

FAIRMONT AGED CARE CENTRE

Policy Grouping:	MANAGEMENT
Policy Name:	PERSONAL CARE WORKER ONGOING EDUCATION
Policy No:	MAN024

POLICY

All employed personal care workers will undertake further education to achieve Certificate III in Community Services (Personal Care) & Certificate IV in Community Services (Personal Care) to ensure continued employment. Further to this, all personal carers will be expected and encouraged to pursue professional and personal development by attending further education sessions, both internally and externally to enhance aged care delivery through contemporary practice. This policy is to comply with ongoing education, continued improvement and regulatory compliance Standards 1.1, 1.2 and 1.3 of the four standards as outlined in 'Standards and Guidelines for Residential Aged Care Services'. As of January 2000, this policy forms part of all written or verbal contracts of employment in operation at this facility.

ACCOUNTABILITY

Management at interview will discuss and ensure that job applicants/personal care workers who have not achieved Certificate III in Community Services (Personal Care) will be made aware of the policy of the facility regarding ongoing education.

Unqualified personal care workers already employed will be made aware of the policy to be introduced and be given a reasonable timeframe to commence their ongoing education requirements (as per policy procedure).

Ongoing education professional and personal development internally and externally will be determined by:

- Staff performance appraisals
- Committee involvement and commitment
- Ongoing education program of the facility

Note

- Ongoing education costs may not all be born by the facility. Education paid for by the facility must be budgeted for and will be offered to personnel who are committed to proactive advancement and development both personally and on behalf of the facility.
- Students may be eligible for Austudy allowance through application to CentreLink.

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- Staff who are already working in aged care facilities and who pay for their own education costs may be able to claim the cost of education as a tax deduction at the end of each financial year (refer to personal taxation accountant for professional advice).
- Staff must not assume eligibility for any of the above options and may have to pay for their own education costs for Certificate III in Community Services (Personal Care) and/or Certificate IV in Community Services (Personal Care) to ensure continued employment.

PROCEDURE

1. New employees who do not have a Certificate III in Community Services (Personal Care) will enrol and commence this course within 12 months of employment at the facility after consultation with the Director of Nursing or Nurse Educator.
2. Roster changes and re-allocation of times or replacement will be negotiated with the Director of Nursing so that the Certificate III in Community Services (Personal Care)/ Certificate IV in Community Services (Personal Care) course can be achieved by employees. Staff may be required to fulfil education requirements in their own time or by taking a leave of absence.
4. Eligibility for other education, both internally and externally, will be assessed through:
 - Staff performance appraisals - determining staff strengths and weaknesses and professional development directions
 - Committee involvement and development - staff who are committed to embracing change
 - Personal interest, in particular, areas such as clinical practice or standards and accreditation processes which will assist in personal growth or quality outcomes to the residents of the facility
5. If staff do not take up further education, Certificate III in Community Services (Personal Care) within the specified timeframe, without prior agreement from the Director of Nursing, this will be deemed to be a breach of the employment

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agreement and the grievance procedure will be initiated.

EDUCATION AND TRAINING

- Working to Relevant Awards
- Personal and Professional Development
- Work Ethics and Duty of Care

ATTACHMENTS AND FORMS

Nil