



Position Description

A SMALL RURAL HEALTH SERVICE DETERMINED TO ACHIEVE GREAT THINGS

Kerang District Health is a small rural health service offering a broad range of acute, residential aged care, primary and community services to the Kerang community and surrounding district.

Acute Health services provided include medical, oncology, a 24 hour urgent care centre (UCC) and surgical services such as general surgery, gynaecology, urology and dental.

The health service also provides residential aged care services to 30 residents in 'Glenarm' and provides transitional care to 4 clients either in hospital or in the community.

A variety of primary and community services also come under the KDH banner including a GP clinic, district nursing, centre based and mobile day activities, an exercise program and a men's shed.

VISION AND VALUES

Kerang District Health seeks to improve the health and wellbeing of the community. How we go about our work is as important as what we achieve. Everything we do is underpinned by our core values, **Caring, Accountability, Respect** and **Excellence**

Organisational Values	Associated Behaviours
C - Caring	We will be person centered, show compassion and empathy
A - Accountability	We will be transparent, trustworthy and responsible for our actions
R – Respect	We will embrace and be considerate of the differences of all people
E - Excellence	We will be dedicated to every person, every time

1. POSITION DETAILS

Title	Nurse Unit Manager – Aged Care	Division	Clinical Services
Department	Glenarm	Location	13 Burgoyne Street, KERANG VIC 3579
Enterprise Agreement <i>(or its successor)</i>	Nurses and Midwives		
Classification	Nurse Unit Manager 3		
Immunisation Risk Category	Category A: Position involving direct patient contact, potential for exposure to blood, body fluid, human tissue specimens during course of a normal working day		

Position Summary	The Nurse Unit Manager is responsible for ensuring the development and maintenance of care standards by providing strong leadership and role modelling. The Nurse Unit Manager is responsible for coordination, management of finance, human and material resources, program structure, critical analysis and employee relations, personal influence and professional credibility.
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	The Nurse Unit Manager is part of the health care team and utilises the practice of nursing to deliver or direct patient care in any practice setting, addressing the functions and obligations of work that reflect current practice guidelines and standards for professional individuals.	
Position Reports to	Direct	Director of Clinical Services
	Professional	Aged Care Accreditation Body
Number of Reports	Direct	30 – 40 staff
	Indirect	
Key Relationships	Internal	Board Directors, Board Sub-Committee Members, CEO, Director of Clinical Services, Director of Medical Services, Managers/Supervisors, HR Manager, Quality Coordinator, Infection Control Coordinator, KDH Staff, KDH Contractors, KDH Volunteers
	External	Consumers’ families, guardians and powers of attorney, Visiting medical officers, Visiting practitioners, Other health facilities, Community organisations and members, Victorian Department of Health and Human Services, Commonwealth Department of Health

2. SELECTION CRITERIA

Essential Requirements	<ul style="list-style-type: none"> Demonstrated high levels of leadership, organisational and interpersonal skills, congruent with the requirement to manage the operational aspects of a dynamic aged care facility Demonstrated understanding of contemporary Aged Care nursing, in line with current government health policy and future directions; Demonstrated skills and experience in the area of policy development, implementation and compliance for the purpose of achieving organisational goals. Demonstrated knowledge of current government policy and funding of Residential Aged Care. A demonstrated knowledge and commitment to Quality Improvement activities and best practice models of service delivery, inclusive of experience with the Aged Care accreditation processes Demonstrated ability to manage and control the financial resources of a department or division within a Health Service and to develop and implement strategies to reduce expenditure and increase revenue. <p>A Division 1 Registered Nurse, registered with AHPRA.</p> <ul style="list-style-type: none"> Demonstrated high levels of leadership, organisational and interpersonal skills, congruent with the requirement to manage the operational and strategic aspects of a multifaceted unit. Demonstrated knowledge of current government policy, change management and contemporary models of aged care. Demonstrated knowledge and commitment to Quality Improvement Activities. Demonstrated ability to manage and control the financial resources of a complex department within a small rural health service. Demonstrated skill and experience in areas of Human Resource Management and interpersonal communication skills. Awareness of current issues and trends in clinical and management practice. Demonstrated commitment to ongoing professional development. Demonstrated involvement in the promotion of continuing professional development of clinical care and non-clinical staff. Demonstrated effective communication and organisational skills.
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	<ul style="list-style-type: none"> • Demonstrated awareness of the principles of clinical risk management.
Desirable Requirements	<ul style="list-style-type: none"> • Post graduate studies in relevant fields; ideally management and gerontology

3. KEY ACCOUNTABILITIES

Key Accountabilities	Demonstrated by / Key Performance Indicators
Core Management Tasks	<ul style="list-style-type: none"> • Upholds and promotes Kerang District Health’s Vision and Values • Support the organisational Strategic Plan, Business Plans and relevant government strategies and principles of best practice • Responsible for the administration, direction and coordination of all consumer care in Aged Care. • Foster a culture of clinical excellence that is based on person centred care, collaboratively working with staff to focus on the quality and safety of services at KDH (monthly KPI's, audits, incident management, clinical procedures quality projects, OH&S planning and projects, consumer satisfaction data, complaints analysis, case reviews) • Lead the Aged Care team in meeting the Aged Care Quality Standards, as set by the Aged Care Quality and Safety Commission. • Ensure audits are completed as per audit schedule each year • Ensure that there is a Continuous Quality Improvement Plan in place that is regularly monitored and updated. • Ensure that the required KPI’s and clinical indicators are reported each month • Foster a positive and progressive staff culture that inspires innovation and generates high levels of staff satisfaction. • Ensure that appropriately educated, experienced personnel are appointed and maintain adequate staffing levels at all times to meet service delivery requirements and budgetary targets (recruitment, induction, retention, support, professional development and performance management of staff). • Ensure 100% of staff appraisals are completed annually and position descriptions are updated annually in conjunction with the Director of Clinical Services and Human Resources Manager. • Delegate appropriate duties to staff consistent with their roles and responsibilities and experience. • Responsible for staff orientation, education and development as required. • Effective business management of the unit (budget development and monitoring, business KPI reporting, risk planning, assets and supplies managed, business planning, attending and running meetings) • Develop and maintain positive, professional and productive relationships with the Executive and peer managers/supervisors across KDH. • Provide a report on department activity for the Annual Report • Clinical Placement Supervision including orientation, completion of clinical assessments and appraisals
Clinical Core Tasks	<ul style="list-style-type: none"> • Lead the team in the provision of comprehensive assessments for consumers, to identify each consumer's physical, and psycho social needs / problems. • Lead the team in the development and review of individual care plans for consumers in consultation with the consumer, carers and other health professionals. • Ensure documentation is consistent with, and supports requirements under, the Aged Care Funding Instrument (ACFI). • Ensure quality care is delivered and evaluated, in accordance with Kerang District Health policies and procedures and best practice guidelines. • Be familiar with all emergency equipment, policies and procedures as appropriate to residential aged care.



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	<ul style="list-style-type: none"> Ensure consumers and carers, are educated to recognise their health needs, to encourage self-care, and maintenance of independence.
Communication	<ul style="list-style-type: none"> Establish and maintain professional relationships with the care team. Establish and maintain professional relationships with all relevant stakeholders. Act as a consumer advocate by communicating, investigating and developing resolutions to any consumer concerns, incidents or complaints. Effectively communicate all relevant consumer and \ or aged care service information to key stakeholders.
Professional	<ul style="list-style-type: none"> Comply with the Nursing and Midwifery Board of Australia Code of Professional Conduct for Nurses. Function in accordance with legislative requirements. Be responsible and accountable for own nursing practice. Access guidance and support from the CEO, Director of Clinical Services, fellow managers and other relevant staff as appropriate.
Continuous Quality Improvement	<ul style="list-style-type: none"> To recommend/discuss any new resources, processes, or equipment that may be required to maintain and further develop effective programs or treatments with the relevant Executive Director. To participate in Quality Improvement activities within the relevant department, team and organisation as required.
Infection Control	<ul style="list-style-type: none"> Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. The risk minimisation strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
Occupational Health and Safety	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> Take reasonable care for your safety and the safety of others while at work. Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. Complete all Mandatory training requirements as identified and directed. Comply with the Occupational Health and Safety Act and all KDH O.H. & S. online Policies and Procedures.
Above and Below the Line Behaviour Modelling	<p>All staff are expected to comply with and support the Kerang District Health Above and Below the Line Behaviour model, focusing our behaviours on those that reflect our values; Caring, Accountability, Respect and Excellence.</p>
Performance Appraisal and Goal Setting	<p>A Performance Appraisal and Goal Setting will be conducted annually</p>

4. STANDARDS TO WHICH PERFORMANCE WILL BE ASSESSED

- Key Performance Indicators
- Demonstrating organisational philosophy in all activities
- Compliance with organisational policy, procedures and practices
- Compliance with goals induction setting within the first six months of employment



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- Compliance with position description and goals set at annual performance appraisal
- Contribution to the team and organisation
- Management, peer, client and community feedback.

5. ACCEPTANCE AND AGREEMENT

All Kerang District Health team members must:

- Demonstrate and role model Kerang District Health values.
- Comply with all Kerang District Health Policies and Procedures.
- Comply with the requirements of the National Safety & Quality Health Service Standards.
- Work in accordance with the Data Accountability Framework to maintain data integrity.
- Complete and maintain all mandatory training relevant to area of practice.
- Participate in Kerang District Health’s performance development process as required.
- Contribute to a safe and healthy working environment.
- Report unsafe work practices in the incident reporting system.
- Promote a no blame culture of safety and wellbeing.
- Maintain working knowledge of emergency procedures and location of emergency equipment.
- Take all reasonable steps to prevent bullying, discrimination and harassment in the workplace.
- Observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- Comply with reasonable direction or duties as requested by their manager

Kerang District Health strongly supports patients in expressing their wishes and values. Clinical staff are encouraged to engage in Advance Care Planning (ACP) discussions with patients.

Kerang District Health has a zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously. For more information refer to Kerang District Health’s Child Safe Policy.

Kerang District Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free from harassment or discrimination.

Kerang District Health is a smoke-free environment.

ACCEPTANCE

I have read, understood and agree that this position description represents the duties, responsibilities and accountabilities expected of me in my employment in this position. I understand Kerang District Health reserves the right to modify position descriptions as required, and I will be consulted when this occurs.

Position Incumbent	
Signed	
Print Name	
Date	



Position Description

Manager	
Signed:	
Print Name:	

Privacy Statement: Information may be collected and stored for the purpose of recruitment and selection. The information will only be used and disclosed for the primary purpose of its collection. Some exceptions exist. These may be obtained from the Human Resources department.