

POSITION DESCRIPTION & PERSON SPECIFICATION

RN Unit Manager

Position Title:	RN Unit Manager
Reporting to:	Clinical Care Coordinator
Classification:	As per contract
Hours of Work:	As per contract

POSITION DESCRIPTION

1. Key Selection Criteria

- A registered Nurse with at least 3 years Post Graduate Experience
 - Experience and proven ability in Residential Aged Care
 - Strong written and verbal communication skills
 - Excellent problem solving, assessment and care planning skills
 - An ability to work independently and is self motivated
 - An ability to use a computerised residential care package
 - A current/valid police check
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2. Key Duties and Responsibilities

- This is a senior clinical role which provides leadership and support to nursing and care staff across Wharparilla Lodge. This position reports directly to the Clinical Care Coordinator
- This role involves undertaking complex assessment and implementation of best practice interventions that bring about positive outcomes for residents and staff. The RN Unit Manager will refer matters of clinical concern to relevant health professionals or provide more junior Registered Nurses and Team Leaders assistance to do so.
- The RN Unit Manager will provide appropriate and timely documentation that meets regulatory guidelines.
- Significant issues and risks that come to the attention of the RN Unit Manager will be reported to the Clinical Care Coordinator.
- The RN Unit Manager will ensure that there are adequate staff to meet the acuity needs of residents within budget.
- The RN Unit Manager will take a leadership role in the maintenance of organisational compliance with the Aged Care Standards.

The RN Unit Manager will support the Clinical Care Coordinator by assisting with:

- Human Resource Management
- Education and Orientation
- Completion and Follow up of quality audits
- Oversees the roster in collaboration with CCC
- Management of a clinical or administration portfolio/s

The RN Unit Manager will deputise for the Clinical Care Coordinator in her/his absence.

3. Statement of Key Performance Indicators

1. LEADERSHIP: CLINICAL

Influence best practice in all aspects of resident care.

Performance Indicators

- Act as a central coordinator and expert advisor whilst demonstrating clinical skills to nursing and care staff, working with them to develop competency in resident evaluation and care
- Apply nursing assessment skills and nursing practice in a safe and professional manner that reflects practice standards and guidelines and promotes these practices to all staff
- Conducts nursing practice in accordance with legislation and common law
- Promotes accountability for nursing practice by all staff
- Collaborate with multidisciplinary team members to achieve desired health and wellbeing outcomes for residents
- Contribute to the professional leadership of the Registered Nurses and support all staff through contributing to the overall management and supervision of human resources functions.

2. LEADERSHIP: HUMAN RESOURCES

Contribute to the overall management and supervision of human resources within the organisation.

Performance Indicators

- Ensure that rostering responsibilities are delivered according to legislative requirements, the EBA and Echuca Community for the Aged policies and procedures
- Be responsible for monitoring of staff utilisation and adjustment of optimal staffing levels
- Maintains the roster within budgetary constraints
- Ensure all residents, visitors and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination
- Undertake care staff appraisals
- Support EN Team Leaders

3. PERSONAL / PROFESSIONAL DEVELOPMENT:

Performance Indicators

- Maintain and enhance current knowledge and skill base that facilitates the best possible resident care, staff management, self management and leadership.
- Maintain an active professional development program by:
 - Attendance and participation in relevant courses, workshops, lectures, tele / video conferences, evidenced by provision of attendance record of in-service education sessions.
 - Sharing of knowledge and skills so gained with other staff via formal and informal training.

- Participate actively in Care staff performance review and performance management as required.
- Attend mandatory education on an annual basis including:
 - Fire and Emergency
 - Manual Handling.
 - Infection Control.
 - Bullying & Harassment
 - Elder Abuse
 - Medication Management
- Practice within the professional boundary guidelines of APHRA
- Promote a culture of professional development by motivating of staff, initiating strategies to promote learning for all colleagues whilst recognising individual abilities and organisational needs.
- Mentor, coach, acknowledge, empower and challenge staff.

4. CUSTOMER SERVICE

Performance Indicators

- At all times promotes good interpersonal relationships both within and outside the Care Department and the Organisation, recognising internal and external customers.
- Provide education and act as a resource to: other staff, students, residents and families, community groups and other agencies as appropriate and required.
- Liaise with DOCS re admissions and discharges

5. HEALTH & SAFETY

Promotes a physical and psychosocial environment that enhances safety, security and optimal health for residents, staff and visitors.

Performance Indicators

- Demonstrate knowledge of all ECA policies and procedures and promotes to staff
- Promotes staff compliance with ECA policies and procedures
- Manages and promotes to staff the efficient and cost effective use of all resources

6. TEAMWORK AND COMMUNICATION:

Performance Indicators

- Participate in family meetings to monitor the health and other needs of residents
- Liaise regularly with the Clinical Care Coordinator on resident and administrative matters
- Make informed decisions confidently and solve problems fairly and effectively using staff input.
- Attend and participate in relevant meetings, in a way that promotes open discussion
- Liaise with other departments to achieve common goals, promoting good interpersonal relationships, recognition of skills and disseminate information to other staff members facilitating a team approach.
- Communicate effectively and accurately document relevant information according to ECA policies and procedures.

- Attend Drs rounds or support Team Leaders to attend Dr's rounds

7. DOCUMENTATION AND ADMINISTRATION:

Performance Indicators

- Review documentation and promote clinically effective, accurate notation that conforms to legal requirements and ECA procedures and policies.
- Promote and maintain confidentiality of information in compliance with privacy legislation.
- Contribute to and maintain where required data collection for statistical purposes and collate where required for presentation to organisational groups/committees/meetings.
- Completes documentation according to the requirements of the ACFI.
- Promote and participate in the ongoing development, revision and implementation of policies and procedures.

8. CONTINUOUS QUALITY IMPROVEMENT AND RISK MANAGEMENT:

Performance Indicators

- Demonstrates a commitment to the accreditation process and meeting of the Aged Care Standards
- Comply with ECA Occupational Health and Safety (OH&S) policies and procedures and the OH&S Act (Vic)
- Take appropriate action for hazards, accidents and incidents.
- Monitor equipment identifying the need for repairs and replacement as required.
- Review relevant products/equipment and make recommendations based on their efficiency, safety and effectiveness.
- Initiate and participate in Quality Improvement activities within the Department and the Organisation.
- Participate in and promote the value of research that contributes to development of evidence based nursing practice and improved standards of care.
- Investigate adverse events, reported incidents and complaints ensuring that strategies to address identified risks are implemented and/or information given to appropriate Manager
- Facilitate the involvement of all staff in Quality Improvement and the Accreditation process.

4. Performance Standards & Review

An initial Performance Review is undertaken with the Clinical Care Coordinator 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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