsibility for your actions and behaviours.
- / Strive to improve the quality of services to our clients and to each other.
- / Go the extra mile in order to deliver the best outcomes.
- / Strive to create new and better ways of doing things.

Community

- / Foster connection with our clients, our teams, each other and our community.
- / Value and support difference in our community and value the contribution that difference provides to us.

Work, Health & Safety

Arrive Safe, Work Safe and Go Home Safe

- / Make sure you keep your safety and others safety top of mind. Work safe all the time!
- / If you notice someone doing something unsafe, ask them to stop or find a safer way.
- / Do the training we ask you to do...it's for your own and others safety.
- / If you notice something that is a potential risk or hazard to your safety or others safety – report it. Hazards – turn into accidents! Watch out for spills, things in the way of people, equipment that isn't working.
- / If you report it...be a part of the solution. We need your ideas, solutions and feedback.
- / If you need equipment to do your job safely – make sure you use it. It's there to keep you safe...
- / If equipment isn't working properly – tell everyone around you and then tell us so we can fix it.
- / If you are involved in an incident or are injured...tell us straight away. Your supervisor will be able to help you.