

## Position Description

### Nurse Unit Manager – Yarriambiack Lodge, Aged Care

<b>Position</b>	Nurse Unit Manager – Yarriambiack Lodge residential aged care, Warracknabeal campus
<b>Classification</b>	NM11 – Nurse Unit Manager Level 2
<b>Award</b>	<i>Nurses and Midwives (Victorian Public Sector) Single Interest Employer Agreement 2024-2028</i>
<b>Reports to</b>	Executive Manager Clinical Services, Deputy Director of Nursing
<b>Direct reports</b>	Clinical and other care team members working within Yarriambiack Lodge
<b>Key relationships</b>	Executive team members, all team members, rostering officers, consumers and their chosen supports, General Practitioners, Allied Health professionals, Pharmacists, Rural Northwest Health Board Members, Ambulance Victoria, GRHA, community members
<b>Hours of Work</b>	As per individual contract of employment, in line with rosters and/or hours of operation

#### About Rural Northwest Health

Rural Northwest Health employs approx. 300 team members across the campuses of Warracknabeal, Beulah and Hopetoun.

Rural Northwest Health is focused on caring and supporting people to be healthy and living a full life. Our organisation is committed to delivering our strategic goals for 2020-2025:

- Our care – we will focus on safety, quality and accessibility in delivering healthcare across our community.
- Our team – we will focus on our culture, skilling our team and ensure we have effective and fit for purpose systems to make RNH an impactful and progressive organization.
- Our partnerships – we will focus on collaboration both within and beyond the healthcare sector to meaningfully engage with our communities.

#### OUR VISION

Strong, healthy, vibrant rural communities.

#### OUR MISSION

To promote wellness, enhance health, and support healthy ageing.

#### WHAT DEFINES US



We are committed to excellence



We listen and collaborate



We are caring and connected



We are friendly and enjoy our work



We are lifelong learners

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#### Position summary

The Nurse Unit Manager is responsible for leading the health care team to provide safe and high-quality, evidence-based clinical care for consumers. The Nurse Unit Manager leads by example with well-developed professional, clinical and people management skills, achieving results through collaboration, encouragement, support and information, and knowledge sharing.

The Nurse Unit Manager is responsible for the operational effectiveness of Yarriambiack Lodge, including the service delivery to consumers and management of clinical care, co-ordination and management of clinical team members, including ensuring rosters have the correct skill mix and there are adequate resources and equipment to provide safe, consumer-centred and quality care at all times.

The Nurse Unit Manager will contribute and provide assistance and assurance, in meeting and where possible exceeding the minimum requirements of Aged Care and OHS related legislative, and accreditation requirements.

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#### Key responsibilities

- Lead, manage, direct and support the clinical team to ensure that care is delivered with a team members' scope of practice, is evidence based and is safe and high quality in line with policies and procedures.
  - Develop collaborative relationships with consumers, their families, chosen carers and members of the health care team that enables delivery of quality consumer-centered care.
  - Monitor and update policies, procedures and processes to ensure that they are effective, relevant, compliant and supported by evidence-based practice.
  - Promote a continuous improvement approach with the team, encouraging collaboration, professional development and contributions from all, to optimise consumer care and service delivery.
  - Utilise well-developed communication skills to provide an approachable, connected manner that optimises conversations, information sharing and feedback opportunities with consumers, family members, team members and the extended health care team.
  - Ensure all team member-related matters are managed appropriately and in a timely manner, to ensure harmony across the care team, while contributing to a culture of values driven comradery and professionalism
  - Demonstrate financial accountability within both financial delegations and management of departmental budgets in collaboration with the Executive Manager Clinical Services.
  - Mutually plan and set KPIs for the role, with the Executive Manager Clinical Services and ensure targets are met.
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#### Key position accountabilities

##### Leadership, Communication and Stewardship

- Collaborate effectively with all team members and promote positive communication and relationships.
- Effective prioritisation of projects and meeting of timelines.
- Participate and actively contribute in meetings and working parties as designated, and actively contribute to the objectives and goals of the organisation.
- Actively supports the Executive Leadership team in continuous efforts to provide a values-driven, harmonious, safe and professional workplace.
- Maintain work practices within frameworks established by legislation, national and state policy.
- Understand, comply with and adhere to Rural Northwest Health guidelines, values, principles, policies and procedures.
- Demonstrate clinical leadership and guidance in the development and review of Rural Northwest Health policies and procedures.
- Instigate and conduct clinical and professional development coaching as it applies to the professional development of the team.
- Conduct and complete an annual professional development plan for self and the Aged Care team.
- Oversees iCare documentation, sets tasks, and ensures tasks are actioned in a timely manner by clinical team.
- Works collaboratively with Leisure and Lifestyle Team Leader and ACFI Co-ordinators.
- Understands the Aged Care Quality and Safety Standards and promotes the standards in all aspects of care.
- Influences other team members to bring their best by providing encouragement and being thankful while also displaying cultural sensitivity and acknowledging and supporting cultural differences.
- Speaks with others respectfully and in a way they can understand.
- Recognises when a person has communication needs beyond own skills and finds help.
- Acts in a way that values diversity.
- Takes care when using physical resources and environment.

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#### Quality and Improvement

- Completes and regularly updates the Aged Care Quality and Safety Self-Assessment.
  - Attends resident feedback lunches and relatives meetings and ensures any quality improvement actions are completed.
  - Monitors the 'Opportunity for Improvement' register and closes off all actions in a timely manner.
  - Monitors all incident reports recorded in VHIMS and ensures quality improvements are actioned and an in-depth review is completed for all ISR 2 incidents and participated in RCA for ISR 1 incidents.
  - Takes pride in a personal presentation.
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- Works consistently in line with policies, practice standards and work plans
  - Maintains quality of own work and seeks personal development opportunities while embracing reasonable constructive feedback
  - Asks for help and guidance when tasks are outside experience and competence.
  - Supports others to achieve team goals.
  - Makes changes in own work practice where required and offers suggestions to improve services and care.
  - Understands and acts according to role to achieve the Aged Care Quality Standards and National Standards.
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#### Health and Safety

- Acts in a way that maintains health and safety for self and others that come in contact with the work area.
  - Participates and adheres to safe work practices relevant to role and broader organisation.
  - Guides, monitors and maintains health and safety for self and others.
  - Participates, and contributes to continuous improvements related to OHS, emergency management planning and team wellbeing
  - Completes Health and Safety Inspections on monthly basis and actions any corrective actions required to mitigate the risk of any identified hazards or escalates further as required.
  - Notifies relevant stakeholders about any notifiable incidents in timely manner.
  - Completes twice-monthly behavioural safety observations to identify any gaps in practices of staff to analyse further staff developmental needs.
  - Organises monthly staff safety meetings to discuss the behavioural safety observations, incidents and emerging safety issues to identify solutions in collaboration with staff.
  - Promptly reports issues that might put self or others at risk, incidents and near misses in ways appropriate to role.
  - Cares for others by speaking in a courteous and respectful manner at all times.
  - Knows what to do in an emergency relevant to role.
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#### Personal and professional development

- Commitment and willingness to participate in continuing training and education related to area of employment, and contributes to the development of learners and other team members.
  - Maintains practice within frameworks established by legislation, national and state policy.
  - Keeps self and direct team members up-to-date with mandatory education requirements for the role.
  - Discusses with manager about abilities and capabilities needed for role and continuously seeks professional development opportunities where required and relevant.
  - Recognises areas of strength and areas for development.
  - Takes part in personal development plans with manager and/or team leader and Education team.
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#### Information management

- Communicates accurate and relevant information to appropriate people and in line with role and organisational policy.
- Uses social media responsibly and respectfully at all times.
- Complies with legislative requirements related to documentation and information pertaining to residents, team members and the operations of all Rural Northwest Health facilities.
- Utilises information technology as appropriate in the performance of the role.

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#### Key selection criteria

- Demonstrated competence in leading and managing a team that ensures a positive culture and assures the delivery of safe, high-quality consumer-centered care.
- Knowledge of key guidelines and frameworks relevant to the role, including but not limited to Safe Patient Care Act, Aged Care Quality and Safety Standards.
- Demonstrated commitment to quality improvement and evidence-based practice.
- Demonstrated ability to maintain a high level of confidentiality and discretion.
- Demonstrated ability to develop and manage rosters and workforce needs, with the ability to utilise software to manage schedules, team member leave requests and sign-off time cards.
- Excellent interpersonal skills and the ability to build trusting relationships with stakeholders including team members, consumers, and the multidisciplinary health teams.
- Excellent written and verbal communication skills.
- Proven ability to be adaptable to various competing demands.
- Demonstrated proactive approach to problem solving with strong decision-making capability.
- Relevant post graduate training or education in Aged Care or Acute Medical Nursing.
- Relevant post graduate education in leadership and management, or plans to undertake same

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#### Certificates, licenses and registrations

- Registered Nurse with AHPRA.
- Current satisfactory employee police check, dated within 12 months of commencement date.
- Current employee working with Children's check.
- Current NDIS Check.
- Current Victorian driver's licence.

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#### Other requirements

The candidate must provide current evidence of immunisation history and/or serology results.

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#### Employee declaration

I declare that I understand the position description and the requirements of this position. I declare that I have the capabilities to fulfil the key responsibility areas of this position.

I understand that the information provided in this document is a general outline and does not encompass all aspects of the position.

Employee signature \_\_\_\_\_

Employee name (please print) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_