

Reports to: Care Manager

Conditions: JBMT Enterprise Agreement 2016

Location: Kalyra

POSITION SUMMARY/UNIQUE CONTRIBUTION

Deliver clinical care and service including the coordination of the delivery of nursing and personal care to residents in assigned unit/s, to maintain and improve their quality of life. Provide operational team leadership to nurses and care workers to enable efficient operation of the unit and ensure compliance with standards, policies and procedures.

Accountability	Authority	Tasks and Behaviours
Deliver clinical care and nursing services to residents	<ul style="list-style-type: none"> To deliver the care and services in accordance with policies, procedures, standards and guidelines. To administer resident medication as required 	<ul style="list-style-type: none"> Lead and influence the delivery of care through role modelling evidence based best practice, comprehensive contemporary assessment and care planning practices to ensure the resident's quality of life and independence is optimised. Implement systems which support consistent service delivery of care focussed on wellness and a person-centred approach. Co-ordinate and contribute to care service delivery in collaboration with the multidisciplinary team. Ensure requirements for validation of the Aged Care Funding Instrument (ACFI) are met. To ensure all legislative requirements including but not limited to the <i>Aged Care Act 1997</i> and the Australian Health Practitioner Regulation Agency are met. Identify and implement continuous quality improvement actions that demonstrate positive outcomes for residents and staff to ensure quality of care and care service delivery are maintained at an optimum level. Complete administrative tasks, including data entry, timesheets and employment forms, according to prescribed procedures and deadlines.
Liaise with resident stakeholders including, but not limited to, family members and appropriate health professionals.	<ul style="list-style-type: none"> To contact and discuss resident matters with stakeholders, referring complex or multidiscipline matters to Care Manager 	
Creation and maintenance of resident care plans for all residents in assigned unit/s.	<ul style="list-style-type: none"> To complete care plans ensuring they meet all legislative and other requirements and are up to date at all times. Can delegate tasks to RN, EN as appropriate. 	
Oversee all resident assessment activities and complete regular audits of nursing practices particularly in relation to clinical care and resident wellbeing and satisfaction, identifying themes and implementing continuous improvement initiatives as appropriate.	<ul style="list-style-type: none"> To assess residents and implement actions as necessary. To determine appropriate action in relation to resident problems and exceptions i.e. fall management or clinical deterioration, within standard procedures within budget. To implement continuous improvement initiatives into own unit within the boundaries of quality standards, policies and procedures. For all other initiatives make recommendation for change to the Care Manager. To audit nursing practice of own team. 	

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Accountability	Authority	Tasks
Provide ongoing coaching and professional development to clinical staff.	<ul style="list-style-type: none"> • To deliver on the job training, coaching and education in accordance with framework and plans 	<ul style="list-style-type: none"> • Undertake all relevant mandatory training and participate in professional and personal development to improve personal performance and teamwork, as well as the care and wellbeing of residents
Support the Care Manager, providing operational/day to day leadership to nursing and care worker team members in assigned unit/ s.	<ul style="list-style-type: none"> • To implement approved rosters, including break management, reallocation or replacement of staff as required, within budget. • To allocate work to nurses and care workers to meet nursing and personal care objectives. • To monitor performance of all staff on duty addressing issues within the shift, then reporting all matters to the Care Manager. • To participate in labour planning/recruitment, performance counselling and team development as directed by the Care Manager. 	<ul style="list-style-type: none"> • Increase the knowledge and skills of staff in evidence based practice and care service delivery by providing support, direction and education to staff teams. • Establish and maintain communication that facilitates teamwork and multidisciplinary collaboration. • Ensure compliance with Kalyra Communities policies and procedures. • Commit to the achievement of Kalyra Communities Vision and act as a role model in practising the organisation's Values. • Other duties as required.
Maintain a safe working environment.	<ul style="list-style-type: none"> • To direct all staff to engage in safe work practices • To cease work/activity immediately if that work is in breach of safety policies and procedures • To act as the Senior First Aid Officer and Chief Fire Warden as required. 	<ul style="list-style-type: none"> • Maintain an up to date knowledge of, and work safely in, all aspects of Fire, Emergency and Safety, Manual Handling and work health and safety and injury management issues. • Take reasonable care to protect your own health and safety, and the health and safety of others who may be affected by your actions or omissions at work. • Comply with statutory and organisational requirements, procedures and rules to protect the health and safety of all people at the workplace including the utilisation of appropriate equipment, effective and timely reporting and ensuring you are not affected by alcohol or other drugs which are likely to endanger yourself or others

ESSENTIAL MINIMUM REQUIREMENTS**1. Educational/ Vocational Qualifications**

- Registered General Nurse with the Australian Health Practitioner Regulation Agency and current practicing certificate.
- Senior First Aid Certificate

2. Personal Abilities/ Aptitudes/ Skills

- Highly developed skills in resident nursing and personal care.
- Sound leadership and team building skills.
- Well developed customer relations skills and a commitment to providing quality service and implementing continuous improvement.
- Ability to plan work, establish priorities and service standards and delegate effectively.
- Ability to work under broad policy guidelines but recognizing situations that need to be referred to the Director of Care/Care Manager/Clinical Nurse.
- Ability to effectively resolve conflict situations and deal with difficult people.
- Sound staff counseling skills.
- Ability to produce clear, timely and concise documentation
- Well developed communication skills with the ability to relate effectively to a wide range of people.
- Ability to maintain confidentiality.
- Sound problem solving skills

3. Experience

- Demonstrated experience in a leadership role including workload management, performance management, project management and critical and reflective thinking skills in decision making and problem solving.
- Experience with the Microsoft suite of applications.

4. Knowledge

- Comprehensive clinical knowledge of the aging process and particular aged related health issues.
- Working knowledge of relevant legislation including the *Aged Care Act 1997* and the Aged Care Accreditation Standards and the Aged Care Funding Instrument.
- Working knowledge of Work Health Safety Act and regulations and their application in the workplace.

Employee Name: _____

Employee Signature: _____

Date: _____