




Aged Care Victoria Recruitment Methodology: Compliance and Training for In-Home Carers

Recruitment - Robust methodology

- ✓ Telephone Screening: Detailed pre-screen to ensure candidates have the basic requisite skills
- ✓ An invitation to a formal behavioral based interview or a formal email rejection
- ✓ Interview behavioral based ensuring essential and desired criteria is met
- ✓ A Psychometric assessment on candidate suitability
- ✓ Collate all necessary documentation:
Police Checks, Working with Children's Check, DWES checks
- ✓ Collate Accreditation documents i.e.:
Cert III (or equivalent) APHRA, Nursing registration or relevant units
- ✓ Referee Checks with 2 supervisors/managers
- ✓ Review all information, success or fail result
- ✓ Present Profiles to Client

Compliance - Regularly audited through our internal CRM

- ✓ Police Check: Valid within 1 year
- ✓ Working with Children's Check Card: Valid within 5 years
- ✓ DWES Check: All candidates details uploaded to portal and "cleared"
- ✓ Qualifications: Sighted and held on file
- ✓ First Aid: Valid With 3 Years CPR Refresher: Valid within 1 year
- ✓ COVID-19 Daily Attestations completed and held on file



Training - Delivered via our Consultants, The Department of Health and Human Services and our external partners as well as GO 1 Training

- ✓ In Home Care Online Induction Training Modules (2 hours) - Approach to Quality In-Home Care
- ✓ Understanding of Consumer Directed Care
- ✓ M^cArthur In-Home Carer - Compliance Documentation
- ✓ The Role of an In Home Carer - duties & expectations
- ✓ M^cArthur Medication Administration process and information
- ✓ In-Home Care Service types and requirements
- ✓ In-Home Carer - representation throughout your placement
- ✓ Mentoring, Support, Feedback & Performance Management Processes
- ✓ Standards of dress, presentation and punctuality
- ✓ Standard practices, helpful hints and reminders for In Home Carers
- ✓ Frequently Asked Questions
- ✓ OHS / WHS Induction, Incident Reporting, Personal Wellbeing, Manual Handling, Performing all services in a safe manner
- ✓ COVID Hand Hygiene, Door Stop Assessment, PPE, Mandatory Reporting
- ✓ Timesheet & Administration
- ✓ Manual Handling Refresher Training Modules Annual
- ✓ Infection Control Refresher Training Modules Annual
- ✓ DHHS COVID-19 Training Modules Aged Care – Personal Safety, COVID-19, PPE, Supporting Older Australians
- ✓ In Service Training & Development Virtual Sessions with M^cArthur Consultant
- ✓ Professional Boundaries Building Rapport, Consumer Directed Care, COVID-19 PPE, Hand Hygiene, Door Stop Attestation
- ✓ In-Service Training & Development Virtual Sessions with Consultant
- ✓ Candidate Health Wellbeing & Mental Health