

Role Description

POSITION:	Nurse Unit Manager	PD No: 4.1
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Purpose:

The Nurse Unit Manager is responsible and accountable for the operational management of the Residential Care Unit. The focus of this role shall be the Clinical Management of these programs and in conjunction with the CEO/DON, the financial, human resource and material management.

Key Selection Criteria:**Mandatory Qualifications:**

1. Registered Nurse with current registration in accordance with the Australian Health Practitioner Regulation Agency.
2. Broad knowledge and experience of the Aged Care Industry.
3. Thorough understanding of Aged Care Accreditation Standards
4. Well developed knowledge of the Aged Care Funding Instrument (ACFI)
5. Experience in Human Resource Management
6. A proven commitment to person centred care
7. Current Drivers Licence.
8. Influenza Immunisation annually (Exemption will only be accepted with a letter from your General Practitioner).
9. COVID 19 Immunisation
10. Current NDIS Worker Screening Check

Desirable:

1. Diploma of Business or Tertiary qualifications in management, community services and/ or aged care.
2. Substantial nurse management experience.

Conditions of employment: Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016 – 2020

Responsible to: CEO/DON

Main responsibilities:

- Participates in operational planning process and implements strategies relevant to the departments within defined timeframes
- Responsible for the efficient and effective management of human, material and fiscal resources for the department according to the budget and delegated authority, in consultation with the CEO/DON.
- Monitors the safety of staff, residents/clients and visitors, and initiates action to eliminate/reduce the associated identified risks.
- Ensures rights and responsibilities, of the clients and/or residents are upheld, follows up concerns raised by residents or their families and plans ongoing reviews with the family of the care provided.
- Coordinates professional care practice for the departments including assessment, care planning, the delivery of person centred resident/client care according to individual care plans and documented policies and procedures and the review/evaluation of the effectiveness of strategies/interventions.
- Plans, allocates and delegates duties to staff according to their experience, competence and scope of practice.
- Ensures the safe administration of medication, including the appropriate delegation to and supervision of Enrolled Nurses and maintenance of annual competencies.
- Actively participates, and in conjunction with the Management Team, facilitates Quality processes as they relate to Aged Care Accreditation.
- Coordinates and conducts quality improvement activities relevant to the department and reports the outcomes including the follow up of incidents reported on VHIMS Central, related to the unit, trend analysis, practice reviews, product evaluation and internal assessments and participation in benchmarking exercises

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Reporting requirements:

- Completion of Clinical Audits.
- Monitor the completion of Progress Notes, Charting and associated documentation by care staff.
- Completion of Maintenance / Hazard Identification immediately upon the discovery of an unsafe environment or unsafe equipment.
- Completion of Incident Reporting immediately following an incident and provide appropriate follow up.
- Completion of procedure/work practice review.
- Completion of monthly AIMS reporting
- Completion of quarterly Quality Indicators

Performance appraisal: at 6 months, then annually and as requested by the line manager

Key Results Areas (KRAs) and performance criteria**1. CONDUCT**

- 1.1 Demonstrates a high standard of personal appearance and conduct, that is: clean, neat, tidy, punctual, and respectful language and manner toward customers, visitors and to other care staff.
- 1.2 Demonstrates a flexible, and enthusiastic attitude toward undertaking a variety of tasks with a team approach
- 1.3 Coordinates the completion of individual resident assessment and the development, implementation and evaluation of resident care plans.
- 1.4 Ensures an effective handover is conducted at the completion of each shift.
- 1.5 Ensures privacy and dignity to residents in all aspects of care and service.
- 1.6 Ensures care staff adhere to the INH Code of Conduct and standards of professional practice.

2. HEALTH & SAFETY

- 2.1 Monitors and Implements the risk management program and contributes to a safe work environment for self, other staff, and volunteers; and a safe service environment for consumers and visitors.
- 2.2 Reports immediately, any equipment or situation which has the potential to cause harm.
- 2.3 Completes an Incident Form, via VHIMS Central, for an event or situation that; resulted, or could have resulted, in harm to a consumer, staff member or visitor; or a complaint, loss or damage.
- 2.4 Participates in problem solving processes to resolve health and safety issues.
- 2.5 Implements SIRS and Restrictive Practice procedures.
- 2.6 Demonstrates an thorough understanding of all types of elder abuse, the appropriate action to take and the reporting requirements according to the role.

3. QUALITY IMPROVEMENT

- 3.1 Provides safe, quality care/service as a priority in your everyday work.
- 3.2 Provides competent care/service in accordance with the organisation's documented policies and procedures, and legislative requirements relevant to the role.
- 3.3 Encourages and supports consumers to provide feedback and to make complaints, including completing an Improvement Form on their behalf according to their wishes.
- 3.4 Actively participates in team meetings and quality improvement activities to improve the quality and safety of the care and services provided.

4. KNOWLEDGE & SKILLS

- 4.1 Maintains own knowledge and skills for safe care/services by completing annual mandatory training and competency assessments related to the role; participating in and provides ongoing education sessions, and; reading communication boards, newsletters and memos.
- 4.2 Annual training objectives are completed following performance appraisal to ensure you have the right skills and knowledge to perform your role.
- 4.3 Participates in relevant professional and network groups (recommendation only).

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5. SAFE & EFFECTIVE CONSUMER-CENTRED CARE

- 5.1 Promotes positive clinical and personal care workforce relations resulting from effective workforce engagement and support and the creation of a culture of safety that empowers staff to speak up and raise concerns and to work together to seek solutions for consumer safety concerns.

6. RISK MANAGEMENT

- 6.1 Utilises systems and processes that are in place for relevant regulatory compliance including but not limited to; the Drugs, Poisons and Controlled Substances Regulations, the clinical and personal care workforce practising within their scope of practice, Health and Safety legislation, National Infection Prevention and Control Guidelines, compliance to the Quality of Care Principles – care and services for residential services, compliance to the Classification Principles (ACFI), the Accountability Principles for compulsory reporting of elder abuse and unexplained absences, Privacy legislation and legal documentation requirements.

7. COMPLEX NURSING AND RESOURCE MANAGEMENT

- 7.1 Provides complex nursing procedures according to contemporary practice and policies and procedures such as: complex care planning, complex pain management, complex wound management, insertion of catheters and other associated clinical procedures to level of established competency.
- 7.2 Safe administration of medication according to documented policies and procedures and legislative requirements
- 7.3 Maintains staffing levels according to the staffing requirements on a shift by shift basis.
- 7.4 Assists with or completes the ordering of supplies for resident care according to resident needs, procedures and the budget.
- 7.5 Implements, monitors and evaluates staff performance management including, coaching and 3 month and annual staff appraisals.
- 7.6 Coaches and supports staff to complete allocated and delegated tasks on a shift by shift basis.

8. INFECTION PREVENTION & CONTROL (IPC)

- 8.1 Follows the organisations Infection Prevention and Control, policies, procedures and Work Practices.
- 8.2 Monitors the IPC Lead ensuring all KPI's of the IPC Lead are met.
- 8.3 Participates in the annual immunisation program, on an annual basis.
- 8.4 Reports any infection control issues in accordance with organisational procedures.
- 8.5 The annual Staff Development Program includes mandatory training and competencies for hand hygiene, standards and transmission-based precautions including; outbreak management. The Enrolled Nurse must complete these competencies on an annual basis.
- 8.6 Maintains knowledge of the Outbreak Management procedures.
- 8.7 Implements the Outbreak Management process, in the absence of the CEO/DON.

9. QUALITY PROGRAM

- 9.1 Participates in the organisational quality program.
- 9.2 Ensures all Clinical Audits are completed and evaluated in accordance with the organisational schedule.
- 9.3 Initiates and implements Policy, Procedure and Work Practice review.

10. NATIONAL DISABILITY INSURANCE SCHEME (NDIS)

- 10.1 Working knowledge of, and compliance with, National Disability Insurance Scheme Act 2013 and NDIS Code of Conduct
- 10.2 Promote a supportive and positive working environment for NDIS participants

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Physical Demand Analysis	Type of Work: A = Administrative C = Care S = Services	
	Frequency: Continuous (C) = 75% to 100% of the shift Frequent (F) = 25% to 75% of the shift Infrequent (I) = 0% to 25% of the shift Note: Assistive technology will be considered on an individual basis.	
Physical demand	Frequen cy for type of work	Description
	C	
Standing and Walking	C	Standing and walking are major requirements for carrying out tasks and are required for movement around the facility. The ability to fully use both legs on variable surfaces is required.
Sitting	C	Sitting is required when carrying out documentation or administrative tasks.
Climbing	I	Climbing is required to go up and down stairs and steps. Requires body agility and the ability to use both legs and feet and hands/arms to use hand rails. A lift is available to move from one floor to another.
Balancing	C	Balancing is required to maintain body steadiness to prevent falling when walking, standing, crouching and/or lifting whilst carrying out task requirements.
Lifting and carrying	F	Lifting and carrying is required in the movement of objects around the facility including movement from lower to higher and/or horizontally and/or place to place. The ability to fully use both arms and hands is required.
Pushing and Pulling	F	Pushing and pulling objects around the facility including but not limited to trolleys, wheeled chairs and manual handling equipment.
Bending & Crouching	F	Bending at waist level whilst carrying out tasks is required. Ability to crouch to floor level when required.
Kneeling	I	Kneeling can be required whilst carrying out tasks.
Reaching & stretching	F	Reaching and stretching is required in carrying out tasks, and in the movement of objects within the facility.
Twisting	F	Twisting may be required in carrying out tasks. The ability to reach in all directions and to twist at the waist is required.
Grasping/ Finger Movement	F	Grasping and fine finger movement is required to hold objects. The ability to do repetitive motions with hands, wrists and fingers is required.
Handling and Feeling	C	Finger dexterity and hand-eye coordination, along with full hand and wrist movement is required. The ability to distinguish the features of objects by touch, particularly with the fingertips is required.
Talking & Communicating	C	Talking and communicating is required to carry out tasks. An excellent understanding of the English language and the ability to communicate effectively is required.
Hearing	C	Hearing and the ability to interpret what is being heard is required to carry out tasks. Ability to maintain hearing acuity, with correction, if required.
Vision	C	Vision and ability to recognise objects to determine depth perception, to discriminate between colours and read documents is required to carry out tasks. Ability to maintain 20/40 vision using correction, if required.
Smelling	F	Ability to distinguish odours and identify hazards is required when carrying out tasks.
Repetitive Motions	I	Repetitive motions of the wrists, hands or fingers are required when carrying out tasks.

I(Please Print) have read and understand the Position Description requirements including the Physical Demands and agree that I have the capacity to do this position. I agree to follow the requirements set out in the position description and understand that the information provided is a general outline and may not include every aspect of the position.

Signature: _____ **Date:** _____