



Position description Deputy Director of Nursing

Position details:

Position title:	Deputy Director of Nursing	Reports to:	Director of Nursing
Department/Division:	Residential Care	Direct reports:	Clinical and Non-clinical care teams

Position:

The Deputy Director of Nursing (DDON) manages the delivery of care related programs and care associated financial income and expenditure. They are responsible for the implementation and management of care programs that are compliant to internal and external standards and responsible for the overall direction and management of employees to ensure a high standard of care. They are supported by Clinical Shift Supervisors and Team Leaders to ensure residents receive the appropriate level of care and support services to maintain quality of life.

The DDON is the Infection Prevention and Control (IPC) Lead for the facility in which they are located.

Essential requirements:

It is a condition of employment with Goodwin that all employees must have an annual influenza vaccination, unless an exemption is provided on medical grounds. Goodwin offers a free annual influenza vaccination program.

Key accountabilities:

Care management:

- Ensure care structures within the residential facility operate as one to achieve efficiencies and compliance.
- Assist in the development, implementation and review of policies and procedures for care.
- Ensure claims for subsidies are optimised, completed correctly and contain supporting documentation.
- Provide leadership, support and guidance to clinical and care employees to achieve quality outcomes.
- Ensure exceptional care service delivery and appropriate documentation that reflects individual needs.
- Provide guidance and training in correct methods of care planning.
- Maximise the use of the electronic care system.
- Review, implement and monitor effective strategies to reduce care related incidents.
- Implementation of innovative programs to improve quality of life for residents.
- Implementation and monitoring of Goodwin's philosophy of care.
- Pursue opportunities for alternative care programs.

Infection Prevention and Control (IPC):

- Oversight of the IPC program, which includes, at a minimum, the following elements:
 - Compliance with Goodwin's system for preventing, identifying, reporting, investigating and controlling infections and communicable diseases for all residents, employees and visitors.
 - In collaboration with the EDD, ensure PPE and hand hygiene education, training and skill assessment of all employees in the facility.
 - In collaboration with the EDD, ensure aseptic technique education, training and skill assessment of relevant employees in the facility.
 - Monitoring of environmental cleaning and disinfection of the facility.



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- Monitoring of stock levels (PPE, IPC products) and storage.
- Collaborate with other DDONs, DONs and EMCHS on implementing Infection Control Precautions.
- Conduct outbreak investigations.
- In collaboration with the GAP, oversee the antimicrobial stewardship program and monitor residents' antibiotic use.
- In collaboration with EMCHS and GAP, oversee the immunisation program for residents and employees in the facility.

Managing employees:

- Provide mentoring, develop skill competencies, establish appropriate team behaviour and maintain open lines of communication.
- Guide and support employees in change management.
- Maintenance of a cost-effective roster that reflects resident's needs.
- Management and ongoing monitoring of employee performance.
- Maintain professional registration and advise Goodwin of any changes to registration.

Other:

- Development of professional, accurate and informative reports.
- Achievement of key performance indicators, including budget outcomes, and ACFI targets.
- Investigation, management and reduction of internal and external complaints in a professional, effective and timely manner.
- Achievement and maintenance of regulatory and accreditation compliance.
- Contribute to the overall strategic directions and implementation of strategic plan.
- Facilitate a culture of continuous quality improvement and excellent customer service.
- Identify improvements to current practices to ensure consistent and standardised processes.
- Play an integral part in risk assessment and mandatory training processes.
- Maintain professional registration and advise Goodwin of any changes to registration.
- Compliance with organisational policies and procedures, legislation, Work Health and Safety and diversity.
- Maintain the customer service culture, and present professionally to all people at all times.
- Maintain and promote Goodwin's reputation as a quality organisation.
- Communicates and interacts with all consumers in a dignified and respectful manner.
- Commitment to quality systems and continuous improvement.

Selection criteria:

Qualifications:

- Registration as a Registered Nurse in Australia (RN).
- IPC Lead qualifications

Essential Skills:

- Effective people management and oral communication skills.
- High level report writing.
- Confident use of Microsoft office suite programs
- Knowledge of advanced care planning and respecting patient choices.
- Strong knowledge of legislative requirements, Aged Care Accreditation, ACFI and the dementia disease process.
- Experience in managing people to achieve organisational outcomes.
- Strong commitment to the implementation of Montessori methods.



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- The capacity to think strategically and implement organisational improvements.
- Good problem solving skills.
- A commitment to implementing new programs.

Personal Attributes:

- High ethical standard, is trustworthy and confidential.
- Works well individually and as a team member.
- Has consideration and respect for others and their views.
- Shows respect for cultural diversity in all communications and interactions with co-workers and consumers.
- Adapts to changing environments and demands.
- Enthusiastic, energetic, projects a positive image.
- Good attention to detail, efficiency and effectiveness.

Work health and safety:

- Take reasonable care for your own health and safety and the health and safety of others.
- Comply with any reasonable instruction by Goodwin.
- Observe and comply with the work health & safety policies and procedures of Goodwin.
- Report any identified hazards, incidents including near misses or injuries which arise in the course of your work, using Goodwin's reporting systems.
- Undertake WHS training where required, in order to perform duties.
- Participate and contribute to work health & safety practices to ensure a safe work environment.
- Ensure that workers observe and comply with the work health & safety policies and procedures of Goodwin.

Position approval:

This position is approved under a Common Law Contract at a negotiated salary package.

Authorisation:

This position description has been authorised as part of Goodwin's document management process. It comes into effect on the date indicated next to the signature.

Signature:

Date:

11-12-2020

Position:

CHIEF OPERATING OFFICER

