

## PCA/AIN CHECK LIST

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.

If you're a PCA/AIN:

- 100 point of ID: passport, birth certificate, citizenship papers, Medicare card, driving licence
- Certificate III in Aged Care
- Employee Police Check (not volunteer/student)
- Tax File Number
- Superannuation Details (Fund Name, USI, Your member Number)
- Bank Details (BSB & Account number)

- Statutory Declaration (signed and witnessed prior to interview)

This is 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

Records of the following are also required:

- Immunisation records/Serology testing
- Annual Flu Vax

The following three competencies must be annually renewed:

- Hand Hygiene
- Infection Control
- Manual Handling

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

- First Aid Certificate (valid for 3 years only)
- CPR certificate (valid for 1 year only)