



## Job Description and Selection Criteria

### **ACFI Registered Nurse**

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#### **Location**

Bentley Park

#### **Reporting To**

Manager Care Services

#### **Direct Reporting Staff**

Nil

#### **Award / Agreement**

SwanCare Group ANF Enterprise Agreement 2016

#### **Normal Hours**

As per rostered hours

#### **Position Objective**

The role will be responsible for working with the Manager, Registered staff and Assistants in Nursing to enable SwanCare to achieve outcomes through the maximisation of the Aged Care Funding Instrument (ACFI), through contemporary clinical assessment and documentation consistent with all legislative requirements.

#### **Responsibilities**

##### **Legislation, Policy, Procedure, & Guidelines**

Acts in accordance with:

- SwanCare Group Policies and Guidelines
- The Aged Care Act 1997 and Attached Principles
- Aged care Standards and Accreditation Process
- Equal Employment Opportunity Principles
- Worksafe Legislation

##### **ACFI**

- Coordinates the Aged Care Funding Instrument program in collaboration with the ACFI documenters, Managers, Registered staff and Assistants in Nursing.
- Monitoring assessments and care planning practices in order to gather information for submission of the ACFI.
- Schedule the compilation of clinical data to enable timely submission of ACFI claims to Medicare.
- Works with other members of the Health Care Team in collecting information for assessments, care planning and ongoing evaluation of resident's care needs.
- Provide ACFI support and education to staff ensuring that the facility meets its legislative obligations.
- Review all ACFI claims for submission prior to lodgement with the intent that each claim can withstand any validation by department authorities.
- Ensure that ACFI claims accurately reflect assessed care needs consistent with contemporary clinical practice.

- Develop and maintain professional relationships with relevant state based Medicare and ACFI representatives.
- Develop educate and monitor appropriate use of all facets of the Medicare online website.
- Utilises the team approach in everyday activities.

#### **Communication and Relationship Management**

- Ability to impart knowledge e.g. students, other team members, residents and families.
- Regular participation in meetings and committees.
- Assists in maintaining harmonious relationships with all members of the health care team.
- Demonstrates effective communication which reflects SwanCare values and Behaviour Standards.

#### **Corporate Values**

Actively promotes & develops the corporate:

- Vision – is to enrich the lives of everyone in our community.
- Mission – Is to provide comprehensive quality care, accommodation and services to our residents.
- Values – RESPECT - Reliable, Enthusiastic, Supportive, Professional, Ethical, Compassionate, and Team Focused.

#### **Quality Assurance/Continuous Improvement**

- Participates in processes to monitor customer satisfaction through services delivered by the organisation.
- Promotes and participates in Continuous Improvement activities & programs for self and those under direction.

#### **Occupational Health & Safety**

- Accepts responsibility for own health & safety.
- Ensures staff adhere to health and safety standards.
- Ensures staff follow correct manual handling and transferring principles at all times.
- Manages & reports staff injuries at the time of accident as per written instructions, policies and procedures.
- Ensures all equipment is safe and in good working order. Removes items from the unit that are in disrepair.
- Conducts safety audits when requested to do so.
- Ensures delegated work area is safe for residents, visitors and staff.

#### **Appraisal & Evaluation**

- Sets and writes personal goals and objectives annually. Evaluates own performance.
- Constructively appraises the practice and performance of staff under direction.
- Conducts staff appraisal by due date.

#### **Professional Development**

- Maintains and develops professional knowledge and skills related to role.
- Actively participates in professional associations and care facility committees as requested.
- Sets goals for personal and professional growth and revises them annually.

**Performs other duties as required.**

**Prepared By**  
Name: *People and Culture*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Accepted and Agreed by**

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## **SELECTION CRITERIA**

### **ACFI Registered Nurse**

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#### **Essential Criteria**

Bachelor of Science (Nursing) or equivalent.  
Minimum of 3 years' experience in the Aged Care Sector in an ACFI role.  
Demonstrated commitment to customer service.  
Current Division 1 APRHA registration.  
Advanced Clinical Skills in an Aged Care setting.  
Highly developed interpersonal and communication skills.  
Demonstrated high level of written and verbal communication skills.  
Highly developed organisational skills including ability to manage time well and identify priority tasks.  
Highly developed negotiation and problem solving skills.  
Intermediate computer literacy skills.  
High standard of personal and professional conduct.  
Detailed understanding of the funding and administrative arrangement compliance requirement of the Aged Care Act 1997 and associated reforms.  
Highly developed understanding and skills in ACFI documentation.  
Understanding of the basic principles of budgeting and financial management and reporting.  
Ability to work unsupervised as well as part of a team.  
Flexibility and adaptability in a changing environment.  
Unlimited work rights within Australia.  
National Police Clearance.

#### **Desirable Criteria**

- Sound working knowledge of Autumn Care.