

## POSITION DESCRIPTION

POSITION TITLE:	Nurse Unit Manager – Residential Aged Care Services
DIRECTORATE/TEAM:	Clinical Services
CLASSIFICATION/AWARD:	Nurses And Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020 NUM Year 1-3 (YZ11 – YZ33)
REPORTS TO:	Director of Clinical Services
MANAGES/COORDINATES:	Registered Nurses, Enrolled Nurses and/or Students, Environmental Services
INTERNAL LIAISONS:	Director of Clinical Services, Quality Manager, Nurse Unit Managers, Education Department, HR Department, Registered Nurses, Enrolled Nurses, Executive Team, Ward Clerk, Support services and environment.
EXTERNAL LIAISONS:	Visiting Medical Officers, Surgeons, Specialists, Consultants, Other Hospitals/Health Services, Ambulance Victoria, Victorian Police.
APPROVED BY:	Name: Libby Fifis Signature:
	Position: Chief Executive Officer Date:

### STAWELL REGIONAL HEALTH

Stawell Regional Health is a culturally responsive organisation providing person centred care. We maintain a program of continuous quality improvement involving each and every individual.

We actively promote the principles included in our strategic and quality plan and strive to achieve Great Care, every time.

Our values represent the key areas our workforce commits to every day and play a critical role in shaping how we operate as an organisation. They influence our performance, planning, recruitment, training and development, along with our relationships with colleagues, patients and their relatives and friends. The Stawell Regional Health values set the standard that we expect all staff to live up to in the way they undertake their role and responsibilities across the organisation, our values:

**Trust** - We act openly and honestly as individuals and as a team.

**Respect** - We treat each other with respect and courtesy and value the opinions and contributions of others.

**Communication** - We encourage the sharing of information within our team and with the community

**Accountability** - We each take personal responsibility for our decisions and actions.

**Safety** - We are committed to the safety of our workforce and our customers.

## POSITION PURPOSE

The Nurse Unit Manager role is a key senior leadership / management position within Stawell Regional Health (SRH) and is central to the fulfilment of the SRH vision and mission in the provision of quality care.

The Nurse Unit Manager – Residential Aged Care Services is responsible for the SRH residential aged care and respite services delivered at Macpherson Smith Residential Care Facility (MSRC). This requires an intra-disciplinary management approach based on an understanding of the quality processes and funding mechanism involved in the provision of residential aged care in order to achieve optimal healthcare and lifestyle outcomes for all residents.

The Nurse Unit Manager is responsible for leading and promoting excellence in residential care services through, leadership, teaching, team building, change management, human and financial resource management.

## KEY ACCOUNTABILITIES, RESPONSIBILITIES & DUTIES

- Provide strong and energetic leadership to enable the ongoing development of the residential aged care team while fostering a positive work place culture that is underpinned by the SRH values.
- Identify and provide long and short term operational and strategic planning goals that promote innovative residential aged care models and quality improvement projects that place the resident's well-being, individuality and living experience central to the process.
- Develop, monitor and review annual service and quality improvement projects ensuring that the resident's feedback, well-being, individuality and living experience is central to the process.
- Design and implement work system improvements that support ongoing quality improvement, underpinned by service excellence and strategic workforce planning.
- Deliver a strategic workforce plan that is sustainable, promotes a sense of pride in the aged care workforce and ensures that MSRC maintains adequate staffing and skill mix with appropriately qualified and credentialed staff in accordance with legislative and industrial requirements
- Manage and lead the recruitment and development of staff within the Stawell Regional Health aged care services to support the planning and provision of resident centric care that respects the cultural, psychosocial, spiritual and individual choices of each resident in order to achieve optimal health and lifestyle outcomes for residents.
- Provide leadership for direct reports, appraise performance of staff and ensure that staff receives appropriate performance management, professional training and development opportunities.
- Monitor and respond to key performance and quality indicators to ensure the services delivered are aligned with industry and quality standards and expectations.
- Provide a visible leadership presence across the service and within the broader community fostering key stakeholder engagement to ensure a cohesive, coordinated and responsive quality residential aged care service.
- Represent the aged care services at relevant meetings, forums and community/promotional events as agreed with Director of Clinical Services.
- Full participation in the Senior Leadership Monthly Accountability Meeting (MAM) process
- Maintain a sound working knowledge of the Aged Care Quality Standards, industrial instruments and relevant legislation and regulations that apply to residential aged care provision.
- In conjunction with the DCS and CFO develop and monitor the annual operating budget ensuring expenditure is kept in line with agreed budget parameters.

- Through the MAM process provide monthly financial updates to the Director of Clinical Services including budget variances, trends, performance and prompt notification of any issues
- Ensure that staffing rosters, staff deployment and leave are organised to achieve effective program delivery, within relevant EBA requirements and budget allocation
- Ensure issues of poor performance and unscheduled absences are managed in accordance with human resource policy

#### KEY SELECTION CRITERIA

##### **Essential:**

- Registered Nurse with minimum 4 years' experience
- Current registration with Nurses and Midwifery Board of Australia (NMBA) without restriction
- Evidence of strong leadership skills and demonstrated experience in building cohesive highly functioning teams
- Experience in quality improvement activities that have led to improved outcomes and resident experience
- Sound knowledge of the Aged Care Quality Standards, industrial instruments and relevant legislation and regulations that apply to residential aged care provision.
- Expertise in RAC funding instruments and a proven ability to maximise ACFI funding through the implementation of work practices that appropriately identify and cater for residents care needs.
- Understanding and experience of the National Safety and Quality Health Service Standards
- Ability to lead and work as part of a collaborative Multi-Disciplinary team
- Ability to work within the Mission and Values of the organisation

##### **Desirable:**

- Post graduate studies in care of the older person, dementia care or other relevant studies
- Post Graduate Qualifications in Management
- Previous experience at senior management within the aged care sector

#### PROFESSIONAL PERFORMANCE STANDARDS

- Stawell Regional Health Code of Conduct, policies and clinical standards
- Registered Nurse Standards for Practice 2016
- The 2012 ICN Code of Ethics For Nurses in Australia
- NMBA Code of Conduct for Nurses in Australia 2018
- National Law Act
- Occupational Health & Safety Act 2004
- Australia Commission on Safety and Quality in Healthcare (NSQHS Standards)
- Australian Aged Care Accreditation Standards

#### ORGANISATIONAL RESPONSIBILITIES

All employees are required to:

- Positively promote Stawell Regional Health internally and externally to the organisation
- Comply with Stawell Regional Health policies & procedures and familiarise those relevant to their position, these can be located on the intranet

- Promote practise which comply with the policies and procedures of SRH and actively participate in the maintenance of relevant policies and procedures to ensure best practise
- Maintain appropriate levels of immunisation in accordance with Stawell Regional Health's Workforce Immunisation/Screening Policies, in the interests of yourself, all Stawell Regional Health staff, patients and visitors
- Participate in departmental and organisational meetings as required
- Participate in Risk Management activities if relevant and assist with identification and control of risks within their department
- Actively participate in the Professional Development Review (PDR) process
- Report all clinical and non-clinical incidents using VHIMS system and assist with investigation where required
- Engage in processes to monitor service delivery and participate in improvement activities.
- Undertake not to reveal to any person or entity any confidential information relating to patients, employees, policies, and processes and do not make public statements relating to the affairs of Stawell Regional Health without prior authority of the Chief Executive Officer. Any breach of the Confidentiality Policy may result in disciplinary action and /or dismissal and a possible fine under the Health Services Act (Vic)
- Participate in the emergency incident response activities as directed
- Successfully complete the mandatory training competencies within the first three months of employment, unless an employee is able to produce evidence of successfully completing a mandatory clinical competency. Each employee is required then to successfully complete mandatory training and competencies annually
- Disclose full details of any pre-existing injuries or disease that might be affected by employment in this position prior to being appointed

#### Stawell Regional Health is a Bully Free and Smoke Free Employer

Stawell Regional Health is committed to providing employees with a healthy, smoke free work environment where bullying and harassment does not occur. Consistent with this and Stawell Regional Health's corporate values, Stawell Regional Health will not tolerate employees:

- Behaving in a bullying or harassing manner in the workplace; or
- Smoking on Stawell Regional Health premises or in Stawell Regional Health vehicles.

#### Stawell Regional Health is an equal opportunity employer

Stawell Regional Health is committed to attracting and retaining a diverse workforce that reflects the community we serve. Stawell Regional Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability.

#### POLICE RECORDS CHECK

New staff will be required to satisfactorily complete a Police Records Check prior to commencing employment and a Working with Children's check, prior to confirmation of employment

During employment, if an individual is charged with or convicted of any offence, they must advise their manager immediately. The matter will be referred to the Human Resources manager who will arrange for a police records check to be conducted at the individual's expense. If there is a disclosable record it will be assessed and a decision will be made in relation to the individual's ongoing employment or engagement.

**OCCUPATIONAL HEALTH & SAFETY**

Each employee has the right to a safe working environment. Employees must:

- Carry out their duties in a manner which does not adversely affect their own health and safety or that of others
- Comply with measures introduced in the interest of health and safety
- Undertake any training provided in relation to Occupational Health and Safety
- Immediately report all matters that may affect workplace health and safety to their manager/supervisor
- Report all incidents and near misses as soon as possible after the event
- Comply with all Commonwealth and State legislative requirements
- Correctly use any information, training, personal protective equipment and safety equipment provided by SRH
- Refrain from recklessly or wilfully interfering with anything that has been provided for health and safety reasons

**PROBATIONARY PERIOD**

A six (6) month probation will apply to this position (6 months from date of commencement). Performance reviews will then be held annually on anniversary of commencement.

**DECLARATION**

I have read this position description and understand its contents.

Signed: ..... Date: .....

Name in Print: .....

*Manager / Director*

This position description accurately describes the essential functions assigned to this position.

Signed:..... Date:.....

Signed: ..... Date: .....