



HR47
POSITION DESCRIPTION
NEERIM DISTRICT HEALTH SERVICE

Position Title: *Nurse Unit Manager – Hospital and Aged Care*
Program: *Hospital and Aged Care*
Reports to: *Chief Executive Officer*
Supervises: *Nursing staff, Care Staff, Diversional Therapy*

Our Purpose

To provide high quality care in an environment in which the organisation can flourish

Our Vision

To be considered the most highly valued provider of community and individual wellbeing

Our Values

A passion and commitment for what we do

Professionalism, respect for all and a commitment to diversity and social inclusion

A commitment to quality and continuous improvement

Enthusiasm in working together for a common goal to meet the changing needs of our community

Organisational background:

Neerim District Health Service (NDHS) is a private not for profit entity owned by its members. It is incorporated under the Associations Incorporation Reform Act (2012) and is located in the township of Neerim South with a population of 1300.

NDHS has a 90-year history serving the community and there is strong community support and ownership of the organisation. NDHS has a Board of Management elected from the local community who have a strong mix of professional skills and an active interest in the community and its development.

The organisation has a mix of services including:

- 25 register residential aged care beds with full Accreditation achieved in April 2018
- 8 hospital beds
- 10 bed active day procedure theatre with a mix of public and private surgery
- Commonwealth funded Short Term Restorative Care (STRC) Packages
- NDHS is registered with the Department of Health and Human Services as a private hospital
- Provision of Meals on Wheels services

NDHS has the equivalent of 40 full time staff made up of approximately 90 full time, part time or casual staff. There is also a very active volunteer base.

Position objective:

The Nurse Unit Manager, Hospital and Aged Care is responsible to the CEO/DON for the 8 hospital beds and the 25 residential aged care beds at NDHS with a range of staff including Registered Nurses, Enrolled Nurses, Personal Care staff and contracted Allied Health staff.

This position will work closely with other department heads and the CEO to identify and diversify business opportunities at NDHS.

The incumbent shall also work closely with the CEO and the project team to ensure that facility upgrades to the aged care unit are completed in a timely manner prior to March 2019.

Organisational responsibilities:

- Perform duties within the context of NDHS philosophy, values and policies and procedures
- Acknowledge and respect the diversity in the nature of our residents, patients and clients and the many aspects of their lives – physical, psychological, spiritual and social
- Work as per your contract of employment, relevant Award / Agreement and agreed roster
- Read and understand all policies and procedures including all revised policies and procedural documents
- Understand and work within the Risk / Quality Management Framework including policies, procedures, tools, templates and reports as applicable throughout the organisation
- Work within the parameters of general legislative compliance – including but not limited to OHS laws and guidelines, Fair Work Australia Act, Aged Care Act, Privacy Act, Health Records Act
- Follow the objectives of the strategic and operational plans as directed by the CEO

Position responsibilities:

1. Clinical Care

- a. Ensure high quality patient and resident care is delivered by staff in accordance with NDHS policies and procedures, evidence informed practice and within APHRA guidelines
- b. Ensure appropriate and timely discharge planning for hospital patients
- c. Ensure appropriate and timely communication with visiting Medical Officers and Allied Health Clinicians
- d. Ensure staff utilise information technology to maintain resident and patient clinical files
- e. Ensure appropriate and timely assessment and evaluation of aged care residents is delegated and monitored in regard ACFI funding

2. Continuous Quality Improvement

- a. Ensure all facets of continuous quality improvement and ACHS and Aged Care Accreditation are met in a timely manner
- b. Actively participate and contribute in the Quality and Safety Committee
- c. Ensure a team approach and understanding of the Accreditation Standards for Aged Care and ACHS
- d. Ensure the annual audit schedule is undertaken and completed in a timely manner

3. Regulatory Compliance

- a. Ensure compliance with regulatory and legislative requirements including but not limited to mandatory reporting for aged care and Occupational Health & Safety
- b. Ensure risk management processes are maintained, actioned and reviewed including incident reporting systems and adverse events
- c. Ensure team compliance with professional codes of conduct including APRHA
- d. Ensure staff compliance with NDHS policies and procedures
- e. Ensure staff compliance with Infection Control requirements
- f. Ensure appropriate and timely prudential arrangements for aged care are met including Resident Agreements in collaboration with the Business Manager

4. Consumer and resident satisfaction

- a. Facilitate and maintain effective communication with patients, residents and their relatives/care givers
- b. Ensure patient and resident care is of a high standard and promotes safety, comfort, dignity, privacy and choice
- c. Identifies and ensures improved service delivery
- d. Provide senior leadership input for the aged care Resident and Relative meetings

5. Leadership and Management

- a. Ensure a can-do team approach with a solution focussed culture
- b. Ensure the appropriate and optimal use of resources including responsibility for staffing, medical consumables and pharmacy and rostering of staff
- c. Ensure appropriate and timely entry of data to maintain Commonwealth requirements for funding including admission and discharge data and ACFI requirements
- d. Ensure staff completion of mandatory and/or relevant training requirements including but not limited to:
 - i. Advanced Life Support for all Registered Nurses Division 1
 - ii. Basic Life Support
 - iii. Manual Handling and No Lift
 - iv. Fire and Evacuation
 - v. Infection Control, Aseptic Technique and hand hygiene
 - vi. Medication Management
 - vii. Bullying and Harassment
- e. Ensure annual performance review processes are completed for all team members
- f. Manage the hospital and aged care budgets in collaboration with the Business Manager and CEO
- g. Ensure timely and appropriate booking systems are maintained for entry to permanent and respite residential aged care
- h. Ensure robust and functional partnerships with relevant stakeholders including the community Pharmacy, Allied Health practitioners and local public health services.

Key Selection Criteria:

- An APRHA Registered Nurse Division 1
- Demonstrated skills and experience in the aged care sector and knowledge of aged care funding models and process
- Previous experience in acute and/or sub-acute nursing

- Proven track record in building and maintaining effective working relationships with a range of internal and external stakeholders and the ability to influence people and lead change
- A successful and proven record in a senior leadership role within a multi-disciplinary team in a health and/or community services related environment
- Advanced problem solving, analytical and advisory skills
- Strong personal ethics and a conscientious approach with highly developed verbal and written communication skills
- Understanding of and commitment to continuous quality improvement
- Excellent time management skills and the ability to manage many different demands and work priorities.

Qualifications:

- Registered Nurse Division 1 – APHRA registered in Victoria

Desirable Skills & Competencies:

- Post graduate qualification in a health-related field
- Experience in aged care or aged care related field
- Experience in a Not for Profit organisation

Employment conditions:

- Salary and conditions are in accordance with your individual employment agreement and the National Employment Standards (NES)
- Remuneration Packaging is available in accordance with current legislation.
- NDHS operates under an Equal Opportunity Policy and Occupational Health & Safety Policy in accordance with current legislation.
- Effective risk / quality management is a core competency expected of everybody involved at NDHS
- The Nurse Unit Manager is expected to conduct her/himself with professional integrity towards residents, patients and clients
- Under the Accident Compensation Act, it is the applicant's duty to advise NDHS of any pre-existing condition, which could be aggravated by the type of employment they are applying for. Failure to do so seriously jeopardises any entitlement the employee might have for a work-related aggravation of that non-disclosed pre-existing condition.
- Under the relevant State and Commonwealth legislation all applicants are required to undergo a National Police Check and a Statutory Declaration is required for any staff working in aged care

Responsibilities stated herein reflect the primary functions of this job and should not be construed as an exhaustive list of duties.

Employee Name: _____ Date: _____

Signature: _____