**Job Description**

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| **Job Title:** | **Clinical Manager** |
| **Ref No:** | MAN24 |
| **Portfolio & Program:** | Aged Care |
| **Reporting Relationship:** | Residential Aged Care |
| **Classification:** | Salaried |
| **Date:** | July 2018  |

***Our vision is justice, respect and fullness of life for all. Our mission is to provide care and support with a voice for disadvantaged and vulnerable people in our communities.***

*Living life the way you want to – that’s our aim for all older South Australians and their families. We respect and care for older people in our residential aged-care and Independent Living communities. We are committed to providing innovative, creative and dynamic approaches to care and to meet the changing needs of our customers.*

**My purpose is to…**

Actively provide clinical leadership, engaging staff to provide our residents with person centred care of the highest quality, whilst empowering continuous improvement and meeting legislative, regulatory and policy requirements. Provide a culture of motivation and safety to staff and residents by communication and transparency.

**I will make a difference when I…**

**Customer Service**

* Drive a customer focused approach across all areas of the business
* Ensure that resident outcomes are central to all decisions and actions
* Drive an inclusive approach where individual dignity and choice is evident for all

**Residential Care & Clinical Practice**

* Lead and drive a foundation to ensure the delivery of individually focused high quality person centred care
* Optimise quality of life and health outcomes by pursuing and guiding clinical governance
* Empower residents and their families to make informed decisions by educating your teams on health literacy and practices
* Monitor and ensure accurate and timely documentation and reports completed as required by legislation and standards
* Oversee the services quality audit process ensuring compliance, critical analysis and continuous improvement
* Support the ACFI assessment submission and claiming process
* Actively contribute to annual budget reviews and the effective management of resources
* Ensure complaints and feedback are reported to and discussed with the Senior Manager

**Professional Accountability**

* Adhere to the relevant legislative and regulative frameworks affecting nursing standards and health care in aged care, reviewing staff practices to ensure compliance
* Investigate and manage incidents, feedback and concerns to ensure proactive residential care

 **Leadership**

* Support a culture that engages employees through communication, recognition and collaboration
* Role model AnglicareSA values and behaviours and a commitment to a resident focused service model
* Proactively encourage a team environment and a ‘learning culture’
* Guide, support and mentor staff performance and development to enable high quality care
* Assist in recruitment, selection and retention practices of staff
* Develop, implement and evaluate new initiatives that are based on research and model industry best practice

**Quality and Risk Management**

* Identify clinical trends through auditing, monitoring and conducting critical analyses and apply a corrective action and continuous improvement approach
* Ensure the site complies with all applicable legislation, governance and standards by ensuring required documentation is maintained and effective systems and processes are in place
* Demonstrate a critical, analytical and continuous improvement approach to clinical practice whilst embedding a commitment to quality and risk within the service

**Work Health and Safety (WH&S)**

* Contribution to the positive growth of the organisation’s safety culture through active participation in safety initiatives, such as proactive identification and reporting of incidents, hazards and near miss events
* Ensure processes are in place for work to be carried in a safe manner and that Work Health and Safety action plans are developed and implemented, with regular workplace inspections and audits being conducted
* Ensure all reported workplace incidents, including near misses, hazards and accidents, are investigated, risks are assessed and control measures are implemented in consultation with Work Health & Safety Representatives and staff
* Support and rehabilitate injured workers in accordance with AnglicareSA Injury Management Manual and associated policies and procedures

**To make a difference I will…**

* Embrace and integrate AnglicareSA's Vision, Purpose and Values into your role.
* Support AnglicareSA's commitment to reconciliation between Aboriginal people and other Australians as outlined in our Reconciliation Action Plan. This includes, but is not limited to, the engagement and participation of Aboriginal people, and the provision of culturally competent, respectful services and system responses.
* To be physically and mentally capable and report to work in a fit state to perform all duties.
* Actively participate in performance reviews, performance development, training (including Work Health and Safety and fire safety) and supervision opportunities.
* Have evidence of my right to work in Australia
* Obtain and maintain a National Police History Check
* Keep up to date with accreditation standards and industry developments for best practice in aged care.
* Comply with relevant standards of practice defined by the Nursing and Midwifery Board of Australia, including maintaining my registration as a Registered Nurse
* Willingness to perform in Senior Manger role as required

[x]  Willing to work at other sites as required [x]  Elder Abuse Reporting

[x]  Out of hours guidance and attendance may be required

**Direct Reports:** Clinical Nurse Consultant

**Working Relationships:** Head of Clinical Practice, RAC Operational Support Lead, Business Partners and RAC Clinical Managers

**I must possess these skills and abilities…**

**Qualifications**

* Bachelor of Nursing (or equivalent) and current registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) (essential).
* Post Graduate qualification and/ or relevant experience in aged care will be favourably considered

**Skills and Abilities**

* Experience in case management within a person centred care model
* Demonstrable understanding of Aged Care Standards, Quality framework and accreditation expectations, Aged Care Funding Instrument (ACFI), Aged Care Act and professional standards of competence and conduct as regulated by The Nursing and Midwifery Board of Australia (NMBA).
* Ability to apply a critical analysis and continuous improvement approach to address problems, formulate solutions, work under broad direction and exercise judgement at all times.
* Proven ability to be compassionate toward employees, provide support, encouragement and recognition whilst ensuring that they maintain work/life balance.
* Demonstrable ability to manage a large and diverse workload, set priorities and meet deadlines, balance potentially conflicting demands of service provision and achievement of financial objectives.
* High level of interpersonal skills, work ethic, self-motivation and willingness to accept responsibility.
* Willingness to accept and embrace the different cultural backgrounds of our residents and team.
* WH&S knowledge and skills suitable for the position.
* Work within a team environment in accordance with AnglicareSA values.

**My dedication and commitment**

Job holder Signature: ………..…….. Date

Print Job holder Name:

General Manager, Aged Care Services Signature:

Date: