



POSITION DESCRIPTION

Position Title	ACFI Champion
Department/Function	
Location	Aged Care
Reports To (<i>Position</i>)	<i>Attach an organisational chart of department to indicate the relative level of the job in the division.</i>
Positions Reporting to this Position	
Effective Date (of PD)	

Main Purpose/ Primary Objective	To ensure that government funding streams such as ACFI are submitted by Trinder Park Lutheran Complex that reflects appropriately the care requirements of the resident in accordance with legislation and business rules provided by the government for ACFI submissions.
--	--

Key Accountabilities/Key Result Area

Within the policies established by Lutheran Services and working in collaboration with relevant managers and employees, the occupant of this position will:

- Maintain a sound knowledge of the ACFI and other funding tools and their implications with funding subsidies;
- Assist staff to identify the assessed care of the resident based on what the resident's requirements are, and why the resident is unable to meet this themselves. Also how staff support the resident to maintain their health and wellbeing;
- Provide appropriate education, resources and advice to staff at Trinder Park in the effective use of Lutheran Services clinical documentation and iCare systems for preparing ACFI submissions and ensure a consistent systematic approach is implemented from an organisational perspective;
- Promote Lutheran Services's commitment to continuous improvement and maintaining compliance;
- Report to the ACFI Manager any issues that arise or improvement suggestions related to implementation, ongoing coordination and maintenance of the ACFI system within Trinder Park;
- Prepare ACFI submissions by following the Lutheran Services ACFI Claiming Process Guide to ensure ACFI submissions are submitted in an appropriate timeframe;
- Review all residents on a regular basis for increased health and wellbeing requirements that meet the ACFI business rules for claiming.
- Undertake professional and personal development as required and directed.
- Undertake pain treatment (4a) on a weekly basis as part of Physiotherapy/Allied Health plan.



POSITION DESCRIPTION

Key Relationships/ Interactions	The ACFI Champion reports to the Care Manager at Trinder Park. This position will consult, collaborate and network with Trinder Park staff.
Position Requirements (Knowledge and Experience)	<p>Occupant must have a recognised qualification as a registered nurse and significant experience in a similar position. They need to have a thorough knowledge of one or more electronic clinical documentation systems, as well as skills as a trainer. They should also be comfortable with planning and working in multi-site environments and maintaining comprehensive ACFI records and packs ready for validation. It is highly desirable the occupant has intermediate skills with iCare.</p> <p>This position requires the ability to effectively and appropriately communicate with a wide variety of stakeholders, including co-workers and managers, residents and families, industry colleagues, and relevant Government Departments.</p> <p>The incumbent must maintain APHRA (nursing) registration, a positive federal police check and Australian driver's licence.</p> <p>The incumbent will be required to provide medical information relevant to this position by submitting to a pre-employment medical and be deemed fit by Lutheran Services.</p>
Position Dimensions (only if applicable to position)	<i>If applicable/required: Indicate numbers that will assist in providing an indication of the scope or impact of the responsibilities of the position. Indicate the areas directly affected by the decisions required in this position, whether organisation wide or within the division. Provide figures on an annual basis. i.e. Budget, authority levels, employees supervised (directly or indirectly), number of customers/clients responsible for, expenditure authority, working relationships (internal and external), etc.</i>
Culture	<p>At Lutheran Services we promote a culture that supports high and ethical performance. Our leadership team, believes a high performance culture that is characterised by:</p> <ul style="list-style-type: none">▪ a learning and growing environment▪ a high achievement orientation▪ a sharing environment - information, resources, ideas and goodwill▪ commitment to being the best we can be▪ humility, fairness and openness in how we go about our work. <p>All within the context of acting in the best interests of Lutheran Services, and working in accordance with our Values.</p>



POSITION DESCRIPTION

Prepared By	<i>Date</i>	/	/
--------------------	-------------	---	---

We certify that the content of this position description is accurate:

Incumbent's Signature	<i>Date</i>	/	/
----------------------------------	-------------	---	---

Manager's Signature	<i>Date</i>	/	/
----------------------------	-------------	---	---

NOTE: This position statement is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organisation.