

# Western District Health Service

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<b>Position:</b>	Unit Manager Aged Care Services
<b>Classification:</b>	4B
<b>Reports To</b>	Director of Nursing Through the Manager of Aged Care Services
<b>Hours of Duty:</b>	40 Hours
<b>Award and Conditions:</b>	Nurses (Victorian Health Services) Award 2000 Nurses (Victorian Public Health Sector) Multiple Business Agreement 2007-2011

## **Minimum Qualifications:**

**Academic:** Current Victorian Practising Certificate – Registered Nurse Division 1  
Desirable:  
Possession of, or substantial progression towards, relevant tertiary qualification

## **PRIMARY OBJECTIVES:**

Contributes to the effectiveness of the aged care services by:

- Providing effective and professional leadership
- Participating in planning the direction and nature of the aged care services
- Determining, implementing and monitoring aged care practice and standards, utilising evidence-based practice methods
- Managing and providing direction for residential aged care staff
- Maintaining effective coordination of care between health care providers
- Being conversant with current legislation and health industry standards with regard to aged care, risk management and occupational health and safety

## **ACCOUNTABILITIES**

Ensures the provision of high quality care based on contemporary aged care best practice.

Contributes to the achievement of the overall budget, by providing input on needs and requirements, monitoring controllable expenses eg, stores, supplies, labour costs and taking corrective action as required.

Ensures a creative, dynamic, productive and safe working environment, by providing direction and leadership, managing performance, providing training and development opportunities, and developing and implementing innovative, safe and effective work practices.

Ensures labour productivity through effective rostering, monitoring R.C.S and staff workloads, monitoring labour costs (penalties, overtime, absenteeism) and taking corrective action as required.

Co-ordinates resident management by directing care across the continuum; liaising with medical, allied health, community and other services, and by facilitating the organisation of supplies, equipment and other resources.

Contributes to the Aged Care Services at Western District Health Service by participation in meetings, involvement in forward planning, projects and initiatives, and providing suggestions for improvements.

Contribute to the development of the future direction of the Aged Care Services by being involved in setting philosophy & objectives and by developing policies and procedures based on contemporary aged care practice.

An understanding of the Aged Care Act, and Aged Care funding

## **DUTIES AND RESPONSIBILITIES:**

### **Standards of Practice & Continuous Improvement:**

Set, implement and monitor standards for aged care practice, safety and infection control, based on current best practice guidelines, legislation & health industry standards.

Within Aged Care Services guidelines, contribute to the development and implementation of continuous improvement programs to evaluate standards of practice and outcomes (eg, audits, accidents/incidents, patient comments, relatives comments, customer service). Implement corrective action & provide feedback as appropriate.

Knowledge of Aged Care Standards and Accreditation.

### **Recruitment & Orientation:**

Be involved in the selection and recruitment of staff, utilizing knowledge of terms and conditions of employment in accordance with relevant Awards, Western District Health Services policies, and legislative requirements, in consultation with Nursing Administration.

Ensure appropriate orientation to work place for all new staff.

### **Performance Management:**

Set performance standards, monitor performance, provide feedback and coaching and take corrective action through conducting performance appraisals for all staff on an annual basis, or more often if required.

Identify training and development needs, coordinate with appropriate resources to meet those needs, and evaluate outcomes.

### **Labour Productivity & Financial Management:**

Develop rosters in accordance with Award provisions, resident care needs and safety.

Monitor resident RCS and workloads and adjust levels in accordance with demand.

Monitor labour costs (penalties, overtime, absenteeism) take corrective action.

Participate in the budgeting process by providing input on needs and requirements. Monitor controllable expenses.

Provide efficient and effective management of resources.

**Working Environment:**

Create a productive working environment through effective communication and by promoting teamwork.

Review work practices, organisation and layout, develop and implement practices to improve efficiency and safety.

**Professional Leadership:**

Act as resource person and be role model for less experienced staff.

Participate in the positive promotion of Western District Health Service.

**KEY INTERFACES:** Positions (other than subordinates and immediate superiors) with which the person needs to develop an effective working relationship in order to achieve the purpose of the position.

Medical Officers	Provision of medical care to patients and interface for nursing on policy and procedural matters.
Director of Medical Services	Communicate with the Director of Medical Services on clinical care including allied health and medico-legal issues.
Allied Health Members	Provision of holistic care.
Manager of Human Resources	Support and advice on human resource management, payroll and industrial issues.
Clinical Resource Manager	Provide support for day to day clinical resource issues
Aged Care Quality Manager	Collection and analysis of data
Finance Manager	Advise and educate on financial management issues.
After Hours Coordinators	Resource and liaison after hours
Education manager	Resource person for educational requirements

**Duties of Employees**

Carry out their duties in a manner, which does not adversely affect their own health and safety, or that of others

Cooperate with measures introduced in the interest of health & safety and infection control

Undertake any training provided in relation to occupational health and safety and infection control

Immediately report all matters that may affect workplace health and safety, to their superior

Correctly use any information, training, personal protective equipment and safety equipment provided

Refrain from recklessly or wilfully interfering with anything that has been provided for health & safety reasons

Work within the policies, procedures and guidelines of the Western District Health Service

<b>APPROVALS</b>	<b>Sign</b>	<b>Date</b>
<b>Divisional Head:</b>		
<b>Department Head:</b>		
<b>Employee:</b>		

<b>Position code:</b> Human Resources Department use only	
<b>Date Revised:</b> Human Resources Department use only	Lorraine Hedley CRM 19-03-08

**When revised please forward electronic copy to:**  
**Human Resources Department [email: janette.black@wdhs.net](mailto:janette.black@wdhs.net)**