



ORGANISATIONAL STRUCTURE

TriMor Aged Services Pty Ltd - Arlington ACF



1

- **TriMor Aged Services Pty Ltd** is managed by a sole Director.

Responsibilities:

- ⇒ Accreditation
- ⇒ Approved Provider responsibilities under The Aged Care Act 1997 as amended and associated Principles
- ⇒ Education/professional development
- ⇒ Financial management
- ⇒ Human Resources Management
- ⇒ Quality Program Management
- ⇒ Systems Development



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■ Executive Director of Nursing - Arlington ACF

Responsibilities:

⇒ Management of care and services

Admission process

➤ Assessment process

➤ Care planning and review

➤ Consultation / liaison

➤ Clinical supervision and monitoring

➤ Allied Health services (Physiotherapy/Podiatry/Massage & Aromatherapy)

➤ Lifestyle Program

➤ External allied health & specialist services

⇒ Management of care and service staff, including recruitment.

■ All staff are accountable to the Directors.

■ Registered Nurses Division 1 'In Charge' of each shift report and are accountable directly to the Executive Director of Nursing.

■ Personal Care Workers are accountable to the Executive Director of Nursing, and report to the Registered Nurse Division 1 in charge of each shift.

■ The Graduate Nurse Program is managed jointly by the Executive Director of Nursing and the Managing Director.

■ The Lifestyle Program staff, Physiotherapist and Massage/Aroma Therapist are accountable and report directly to the Executive Director of Nursing.

■ Catering, environmental services and maintenance staff report directly to the Managing Director.

■ All Registered Nurses Division 1 are responsible for a specific Portfolio, eg -

⇒ Continence

⇒ Infection Control

⇒ Medication Management & Administration

⇒ Pain Management, and

⇒ Wound Management,

and are accountable and report to either the Executive Director of Nursing (clinical), or Managing Director (Quality/Accreditation Standards), on the conduct of their Portfolio. Duty Statements detail the responsibilities for each Portfolio.



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- All positions require certain standards of minimum qualifications, eg -
 - ⇒ Bachelor of Nursing
 - ⇒ Certificate III Aged Care
 - ⇒ Certificate IV Leisure and Lifestyle
 - ⇒ Food Safety Certificates.
- All staff are provided with Position Descriptions, and required to complete a range of competency assessments at commencement of employment, and annually or bi-annually thereafter.
- At commencement of employment all staff are provided with an extensive Orientation Program, including a mandatory manual handling competency assessment.
- All staff are required to maintain current 1st Aid and CPR Certificates.
- In accordance with relevant Commonwealth legislation all staff, allied health and other contractors, who have unsupervised access to residents, are required to maintain current National Police Certificates.
- All staff are required to participate in mandatory education/training sessions, including -
 - ⇒ Accreditation Standards and Expected Outcomes
 - ⇒ Fire and Emergency & Evacuation training
 - ⇒ Infection Control
 - ⇒ Medication Management & Administration.
- All staff are subject to regular performance and competency reviews.