

Position Description

Position Title: Nurse Unit Manager Aged Care	Division: Nursing & Clinical Care															
Reports To: Executive Director of Nursing (EDON)	Direct Reports: ANUM/CNS/NURSE CONSULTANTS Registered and Enrolled Nurses Ward Clerks / Administration and Lifestyle Assistants															
Position Classification: Nurse Manager Grade 3																
Primary Objective:																
The Nurse Unit Manager is responsible for the day to day operations of their relevant clinical area ensuring high quality services are provided to patients/residents within applicable financial frameworks, budgetary constraints, quality standards and legislative requirements.																
Position Dimension & Decision Making Authority:	Key Communication Contacts:															
<p>Without referral to manager – Day-to-day financial decisions for the general operations of the unit Staff management and rostering Liaison with family members and medical specialists</p> <p>After Consultation with manager or others – Workforce strategy development Complex human resource management matters Complex patient/resident care needs As per Colac Area health Administrative Orders and instrument of Delegation.</p> <p>Referred to managers or others – As per Colac Area health Administrative Orders and instrument of Delegation.</p>	<table border="1"> <thead> <tr> <th>Contact/Organisation</th> <th>Purpose/Frequency of Contact</th> </tr> </thead> <tbody> <tr> <td>EDON</td> <td>Regular communication in order to meet KPI's</td> </tr> <tr> <td>Departmental Communication Meetings</td> <td>Communication/weekly/fortnightly/monthly</td> </tr> <tr> <td>Internal CAH as per the meeting and communication framework at CAH</td> <td>Communication and strategic planning and implementation/as directed</td> </tr> <tr> <td>External CAH representation as per the organisation framework</td> <td>Communication and strategic planning and implementation/ as directed</td> </tr> <tr> <td>Residents and Relatives</td> <td>Daily to provide care and receive feedback</td> </tr> <tr> <td>General Practitioners and Medical Specialists</td> <td>Daily to provide care and receive feedback</td> </tr> </tbody> </table>	Contact/Organisation	Purpose/Frequency of Contact	EDON	Regular communication in order to meet KPI's	Departmental Communication Meetings	Communication/weekly/fortnightly/monthly	Internal CAH as per the meeting and communication framework at CAH	Communication and strategic planning and implementation/as directed	External CAH representation as per the organisation framework	Communication and strategic planning and implementation/ as directed	Residents and Relatives	Daily to provide care and receive feedback	General Practitioners and Medical Specialists	Daily to provide care and receive feedback	
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Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
<p>1. Contemporary practice standards and management of aged care</p>	<ul style="list-style-type: none"> • Responsible for maintaining contemporary and resident-focused clinical and practice standards; initiate reviews and evaluation of service delivery. • Manage and monitor resident care services to ensure they are delivered in line with <ul style="list-style-type: none"> ○ CAH Mission and Vision ○ CAH Policies and Procedures ○ Aged Care Standards Agency Accreditation Standards ○ Recommendations from the Aged Care Royal Commission ○ Other legislative and regulatory requirements. • Responsible for monitoring resident documentation to ensure it meets the legislative, legal and funding authority requirements and outcomes. • Responsible for leading and implementing a resident-focused service ethos. • Responsible for the implementation of Advance Care Planning and End of Life Principles • Responsible for the consolidation and implementation of the Leadership in Dementia Practice (Montessori Model) 	<ul style="list-style-type: none"> • Currency and compliance of Aged Care Facility practices with organisational standards • Demonstrated personal learning and professional development activities • Resident, relative and staff satisfaction • Accreditation status maintained • Aged Care Performance Indicators within acceptable measurements • Compliance is demonstrated via documentation and clinical audits • Undertake clinical supervision and act as a role model in the provision of care • Manage any Mandatory Reportable Incidents in line with Department of Health (DOH) compulsory reporting • Other duties as determined by the Executive Director of Nursing

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	<ul style="list-style-type: none"> Responsible for monitoring resident services and activities to maximise efficiency while providing safe and quality care that is tailored to each individual resident and their relatives Is a role model in the undertaking of learning and professional development activities to ensure currency of knowledge and awareness of contemporary practice 	
2. Financial Performance	<ul style="list-style-type: none"> Have a thorough understanding of the federal funding framework for aged care Is the first point of contact for prospective residents to promote Corangamarah as the place to live Responsible for ensuring budget expectations are maintained and strategies in place to manage variances Responsible for the efficiency and effective operation of all clinical systems and equipment Responsible for the Aged Care Funding Instrument's (ACFI) effective application and revenue maximisation Monthly monitoring of financial reports, ACFI and occupancy indicators 	<ul style="list-style-type: none"> Financial performance of the Aged Care Facility (including salaries and other expenditure) is in line with approved budget Achieve between 98% - 100% occupancy at all times Claims, submissions and invoices facilitated on a monthly basis Facility occupancy rates are maximised for future growth ACFI outcomes are maximised Respite bed allocation is utilised and funding maintained Supported resident ratios are being met
3. Human Resource Management	<ul style="list-style-type: none"> Administration of facility expenditure within the Instrument of Delegation and Annual Budget. Ensure an appropriate staff skill mix is reflected at all times to provide safe and quality care to residents 	<ul style="list-style-type: none"> 100% of Staff Appraisal are completed annually 100% of Staff complete Mandatory Training annually Manage staff issues/complaints in a professional manner. Escalate concerns to EDON and/or HR Manager as required

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	<ul style="list-style-type: none"> • Develop and maintain staff rosters on KRONOS in accordance with award restrictions and CAH budget • Ensure Performance Appraisals are conducted annually for all staff, along with conducting informal quarterly reviews with direct reports. • Ensure staff complete mandatory training competencies annually • Ensure a safe working environment for staff • Proactively manage staff leave to minimise leave liability and ensure staff work/life balance • Attend to the collection, analysis and submission of key performance indicators and other relevant data • Lead by example at all times by demonstrating agreed team behaviours • Proactively manage recruitment and retention in line with agreed budget parameters having consideration for appropriate skill mix and patient/resident care. 	<ul style="list-style-type: none"> • Foster a team focused culture which acknowledges and respects each staff member's level of skill, education and expertise • Provide feedback and coaching on team behaviours along with managing performance improvement in line with relevant CAH guidelines • Works with Workforce, Training and Development to identify staff education needs on an annual basis • Proactively implements strategies to ensure staff sick leave is within CAH acceptable limits. Ensure all staff and volunteers receive appropriate local orientation and training so they understand the requirements of their position.
<p>4. Governance, Quality and Risk Management</p>	<ul style="list-style-type: none"> • Demonstrates a commitment to continuous quality improvement and achievement of excellence in service delivery. • Manages Quality, Risk and OHS issues in accordance with appropriate CAH policy. • Attends to portfolio requirements as documented. • Actively Participates in accreditation programs. • Participates in and supports data collection as requested. 	<ul style="list-style-type: none"> • Supports staff in the management of patient complaints and staff grievances, ensuring appropriate reporting through the Riskman complaint management system. • Actively utilizes the CAH Quality Management Information System • Participates in the review of current policies and contributes to the development of new policy. • Supports staff in the management of clinical and occupational health and safety risks,

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	<ul style="list-style-type: none"> Instigates and actively participates in Quality Improvement Activities. 	<p>ensuring appropriate reporting through the Riskman complaint management system.</p> <ul style="list-style-type: none"> Keeps abreast of legislative changes which may impact on clinical services.
5. Infection Control	<ul style="list-style-type: none"> Ensure all practice is conducted in accordance with infection control policies, procedures and standards 	<ul style="list-style-type: none"> Adherence to infection control standards and legislative requirements at all times
6. Workplace Behaviours	<ul style="list-style-type: none"> Ensure that you engage in behaviour through CAH policy and procedures that treats other staff fairly, equitably and not subject to any form of discrimination or harassment Demonstrate and abide by CAH's and the Victorian Public Sector Commission (VPSC) Code of Conduct, including the core values: Compassion, Integrity, Respect, Collaboration and Accountability. Participate in promoting a safe working environment Ensure an appropriate level of customer service is provided, demonstrating a friendly and supportive approach to our consumers Demonstrate an understanding of appropriate behaviours when engaging with children Demonstrate an understanding of the Charter of Human Rights 	<ul style="list-style-type: none"> Aware of and promotes CAH policies and procedures Lives through our core values and acceptable workplace behaviours that are reflected in decision making and everyday behaviour Adherence to the CAH Code of Conduct and Acceptable Workplace Behaviours Adherence to CAH policies and procedures Adherence to applicable health care and/or industry standards Adherence with child safe standards Demonstrated completion of mandatory training Demonstrated behaviours that enforce the Charter of Human Rights Participation and compliance of all occupational health and safety policies and procedures (including emergency response) Participation in Performance Review processes Consumers are made to feel welcome and supported at all times.

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Key Challenges:	Person Specification:
<ul style="list-style-type: none"> • Maintaining resident occupancy in a competitive rural market • Workforce shortages • Financial constraints 	<p>Qualifications, Experience and Personal Attributes –</p> <ul style="list-style-type: none"> • Current Registration with the Australian Health Practitioner Regulation Agency as a Registered Nurse • Post graduate studies in management desirable • Recent management experience, with proven competency in operational planning, strategic and innovative thinking, resource and budget management • Knowledge of the quality standards and guidelines for residential aged care, funding instruments and framework • Ability and willingness to provide direct care within scope of practice • Superior leadership skills, including evidence of leading and motivating staff to be the best they can be within a patient-centred and team environment • Demonstrated evidence of effectively leading staff through change • Strong interpersonal, communication (written and oral) and problem solving skills • Ability to actively lead and contribute to continuous quality improvement activities • Demonstrated ability to use information technology in care and management. • Evidence of a focus on and a passion for high quality care • Previous experience in Aged Care is not essential, but an interest in developing knowledge and an understanding of aged care whilst developing system wide knowledge and leadership skills is important.

I have read and understand the requirements and responsibilities of my Position Description.



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Signed:

Name:

Date: / /