

PCA/AIN CHECKLIST

Please ensure that you bring the following if you are applying for a Personal Care Assistant role. You are required to bring **ALL documents** to avoid application process delays.

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| <input type="checkbox"/> Certificate III in Aged Care | <input type="checkbox"/> 100 points of ID: passport, birth certificate, citizenship papers, Medicare card, driving licence |
| <input type="checkbox"/> Employee Police Check (<u>not</u> volunteer/student) | <input type="checkbox"/> Superannuation Details (Fund Name, USI, Your member Number) |
| <input type="checkbox"/> Tax File Number | <input type="checkbox"/> Bank Details (BSB & Account number) |

Records of the following are also required:

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|--|--|
| <input type="checkbox"/> Annual Flu Vaccination | <input type="checkbox"/> Immunisation records / Serology testing |
| <input type="checkbox"/> Statutory Declaration (signed and witnessed prior to interview) | |

Mandatory for all acute and some community shifts:

- Employee Working With Children Check (not volunteer)

Paperwork must be shown to prove legal working rights:

- Visa Grant Notice

The following three competencies must be annually renewed:

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|--|--|
| <input type="checkbox"/> Hand Hygiene | <input type="checkbox"/> Infection Control |
| <input type="checkbox"/> Manual Handling | |

Please ensure that you have attended a practical course (not online) and check the expiry date on the following certificate:

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|---|--|
| <input type="checkbox"/> CPR Certificate (valid for 1 year) | <input type="checkbox"/> First Aid Certificate (valid for 3 years) |
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