

POSITION DESCRIPTION

Position	Residential Care Nurse Unit Manager		
Department	Residential Care Services	Level of Authority: (as per ORH Instrument of Delegation)	5
Reports to	Director Clinical and Aged Care Services		
Responsible to	Director Clinical and Aged Care Services		
Enterprise Agreement	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement <i>And subsequent agreements as may be approved in accordance with Fair Work legislation during the course of employment</i>		
Pay Scale	As per employment contract		

ORBOST REGIONAL HEALTH

Orbost Regional Health provides acute, urgent care, medical and specialist services, and an array of community health, welfare and aged care services. We aim to meet the community needs utilising a flexible funding model. Partnership arrangements enhance our ability to deliver services to an area covering one million hectares across Far East Gippsland. At Orbost Regional Health our innovative multipurpose service has the capacity to embrace a holistic approach to health and wellbeing. We provide not only Acute and Residential Care facilities, but also many other services to maintain the physical and mental well-being of the community.

POSITION OBJECTIVE

The Residential Care NUM in consultation with the Director of Clinical and Aged Care Services provides leadership in all aspects of partnering with residents in their care, including; client relations, staff scheduling, oversight of the delivery of safe and high-quality systems, ensuring compliance with current residential care governance, assistance in staff development and performance review and response to complex issues that arise in the residential care facility. The Residential Care NUM will work collaboratively with all levels of management, clinicians, carers, residents, families, support staff and relevant community agencies to facilitate an effective resident focused service. shall be. The Residential Care NUM shall liaise with the Director Clinical & Aged Care Services, Nurse In Charge in Residential Care on a regular basis, bringing to their attention matters that require consideration.

POSITION REQUIREMENTS

Position Requirements	
Satisfactory National Police Check (no older than 12 months) <i>Certificate must be provided prior to commencement</i>	Required
Satisfactory Working with Children Check <i>Evidence of application must be provided prior to commencement</i>	Required
Satisfactory NDIS Worker Screening Check <i>Evidence of application must be provided prior to commencement</i>	Not Required
Satisfactory Health Declaration (ORH will provide documentation for completion) <i>Completed document must be provided prior to commencement</i>	Required
Immunisation History (ORH will provide documentation for completion) <i>Completed document must be provided prior to commencement</i> <i>Participation in the annual influenza vaccination program is a requirement</i> <i>Evidence of vaccinations must be provided prior to commencement (eg Certificate from myGov record)</i>	Required
Evidence of Professional Registration	Required
Evidence of Professional Qualification	Required
Valid Victorian Driver's Licence	Preferred

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Typical Work Schedule	
This position is worked during week days	

RESPONSIBILITIES AND ACCOUNTABILITIES

Primary Responsibilities and Key Performance Indicators
<p>Service Delivery</p> <ul style="list-style-type: none"> • Fosters a culture of partnering with the resident in their care choices. • Maintain clinical staffing at safe and efficient levels within budget and relevant Enterprise Agreement provisions. • Ensure a high standard of care and well-being that provides for physical, emotional, spiritual and social needs of every resident. • Foster a culture of commitment to clinical excellence and provides leadership to Residential care staff. • Complies with ORH policies relating to Aged/Residential Care and ensures consistency with Commonwealth Aged Care Standards and legislation. • Manages workplace relations according to the ORH values to support teamwork and effective communication • Understand the differences in role accountability, responsibility and supervision of the Registered and Enrolled nurses, Personal Care Workers, Lifestyle and Administration staff and reinforce delegation within the relevant scopes of practice • Act in a professional manner at all times and positively promote the Residential Care facility and Orbost Regional health, when dealing with internal & external customers • Respond to complaints promptly, utilising active listening skills, developing responses and actions and reporting to the Director of Clinical and Aged Care Services (DCACS) as per the complaints management policy • Assists in the coordination of care for Residents in conjunction with the Nurse in Charge, medical services and Director Clinical and Aged Care Services, ensuring residents undergo complete and holistic assessment on admission and then three monthly. • <p>Quality/Safety and Risk Management:</p> <ul style="list-style-type: none"> • Ensure Residential Care complies with the statutory requirements of both State and Commonwealth Aged Care and Health Authorities and associated regulatory bodies. • Contribute to quality improvement programs and other organisational activities to meet Accreditation Standards. • Uses resident information systems to monitor compliance with Aged Care standards of care • Lead Occupational Health and Safety activities to ensure a safe work environment for staff, residents, community and visitors. Support the Aged Care OHS&W representatives • Minimise exposure to incidents of infection/cross-infection of patients, residents, staff, visitors and the general public by adhering to the Health Services Infection Control policies and procedures. Support the aged care infection control officer • Actively participate in the organisation's Risk Management Program including comprehensive incident review • Oversee the collection and analysis of Residential Care key performance indicators, implementing improvements as required and demonstrating innovation in residential care programmes

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- Work collaboratively with senior staff across Orbost Regional Health to enhance the residential care quality systems and contribute to quality improvement programs and other facility activities to meet service/accreditation standards.

Administration:

- Ensure payroll processes are accurate and submitted on time to payroll; ensure overtime is authorised in line with Orbost Regional Health policy.
- Participate in the strategic, business and budget planning process and report progress in regard to Residential Care; accepting responsibility for operating within budgetary constraints, monitoring and controlling budget expenditure in the Residential Care facility
- Ensure the development and implementation of effective systems to manage resident entry (including respite) notifications and timely, accurate ACFI claim submission
- Work collaboratively with the NUM Acute Services and DCACS to maximise occupancy
- Participate in relevant organisational committees and prepare and submit reports as required by CEO/DCACS
- Support the establishment, evaluation and review of policies and procedures applicable to Residential Care, in conjunction with senior management and DCACS
- Responsible for staff recruitment, orientation, development, performance management, counselling and disciplinary procedures and leave management in accordance with current awards, budget and organisational policies

Professional Development:

- Maintain a contemporary knowledge base to provide safe effective resident-centred care and to meet the changing needs of your position, career & industry
- Maintain all mandatory competencies for both self and staff and be actively involved in other training & development as required
- Responsible for encouraging, motivating and supporting staff to increase their personal and professional development
- Work with the Clinical Educator to ensure in-service programs link to care provision requirements and that Residential Care clinical student placements are managed appropriately

Other

- Undertake other duties as requested by the Director Clinical and Aged Care Services that are within the scope and skill consistent with the position.
- At times due to staffing shortfall the Residential Care NUM will be required to take a resident load.

Qualifications and Experience

- Registered Nurse
- Postgraduate qualification in gerontology nursing or equivalent (or working towards)
- Experience working in residential care
- Is familiar with the compilation and maintenance of Residential Care documentation requirements, including Resident Care Plans
- A good understanding of quality management / programs / process of accreditation
- Able to demonstrate effectiveness in team management

Skills, Knowledge and Attributes

- Compassionate and holistic approach to residential care
- Ability to provide leadership to cohort
- Advocate for residents when required

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<ul style="list-style-type: none"> • Is able to create a home-like atmosphere that is safe and secure for residents • Understands the meaning of, and is able to provide person-centred care
Strategic Imperatives
<ul style="list-style-type: none"> • Demonstrate an awareness and understanding of ORH's strategic plan and contribute to the team's work plan to achieve organisational objectives. • Ensure all work practices comply with current ORH policies, procedures and/or guidelines. • Be familiar with organisation's vision and values and demonstrated alignment with the trademark behaviours in day-to-day practice. • Demonstrate an awareness and compliance with the ORH Partnering with Consumers framework to foster person-centred practice. • Adopt and maintain a progressive and evidence-based approach to service delivery.
Professional Development
<ul style="list-style-type: none"> • Actively engage in the annual performance review and development appraisal with direct supervisor. • Maintain professional competencies and registration (if applicable) and undertake relevant professional development, continuing education and training. • Ensure completion of mandatory competencies (both organisational and profession-specific) as required upon commencement, annually and in accordance with timelines specified in relevant health service policies and procedures.
Work Health and Safety
<ul style="list-style-type: none"> • Regular monitoring and review of personal work practices and the environment to ensure a healthy and safe workplace in accordance with ORH policies/procedures and legislative requirements. • Adhere to Occupational Health and Safety, Equal Employment Opportunities, Emergency Management, Waste Management, Environmental, Sustainability and Infection Control policies, procedures and legislation. • Proactively report OH&S hazards, incidents and injuries to supervisor. • Ensure that infection control guidelines and requirements are known and incorporated into daily work activities.
Quality and Risk Management
<ul style="list-style-type: none"> • Actively participate and contribute to quality improvement activities, by identifying and making recommendations on opportunities to improve processes, workplace health and safety, and quality service delivery outcomes. • Be aware of Orbost Regional Health's approach to quality and safety that includes: Risk management, Clinical governance, Patient centred care and Consumer rights and responsibilities, Diversity, Workplace Health, Safety and Wellbeing, Performance reporting and Monitoring, Partnering with Consumers, Quality Improvement and Open Disclosure. • Adhere to ORH incident and complaint investigation policies and procedures. • Actively participate in the Orbost Regional Health quality program and accreditation processes against the relevant standards. • Manage risk in daily work practices. • Adhere to all organisational policies, procedures and health legislations. • Ensure a good knowledge of polices relating to reportable conduct, child safe standards and hospital response to family violence.
Information and Resource Management
<ul style="list-style-type: none"> • Understand the purpose of, and be able to use client/corporate records systems and common software applications confidentially and appropriately. • Prepare documentation using clear, concise and grammatically correct language appropriate to the role and service requirements. • Record and maintain accurate and timely data as directed to meet relevant funding and policy requirements.

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- Work within budget requirements and use resources appropriately.
- Comply with record and information management requirements in accordance with relevant ORH policies and guidelines.
- All employees of Orbost Regional Health must sign a Confidentiality Statement. This is to ensure that employees shall not at any time, either during the period of employment, or at its completion, divulge either directly or indirectly to any person, confidential knowledge or information acquired during the course of this employment.
- All employees of Orbost Regional Health are required to recognise consumer rights and operate within the Charter of Human Rights.
- Ensure information relating to patients/clients/consumers and colleague's is kept private and confidential at all times in accordance with ORH policies and procedures.

Communication and Teamwork

- Actively participate in team meetings, staff forums and other meetings relevant to the role, and as required.
- Work in a cooperative and collaborative manner with all team members to foster a positive and supportive work environment and person-centred provision.
- Provide guidance and support to others within your work area to contribute to a valuable and constructive learning experience.

Immunisation

- It is a condition of appointment that all employees comply with our immunisation requirements during employment. This position is classified as Category A. Yearly flu vaccinations are required for Category A and B.

Diversity and Inclusion

- Support an inclusive environment where all individuals are treated fairly, with respect and receive the same opportunities.
- Recognise and respect diversity and inclusivity within the workplace. Everyone has the right to high quality health care and opportunities regardless of diversity factors which include cultural, ethnic, linguistic, religious beliefs, gender, sexual orientation, age and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst all Orbost Regional Health employees. Actively participate in developing cultural competence including an awareness and understanding of the diverse range of cultures and backgrounds, including Aboriginal and Torres Strait Islander peoples, members of the LGBTQIA+ community, and those from culturally and linguistically diverse backgrounds and people with a disability.

KEY SELECTION CRITERIA

Orbost Regional Health is an equal opportunity employer. ORH Has adopted a common set of principles across the organisation and developed associated trademark values and behaviours. Selection will be based on assessing demonstrated alignment with the skills, qualifications, knowledge, behaviours and other personal qualities required to carry out the role effectively.

Essential Criteria:

- Registered Nurse with current AHPRA registration
- Postgraduate Diploma in gerontology nursing or equivalent (or working towards)
- Demonstrated relevant management experience, including sound financial, human resource and strategic management skills.
- Proven ability to effectively initiate, lead and manage change in a team environment to achieve organisational objectives and translate organisational values into workplace culture.
- Sound clinical skills and knowledge of contemporary residential aged care practice.

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- Working knowledge of the Aged Care Funding Instrument, Aged Care Accreditation Standards, and Man Ad program
- Ability to engage staff utilising advanced communication and consultation skills
- Ability to translate Values into organisational culture.
- Sound clinical skills and knowledge of contemporary residential aged care practice including the use of aged care software systems.
- Working knowledge of Aged Care business practices including the Aged Care Funding Instrument.
- Knowledge and understanding of the Aged Care Accreditation processes.

Desirable Criteria:

- Post Graduate qualifications and/or extensive experience in Aged Care management

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JOB DEMANDS CHECKLIST

Orbost Regional Health endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgement at the end of the position description to confirm their ability to perform the job demands of this position.

Frequency definitions:	
I = Infrequent	Activity may be required very infrequently
O = Occasional	Activity required occasionally, not necessarily on all shifts
F = Frequent	Activity required most shifts, up to 50% of the time
C = Constant	Activity that exists for the majority of each shift and may involve repetitive movements for prolonged periods
NA = Not Applicable	Activity not performed

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	NA
Physical Demands						
Sitting	Remain seated to perform tasks			X		
Standing	Remain standing to perform tasks			X		
Walking	Periods of walking required to perform tasks			X		
Bending	Forward bending from waist to perform tasks			X		
Kneeling	Remaining in a kneeling position to perform tasks		X			
Lifting / Carrying	Light lifting and carrying		X			
	Moderate lifting and carrying		X			
	Assisting lifting (mechanical, equipment, person assist)		X			
Climbing, working at heights	Ascending and descending ladders, stools, scaffolding	X				
Pushing / Pulling	Moving objects e.g. trolleys, beds, wheelchairs, floor cleaning equipment		X			
Reaching	Arms fully extended forward or raised above shoulder		X			
Crouching	Adopting a crouching posture to perform tasks		X			
Foot Movement	Use of leg and/or foot to operate machinery		X			
Head Postures	Holding head in a position other than neutral (facing forwards)		X			
Fingers / Hand / Arm movement	Repetitive movements of fingers, hands and arms e.g. computer keyboarding			X		
Grasping / Fine Manipulation	Gripping, holding, clasping with fingers or hands			X		
Driving	Operating a motor powered vehicle e.g. use of hospital cars, deliveries, visiting clients, ride on mower, bus, etc		X			
Psychosocial Demands						
Distressed People	Highly emotional people crying, upset, unhappy, distressed. E.g. Crisis or grief situations		X			

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Aggressive / Unpredictable People	Raised voices, yelling, swearing, arguing e.g. Drug/alcohol, dementia, mental illness		X			
Exposure to distressing situations	E.g. child abuse, delivering bad news, viewing extreme injuries, viewing deceased		X			
Environmental Demands						
Gases	Working with explosive or flammable gases requiring precautionary measures		X			
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)		X			
Noise	Environmental / background noise necessitates people raising their voice to be heard		X			
Biological Hazards	E.g. exposure to body fluids, bacteria, infectious diseases requiring PPE		X			
Cytotoxic Materials	Handling and/or preparation of cytotoxic materials	X				
Radiation	Working with radiologic equipment					X

AUTHORISATION

I confirm that I have read and understood this position description and believe that I am able to carry out the requirements of this role safely and effectively and that the conditions and requirements therein form part of my contract of employment.

Employee signature

Employee name (printed)

Date

Orbost Regional Health is a smoke free workplace

DOCUMENT CONTROL

Orbost Regional Health reserves the right to review and amend this document at its discretion.

Reviewed by Manager:	Date: 1/11/2024	Updated: <input checked="" type="checkbox"/>	No update required: <input type="checkbox"/>
Approved by Director:	Date: 1/11/2024	Name: Kylie Foltin, Director Clinical and Aged Care Services	