

POSITION DESCRIPTION & PERSON SPECIFICATION

Team Leader

Position Title:	Team Leader
Reporting to:	Unit Manager/RN Supervisor
Classification:	As per contract
Hours of Work:	As per contract

POSITION DESCRIPTION

1. Key Selection Criteria

- Registered or Enrolled Nurse with at least 3 years experience
 - Medication Endorsement
 - Experience and proven ability in Residential Aged Care
 - Willingness and ability to work within full scope of practice
 - Diligent caring and patient attitude when dealing with residents, families and staff
 - A willingness to work in a co-operative team environment as an effective team leader
 - Proven ability to support and guide other staff with documentation requirements
 - Proven ability to guide staff and support them to follow organizational policies and procedures
 - Proven documentation, communication and organisational skills
 - Thorough understanding of ACFI appraisal system and Aged Care Quality Standards
 - Experience in an educative role
 - Computer literacy
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2. Key Duties and Responsibilities

- Provide support to PCA's working within their areas
 - To liaise with the Unit Manager/Supervisor regarding the needs of the residents, reporting any changes in these needs
 - Accurate recording of documentation
 - Dispense medications to residents
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3. Statement of Key Performance Indicators

Provision of Exemplary Clinical Care

- Clinical needs of residents are met
- Unwell residents are assessed and referred to the Unit Manager/Supervisor
- Adverse events are well managed, residents are referred to RN for assessment
- Documentation is completed for adverse events
- Preventative measures are put in place to prevent reoccurrence of adverse event

- Family meetings are held within one month of admission of a new resident and thereafter as required
- Residents returning from appointments and hospitalization are assessed and adjustments to medical care requirements are made
- Liaison with GP's and other health professionals occurs
- Ensures that unit is well stocked with medical and pharmacy supplies and other items required for resident care

Provision of Homelike Environment

- New residents are welcomed to the unit
- Family members are supported to be involved in care of the resident
- A well organised, peaceful, homelike environment is maintained
- Residents are actively encouraged and supported to be involved in lifestyle activities and community participation.

Leadership

- Best Practice is modeled at all times
- All care provided is according to Policy & Procedure
- New staff are orientated to the unit
- Staff practices are monitored and support provided
- Assistance with non compliance is obtained from Unit Manager/Supervisor
- Positive relationships are maintained with all staff and departments and other team leaders and supervisors are supported to achieve their organizational aims
- Attends relevant meetings
- Supports staff to adhere to the Code of Conduct
- Delegates appropriately

Documentation

- Assessments and Care Plans are completed on admission and are reviewed and adjusted accordingly
- Resident of the Day documentation is completed in collaboration with RN
- Medication charts are free from signature omissions
- Support the ACFI Coordinator to ensure that all ACFI charting is completed within required time frames

Professional Conduct

- Adheres to Code of Conduct & Nursing Code of Ethics
- Manages organisations resources wisely
- Promotes a positive image of the organisation within Echuca Community for the Aged and the community in general
- Participates in annual performance appraisals

Health & Safety

- Monitors Health & Safety practices of staff
- Maintains a work environment that is free from hazards and is neat and tidy
- Attendance at annual compulsory OH&S training with successful outcomes and compliance with online training

Quality / Continuous Improvement

- Completes auditing to ensure that Aged Care Quality Standards of care are met
- Seeks out opportunities for improvement in resident care

EMPLOYEE OBLIGATIONS

The employee is required to maintain strict confidentiality with reference to all matters pertaining to residents and staff within Echuca Community for the Aged. Failure to observe this requirement may be regarded as misconduct warranting termination.

The employee is required to take all reasonable care to ensure personal safety of others who may be affected by the acts or omissions of the employee in the workplace. (Occupational Health and Safety Act, Clause 25). The employee is required to participate in all safety programs as required by ECA.

The employee is required to participate in the Continuous Improvement Program to encourage excellence of care and cost containment within ECA.

Echuca Community for the Aged name badge must be worn at all times whilst on duty. This remains the property of the organisation and must be returned to administration on termination of employment.

The employee is required to adhere to ECA’s Code of Conduct.

4. Performance Standards & Review

An initial Performance Review is undertaken with the Clinical Care Coordinator/Unit Manager six months after commencement of employment and then annually thereafter.

The objective is to determine capacity to meet the demands of the role; where additional skills or training may be required and what level of job satisfaction is being obtained. The Performance Review is based directly on the Key Performance Indicators, the policies of the organisation and the rules and procedures practised in this facility.

<p><i>Employee’s Name:</i></p> <p><i>Employee’s Signature:</i></p> <p><i>Date:</i></p>
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<p><i>Manager’s Signature:</i></p> <p><i>Position Title:</i></p> <p><i>Date:</i></p>
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