



**SEYMOUR HEALTH**

**POSITION DESCRIPTION**

<b>Position Title:</b>	Residential Aged Care Nurse Unit Manager (Barrabill House)
<b>Directorate/Team:</b>	Clinical Services
<b>Award / Classification:</b>	<b>Award:</b> Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-2020  <b>Classification:</b> Nurse Unit Manager - Year level dependent on experience
<b>Employment Status:</b>	Full time
<b>Responsible to:</b>	Director of Clinical Services
<b>Version Number:</b>	2.0 <b>Date Written:</b> April 2016
<b>Version updates:</b>	7 <sup>th</sup> July 2017
<b>Approved by:</b>	<b>Signature:</b>
	<b>Name:</b> Chris McDonnell
	<b>Position:</b> CEO
	<b>Date:</b>
<b>Seymour Health</b>	
<p>Seymour Health is a:</p> <ul style="list-style-type: none"> <li>• 30 bed public facility which provides public and private acute medical and surgical, renal dialysis, urgent care, day procedure and palliative care;</li> <li>• It also has a 30 bed high care aged residential care facility (Barrabill House): and</li> <li>• Community services, including District Nursing, Palliative Care and Planned Activity Group,</li> <li>• Sub-Acute Ambulatory Services including Occupational Therapy, Physiotherapy, Podiatry, Cardiac and Pulmonary rehabilitation, Welfare, Exercise groups, Hospital Admission Risk Program (HARP), Dietician and Diabetes Education.</li> <li>• Support services including administration, food, hotel and maintenance services.</li> <li>• Private pathology and medical imaging services are available on site.</li> <li>• Visiting specialists and local General Practitioners provide the medical services.</li> </ul>	

## PURPOSE OF ROLE

The purpose of the Nurse Unit Manager role of Barrabill House is to:

- Ensure the residents receive optimum care in a respectful environment
- Provide leadership to all staff and enable them to perform their roles to the best of their ability within legislative requirements and a positive staff culture achieving and upholding Seymour Health's Mission, Vision and Values
- Demonstrate wise stewardship of fiscal resources and maximise funding opportunities (via Aged Care Funding Instrument)

## ORGANISATIONAL RELATIONSHIPS

Reports to:	Director of Clinical Services
Lead/Manage:	ANUMs, Registered Nurses; Enrolled Nurses, Leisure and Lifestyle Assistants, Personal Care Workers, Volunteers, Students
Internal Liaisons:	Other Nurse Unit Managers, Education Department, HR Department, Members of Executive Team, Residents, Support Cleaning and Kitchen staff, Administration.
External Liaisons:	Visiting Medical Officers, Specialists, Consultants, Residents Families and Friends, Visitors to Residence, other Hospitals/Health Services, Ambulance Victoria, and Contractors working in residence eg Hairdresser, Podiatrist, Clergy.

## KEY RESPONSIBILITIES AND DUTIES

- Provide leadership of a multidisciplinary clinical team to provide safe, quality, consumer directed services in residential care.
- Enable and monitor the delivery of best practice clinical and holistic care to residents.
- Foster a positive and progressive staff culture that inspires innovation and generates high levels of staff satisfaction.
- Build relationships with resident's families / representatives and involve them in life at Barrabill House.
- Manage the Barrabill House resident waiting list.
- Ensure accurate, timely recording and reporting of Aged Care Funding Instrument (ACFI) documentation that maximises funding opportunities.
- Ongoing compliance with Residential Aged Care Standards and a commitment to continuous improvement.
- Manage staff rosters to ensure appropriate staff skill-mix and resources are maintained.
- Work in collaboration with internal stakeholders to monitor and manage recruitment, retention and rostering practices.
- Participate in the organisation-wide Continuous Quality Improvement program, including incident reporting and investigation, clinical governance and risk

management.

- Ensure the safety of yourself and others in line with the organisations WHS policies and procedure and the Workplace Health and Safety Act 2011.

### **SPECIALIST SKILLS AND KNOWLEDGE**

- Well-developed people management skills.
- Post graduate qualifications in gerontology and/or management, or working towards same.

### **Organisational Values**

Seymour Health staff work with each other according to the Values listed below and the behaviours these values require when carrying out business.

These values are:

- **Respect**  
Seymour Health is committed to the respectful treatment of all staff. The value of respect is evident through the recognition and acknowledgement of the various views, beliefs, contributions, skills and experiences of others
- **Accountability and Responsibility**  
Seymour Health expects all staff to be accountable for their area of responsibility. The value of accountability and responsibility is evident through the acceptance and ownership of individual roles and behaviours in the context of striving to meet the objectives of the organisation.
- **Honesty, Integrity and Trust**  
Seymour Health is committed to an environment that values honesty, trust and integrity where actions and words are always authentic and consistent.
- **Support**  
Seymour Health is committed to supporting each person to be successful within their role in the organisation. The value of support is evident through clear and consistent direction, leadership, resources, enabling systems and professional development.
- **Open and Transparent Communication**  
Seymour Health is committed to effective, consistent and inclusive communication. The value of open and transparent communication is evident through clear expectations, common understandings, and respected confidentiality.

It is expected that staff will also work according to these Values when working directly with other staff, clients and members of the community.

### **Occupational Health and Safety**

All staff are expected:

- to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures. In addition, staff have the following responsibilities:
- to take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace..

- to seek guidance about new or modified work procedures.
- to ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to the supervisor.

If the role includes people management duties, these include the requirement to manage the health and safety of people under your control and support the actions contained in Seymour Health OH&S policies

### **KEY SELECTION CRITERIA**

#### **Essential:**

- APHRA Registration as a Registered Nurse
- An approved Bachelor of Nursing or an approved qualification and/ or experience as a Registered Nurse to enable AHPRA registration to be maintained.
- Proven skills and knowledge to undertake specific tasks at management level and within their delegated responsibilities and duties.
- Demonstrated broad understanding of professional standards and issues in nursing and the health care system.
- Demonstrated knowledge of relevant legislation including the Nurses Act, Aged Care Act, Drugs, Poisons and Controlled Substances Act, Health Services Act , OH&S
- Demonstrated understanding of Residential Aged Care Accreditation, continuous quality improvement and risk management.
- Well-developed clinical, analytical and problem solving skills
- Excellent communication, leadership and interpersonal skills
- Sound computer skills
- Satisfactory Current National Police Certificate

#### **Desirable:**

- Aged Care senior nursing experience
- Nurse Unit management experience
- Post graduate qualifications in gerontology and/or management, or working towards same

### **Special Requirements**

- New staff will be required to satisfactorily complete a Police Records Check prior to commencing employment.
- New staff will be required to have a Working with Children's Check, if it is required for staff who work in that particular work unit.
- Employees are required to advise Seymour Health of any changes that may affect the current Police Records check status, and advise Management immediately.
- Should your role require you to drive a Seymour Health vehicle, a current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to the Seymour Health Management

immediately.

- A completion of pre-existing injury or illness declaration will be required prior to appointment to the position.
- All employees of Seymour Health are bound to work according to the policies and procedures of Seymour Health, the Industrial Agreements that provide their terms and conditions of employment, any Scopes of Practice and professional codes of conduct established for your profession, the Code of Conduct for Victorian public sector employees and the provisions of the Fair Work Act, as amended from time to time.
- All employees are required to familiarise themselves with these Policies and Procedures, Agreements, Scopes of Practice, Codes of Conduct and the relevant provisions of the Fair Work Act particularly those which relate to working harmoniously with other staff.

### **INCUMBENT STATEMENT**

I, \_\_\_\_\_ have read, understand and accept  
*(please print name)*  
the above Position Description.

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Copy to staff member:  Yes  No