

POSITION DESCRIPTION

1. POSITION IDENTIFICATION

Title	RN Div 1 - After Hours Supervisor
Functional Area	Nursing Service Area
Reports to	Clinical Care Coordinator
Employment Status	Permanent <input type="checkbox"/> Part-Time <input type="checkbox"/> Casual <input type="checkbox"/>
Terms of Employment	Emmy Monash Aged Care Nurses Enterprise Agreement
Hours of Duty	As required and rostered

2. POSITION OBJECTIVE

To provide a high quality service and holistic nursing care to the residents of Emmy Monash

To contribute to the establishment, evaluation and review of health and personal care aiming for best practice

3. COMPETENCIES REQUIRED

The RN Div I After Hours Supervisor is responsible for the allocation of nursing staff on the shift and oversees residents' care by effective supervision and delegation of staff

Communication	<p>Effectively communicates with the nursing staff as well as all service areas of the Home and the Home's residents and families</p> <p>Communicates information verbally and in writing to Clinical Care Coordinator, External Providers, and members of the Emmy Monash Home multidisciplinary team.</p>
Customer Service	<p>Meets resident needs and wants on an ongoing basis in relation to nursing care</p> <p>Facilitates communication with residents and/or their representatives and other Health Professionals and staff in relation to the nursing needs of the residents.</p>

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	<p>Follows Standards and Guidelines for Residential Aged Care Services and Emmy Monash policies and procedures accessible electronically</p>
<p>Self Management</p>	<p>Maintains accurate and comprehensive knowledge of relevant laws, Acts, regulations, standards and guidelines that affect the nursing and Aged Care industries, and incorporating them into all aspects of practice, including: Standards and Guidelines for Residential Aged Care Services; Occupational Health and Safety legislation.</p> <p>Maintains and updates knowledge base to ensure safe practice and effective performance in the workplace.</p> <p>Demonstrates a positive attitude to the agreed role and responsibilities of the position and executes responsibilities in a timely manner.</p>
<p>Planning and organising</p>	<p>Understands and integrates the values and philosophy of the organization into work practices.</p> <p>Participates in the development of Health and Personal Care Service planning with the Clinical Care Coordinator and other health and personal care staff.</p> <p>Attends and contributes to health and personal care and multidisciplinary team meetings as required.</p> <p>Contributes to the establishment, evaluation and review of health and personal care policies and procedures, aiming for 'best' practice.</p> <p>Implements organisational policies and practices relating to the of Health and Personal Care Department</p> <p>Co-ordinates clinical programs to establish and maintain a high standard of resident care.</p> <p>Accountable for the standard of personal hygiene, clinical care and lifestyle needs of the residents during their rostered hours.</p> <p>Maintains a physical and psychosocial environment that promotes safety, security and optimal health.</p> <p>Ensures accurate comprehensive assessment, planning, implementation, ongoing documentation, evaluation and review of resident care in collaboration with the health care team and the resident and/or their representative</p>
<p>Human Resource Management</p>	<p>Management of Health and Personal Care service staff on a day to day basis.</p> <p>Monitors standards of dress to ensure compliance with Emmy Monash Home dress code</p> <p>Assists with induction program as requested.</p>

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Technology	Computer literate
Problem Solving	Facilitates the prompt and effective resolution of Complaints/Opportunity for Improvement related to the Nursing Service Area as well as effective conflict management
Leadership and Teamwork	<p>Maintains accurate and comprehensive knowledge of the relevant Laws, Acts, Regulations, Standards, Charters, competencies and Codes of Practice which affect their nursing practice, and responds to instances of illegal or unsafe practice</p> <p>Implements teamwork practices, which include allied health, food and domestic services to ensure the needs of residents, relatives and the organisation, are met.</p> <p>Effectively role-models, supervises and teaches standards of care to retain or upgrade skills of subordinate staff.</p> <p>Undertakes practices which reflect the Professional Code of Practice and fulfils the duty of care, including strict confidentiality for residents, staff and Emmy Monash Home.</p> <p>Demonstrates a positives attitude and commitment to the organisation, including sensitive management of the cultural diversity, religious needs and life experiences of older Jewish people.</p> <p>Has the ability to understand and integrate those behaviours which reflect the vision, philosophy and values of the organisation.</p>
OH&S	<p>Implements policies and procedures that reflect the Occupational Health and Safety Act requirements relating to the responsibilities of this position.</p> <p>Ensures safe practice in delivery of personal and clinical care, including appropriate Infection Control and Occupational Health & Safety strategies</p> <p>Ensures safety and security of the building after hours</p> <p>In case of urgent maintenance of equipment is required after-hours, takes necessary steps to rectify the problem</p> <p>Participates in annual Warden, Emergency and Fire Panel Training and acts as Emergency Coordinator as required</p> <p>Manages emergency situations in accordance with the Emergency Procedures Manual</p>
Professional Development	<p>Ongoing professional development and maintaining industry knowledge.</p> <p>Conducts and participates in the continuous staff education and training program</p>
Job Duties	<p>Mental Requirements</p> <p>The duties include a variety of situations where stress may be involved, such as, dealing with residents who are cognitively and physically impaired and dealing with</p>

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residents who suffer from post-traumatic stress and the like.

Physical Requirements

Duties include the following tasks:

Bending, lifting, twisting and turning, requiring the use of the neck, back, shoulders, arms, wrists, hands, hips, legs and knees. Kneeling and crawling may also be required with some tasks.

4. KEY PERFORMANCE OBJECTIVES

Key Selection Criteria

Key Performance Indicator

- Demonstrated ability to work cooperatively as a member of a multidisciplinary team to achieve shared objectives
- Demonstrated high standard of respect for individual rights, the cultural diversity and religious needs of older Jewish people
- Ability to couple lifestyle management with holistic care in the provision of services at Emmy Monash Aged Care Inc
- Demonstrated ability to provide leadership and training to staff

- Achievement of Health and Personal Care Service objectives and personal objectives within agreed timeframes.
- Attainment of Industry Standards, particularly in the areas of Health and Personal Care and Resident Lifestyle.
- Maximising funding through accurate and comprehensive documentation of resident care issues/needs.
- Informed residents and staff.
- Increased staff and resident job and lifestyle satisfaction.
- ‘Best’ clinical practices through benchmarking.
- Effective as a role model for staff
- Effective in filling the role of Emergency Coordinator as required

Appraisal: Within 3 months, then on an on-going basis , with a formal annual system of performance appraisal based on key performance indicators and performance objectives.

**5. PERSON SPECIFICATION
QUALIFICATIONS/KNOWLEDGE/EXPERIENCE**

Qualifications, Knowledge, Skills & Experience - Desirable:

- Tertiary Qualifications in a Health related field
- Previous management training/experience in aged care.
- Knowledge of contemporary practice in Wound Care and Continence
- Management
- Understanding of Palliative Care

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- Experience in Psycho-geriatric care

Knowledge, Skills & Experience (Essential):-

- Nursing Registration, Division 1
- Gerontology qualification or experience

6. ORGANISATIONAL RELATIONSHIPS/AUTHORITY

Reports to: Clinical Care Coordinator
 Manages: Authorised & Enrolled Nurses, Personal Care Workers

7. OCCUPATIONAL HEALTH AND SAFETY

In addition to the above OH & S specifics, employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilisation of appropriate personal protective equipment

ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

I have read, understood and accept the above position description

Employee's Name:

Direct Manager's Name:

Signature:

Signature:

Date:

Date:

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