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| ***Overview of duties:***Responsible for the delivery and documentation of personal care to all residents. PCA’s are required to read and become familiar with the resident care plans to ensure appropriate care and support is provided to each resident. Buddy with any new staff including agency personnel. Approach and respond to residents, their family and friends promptly and refer them to the EN to discuss changes in health status or any concerns. PCA’s must refer to the Enrolled Nurse for all care direction and report any concerns directly to them, team work is vital. |

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| Time | (Times should be used as a guideline) **Function** |
| 07000800 | * Clock on
* Check allocation
* Collect and sign for DECT phone
* Check memos, diary and handover folder
* Report on duty to EN and receive brief handover from the EN on vital information and allocated residents, area and partner to buddy up with
* Complete a round of the area checking all residents are sat up ready for breakfast, teeth cleaned, curtains open, safe and have a cal bell within reach
* Assisting residents with ADL’s, showers, washes, toileting, oral and dental care.
	+ Take into account residents preferences for getting up early or late.
* All care to stop for breakfast assistance and delivery of trays
* Collect trays and dirty dishes from resident rooms
* Continue assisting residents with ADL’s, showers, washes, toileting, oral and dental care.
* Alert EN prior to taking a break
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| **As per area schedule** | **Morning Tea Break (each area is to have at least 2 staff member at all times) 10 minutes** |
| 10001200 | * Alert EN of return from break
* Assist residents with Morning Tea as per resident’s individual requirements
* Collect and return Morning Tea dishes
* Continue assisting residents with ADL’s, showers, washes, toileting, oral and dental care.
* Make beds and ensure rooms are clean and tidy
* Towels replaced and used continence aides removed from bathrooms
* Ensure resident of the day weights are completed
* Complete documentation
	+ ACFI documentation
	+ fluid balance
	+ bowel charts
	+ admission assessments
	+ Daily massage signatures
* Attend to any scheduled toileting and resident requests
* Assist any resident’s with morning tea if in activities
* Assist residents to prepare for lunch
* Assist with seating allocations in the dining room
	+ Assist residents that require assistance with their meals in the dining room or the resident’s room.
* Collect trays and dirty dishes from resident rooms
* Assist in the dining room serving, feeds tea/coffee, clearing tables.
* Assist residents back to room, common areas, lounges
* Toilet residents as per toileting schedule
* Alert EN prior to taking a break
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| **As per area schedule** | **Lunch break (each area to have at least 2 staff members at all times) 30 minutes** |
| 14001500 | * Alert EN of return from break
* Toilet residents as per toileting schedule
* Answer bells and assist residents as required
* Assist residents with Afternoon Tea as per resident’s individual requirements
* Collect and return Afternoon Tea dishes
* Continue with completing documentation and charting
* Report off duty to EN and handover any relevant information not already reported
* Clock off
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|  | Authorised By: S Steensma Site Operations Manager Date 19/08/2021 Signature   |

### Throughout shift

### Notify EN of any unwell residents, pressure areas, skin tears, incidents or hazards

* Follow each residents nursing care plan

### Answer all bells whether in your area or not

* Clean rooms e.g. clean commodes, empty bed pans, clean shower chairs, ensure toilets cleaned, dirty clothes are removed, overways wiped down, dirty dishes removed and beds made.
* Clean and put equipment away after use
* Restock linen trolleys
* Ensure sluice room is clean
* Check and empty linen skips
* Check drawers and wardrobes are tidy
* Ensure residents fingernails are clean and trimmed
* Complete ACFI charting if appropriate
* Weigh residents as per directed and record
* Change linen as per linen change schedule and as required.
* Ensure every resident has a drink at meal times
* Ensure room jugs are replaced if empty