

Position Description



General Information	
Position title	Nurse Unit Manager
Enterprise Agreement / Modern Award	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 - 2024
Classification	As Per Enterprise Agreement
Status	As per Contract of Employment
Qualifications	Current registration with the Australian Health Practitioner Regulation Agency (APHRA) as a Registered Nurse, with a Board approved qualification in medicines administration.
Primary Location	Warrnambool – This position may be required to work across organisational areas and locations dependent on operational requirements.
Reports to	Director of Nursing
Direct Reports	Supervises Personal Care Workers and other non-direct care staff as required.
Key Internal Contacts	All Lyndoch staff, consumers (residents), families
Key External Contacts	Members of the Public, Contractors, Suppliers, Health Professionals
Infection Control Risk	Category A - Direct patient contact

Lyndoch Living Vision

By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.

Our Values

Our Values known as the “Lyndoch Way” represent how we conduct ourselves to support a positive workplace culture and achieve our strategic direction. Our Values are *Safety, Trust, Inclusion, Respect, Care*

Position Overview

The Nurse Unit Manager is a leader of the clinical nursing team who assists the Director of Nursing to operationalise the core values of the organisation.

The Nurse Unit Manager is an important member of the clinical leadership team, who works collaboratively with the Associate Nurse Unit Manager, nursing and other care staff to ensure the delivery of high-quality nursing and personal care to residents.

In consultation with the Director of Nursing, the Nurse Unit Manager will ensure the direct practice of care in response to best practice and consumer feedback, to maximise residents’ health and wellbeing and ensure a safe living environment.

The Nurse Unit Manager will ensure the completion of required documentation to support compliance with policy and procedures, regulatory requirements of the Aged Care Quality and Safety Commission and National Disability Insurance Scheme

This leadership position supports the culture of the organisation through the adoption of Lyndoch Livings values.

Key Responsibilities and Key Performance Indicators (KPIs)	
Key Responsibilities	Key Performance Indicators (KPIs)
<p><u>Provide excellence in consumer care</u></p> <ul style="list-style-type: none"> ➤ Provide direct and indirect clinical care, including, but not limited to; medication administration and advice to care staff, to ensure appropriate and time efficient care is provided to residents. Monitoring, reporting and risk mitigation undertaken for clinical events, which include, but are not limited to; unintentional weight loss, falls, pressure injuries, antipsychotic usage and behaviours requiring support. Manage and coordinate all health-related appointments, clinical investigations and resident reviews, which is evidenced through accurate documentation. ➤ Engage in reflective, interpretative and analytical practice and thinking- Use information and/or evidence; and skilfully and empathetically communicate with all involved in the provision of care, including the resident and their family, the community, and health professional colleagues. ➤ Collaborate and consult with residents, their families and community as well as Registered Nurses and other health professionals, to plan, implement and evaluate integrated care that optimises outcomes for residents. The Clinical Team Leader is responsible for the delegated care they provide and self-monitoring of their work. ➤ Co-ordinate the completion of audits as per the organisations audit schedule 	<p>100% of MRR's completed as scheduled.</p> <p>Resident satisfaction survey results</p> <p>100% of audits will be completed by the due date.</p>
<p><u>Operational Leadership</u></p> <ul style="list-style-type: none"> ➤ Accountable for providing leadership and guidance to direct and indirect care staff and students, which aligns with the Vision, Mission and Values of Lyndoch Living. ➤ Participate in and attend to allocated management development through processes, including but not limited to, the appraisal <p><u>People & Culture</u></p> <ul style="list-style-type: none"> ➤ Management of the workforce through effective recruitment, skills mix, retention, recognition, rostering and development strategies ➤ Provide leadership, supervision and support for staff including regular performance enhancement and management, professional training and development, and education opportunities ➤ Promote a culture of continuing education for nurses and midwives including ensuring appropriate supervision and training for nursing students ➤ Effectively manage staff leave liability including strategies to reduce rates of sick leave and excess accumulated annual leave. ➤ All employees are expected to conduct themselves in line with the Aged Care Quality and Safety Commissions Code of Conduct and the NDIS code of conduct 	<p>100% of staff have a Support & Growth Plan in place</p> <p>Overtime/casual use within established budget Staff turnover Sick leave Orientation and probation review requirements maintained Support and Growth Plans</p>
<p><u>Ensure compliance with all relevant standards and legislation</u></p> <ul style="list-style-type: none"> ➤ Documentation completed within the agreed time frame. 	<p>100% documentation completed</p>

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<ul style="list-style-type: none"> ➤ Attend to and monitor the entry of accurate documentation into electronic and other related systems, which include, but is not limited to relevant funding body and Monthly Resident Review (MRR) documentation as designated. ➤ Adhere to the Australian Health Practitioner Regulation Agency (APHRA) and relevant standards for practice. 	<p>Maintain current AHPRA registration</p>
<p><u>Financial and Resource Management</u></p> <ul style="list-style-type: none"> ➤ Maintain rosters and work within budget allocations ➤ Embed processes to meet funding requirements ➤ Work with key stakeholders to improve operational efficiencies ➤ Implement and follow through with improvement plans ➤ Monitors and reports Nursing and Key Performance Indicators (KPI's) for Lyndoch Living Residential services. 	

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<p><u>Quality Improvement and Risk Management</u></p> <ul style="list-style-type: none"> ➤ Maintain quality systems, including, but are not limited to – infection control, rotation of stock, safety of hazardous materials and handling/disposal of medical waste. ➤ Clinical events - in line with or below the benchmarked PSRAC state level. ➤ Ensure timely completion of audits and analysis of outcomes to mitigate risks. Provide leadership and oversight of critical thinking and Root cause analysis processes ➤ Initiate, complete and follow up RISKMAN entries. ➤ Identifies through observation, audits, incidents and staff feedback areas that require improvement ➤ Lead service and/or unit quality improvement activities; ➤ Assists with the identification of standards and indicators, which reflect relevant consumer care goal. ➤ Actively participates on committees, working parties, and clinical care; 	<p>100% compliance with Infection Control processes</p> <p>100% of clinical events at or below the benchmarked PSRAC state level.</p> <p>100% of Incident Reports (Riskman) followed up within 48 hours</p>
<p><u>Actively participate in professional development in order to deliver best practice</u></p> <ul style="list-style-type: none"> ➤ Attend and actively participate in meetings, workshops, forums and other communication events, as delegated and report to the Director of Nursing ➤ Responsible for and committed to ongoing continued professional development, pursuant with the national registration requirements, in order to expand their own level of professional competence. Complete annual education modules, as allocated by the organisation ➤ Annually complete the minimum hours for Continuing Professional Development (CPD), pursuant with the national registration requirements. ➤ Complete annual education modules allocated by the organisation. ➤ Lead teams in completion of annual mandatory online training. ➤ Participate, as directed, in the employee Support and Growth Plan. 	<p>20 hours of CPD completed annually.</p> <p>100% of education modules completed annually</p> <p>Support and Growth Plan in place</p>
<p><u>Occupational Health & Safety</u></p> <ul style="list-style-type: none"> ➤ Follow Lyndoch Living's Health and safety polices, procedure, workplace instructions and conduct of conduct 	<p>Zero workplace injuries</p> <p>100% compliance with PPE requirements</p>

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<ul style="list-style-type: none"> ➤ Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions, whilst at work ➤ Co-operate with the Director of Nursing in respect to actions taken by Lyndoch Living to comply with the requirements to provide a workplace that is safe and without risks to health ➤ Correctly wear and maintain items of personal protective clothing and equipment that are provided ➤ Immediately report any incidents within the workplace to the Director of Nursing ➤ Be familiar with and follow emergency procedures and directions ➤ Participate in health and safety training programs as required 	
<p><u>The Values</u></p> <ul style="list-style-type: none"> ➤ All employees are expected to work in accordance with the organisations values ➤ Contribute to creating a culture that values the contributions of employees, consumers and other stakeholders ➤ Role model the organisational Values 'The Lyndoch Way' 	<p>Resident satisfaction survey results</p> <p>Employee Engagement Survey Results</p>

Key Selection Criteria		
Qualifications	<ul style="list-style-type: none"> ➤ Bachelor of Nursing with current AHPRA registration ➤ Proven experience in leadership role, managing large teams 	Essential
	<ul style="list-style-type: none"> ➤ Current registration with AHPRA, with a Board approved qualification in medicines administration. 	Essential
Previous experience	<ul style="list-style-type: none"> ➤ Demonstrated knowledge and experience in Aged Care, supported by well-developed and contemporary clinical skills and knowledge. 	Desirable
Skills and knowledge	<ul style="list-style-type: none"> ➤ Sound communication, interpersonal and negotiating skills, including well-developed written and oral skills. 	Essential
	<ul style="list-style-type: none"> ➤ Developed leadership skills to foster team cohesion and support effective team management. 	Desirable
	<ul style="list-style-type: none"> ➤ Demonstrate the ability to work autonomously and in a collaborative team environment. 	Essential
	<ul style="list-style-type: none"> ➤ Demonstrate developed time management skills with prioritising delegated tasks and the ability to adhere to time frames. 	Essential
	<ul style="list-style-type: none"> ➤ Ability to approach difficult tasks and sudden changes appropriately. ➤ A high level of understanding regarding the Aged Care Funding body. 	Essential

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Agreement

This position description is designed to reflect the inherent requirements and expectations of this position. The information and statements in this position description are intended to reflect a general overview of the responsibilities and not to be interpreted as being all-inclusive. Appointment to this position is conditional upon the successful candidate being fully able to perform the inherent requirements of this position.

Section 41 of the *Workplace Injury Rehabilitation and Compensation Act* (as amended), requires disclosure to your employer of any pre-existing injuries or disease that you have suffered, or existing injuries or disease that you continue to suffer of, which you are aware and could reasonably be expected to foresee, and could be affected by the nature of the proposed employment referred to above.

In relation to workers compensation, I understand that I may be ineligible to apply for WorkCover for any, reoccurrence, exacerbation, deterioration or aggravation to a pre-existing injury or disease.

I acknowledge that failure to disclose the information or provide false and misleading information may dis-entitle me to compensation, pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* (WorkCover) should I suffer any reoccurrence, aggravation, acerbation, exacerbation or deterioration of a pre-existing injury, illness or disease arising from employment with Lyndoch Living.

I have read and understood the requirements and expectations outlined in this Position Description. I agree I have the physical and cognitive ability to fulfil the inherent requirements of the position and accept my role in fulfilling the requirements and expectations of this position.

Name (Please print):

Signature:

Date:

Authorisation

Authorised by (position title): Acting Director of Nursing

Review and authorisation date: August 2023