

**Clinical Manager**

**Reefton Aged Residential Facility**

DATE: March 2022

**The West Coast District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.**

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| **Position Title:** | Clinical Manager  Reefton Aged Care Residential Facility- Ziman House / 1.0FTE | |
| **Reports to:** | Older Persons Health & Disability Manager (West Coast)  Director of Nursing | |
| **Key Relationships:** | Internal:   * Director of Nursing * Nurse Director - Operations * Nurse managers * Other Clinical Nurse Managers * Complex Clinical Care Network * Clinicians related to this service * People and Capability * Quality Team * Finance Department * Planning and Funding * Māori Health Team * Union representatives * Workforce Development Team | External:   * Residents and Families * CDHB   + Learning & Development   + Professional Development Unit * Ministry of Health * Other Age-related Residential Care (ARRC) providers * General Practice Teams * Non-Government Organisations * Tertiary education providers. |
| **Role Purpose:** | 1. Supervise and coach all members of the team to ensure residents receive the best care possible. 2. Ensure that the appropriate care is delivered with compassion and expertise to every resident in the facility, always supporting the essential role of family and whānau. 3. Supervise and monitor registered nurses and carers to ensure they accurately document in each resident’s plan; their needs, their particular issues, and the guidance required to effectively care for each resident. Ensure all care is continuously assessed, planned, implemented and evaluated to meet the needs of individual residents. 4. Supervise and support designated staff to complete InterRAI responsibilities effectively, accurately, and in a timely manner. 5. Ensure effective coordination by the unit RN (registered nurses), of three-monthly (or more frequent) GP visits for assessment and review of the general condition of each resident, and three-monthly review of all medications. 6. Ensure competency of coordinators/seniors in champion roles including restraint, infection control, and InterRAI. Actively lead the Back Care and Manual Handling programme. 7. Support the activity and care team to ensure the Engage programme is fully implemented within the facility and that each resident’s opportunity to attend is maximised. 8. Act as the advocate for each resident and ensure they are aware of their rights regarding treatment offered and care and services supplied. 9. Respond to all concerns/adverse events with urgency and escalate appropriately. Should a complaint arise, investigate with compassion and empathy, and rectify any evident issues immediately. 10. Collaborate with facility team members and liaise with resident’s families, ensuring timely contact and sharing of appropriate information. 11. Provide resources and leadership for in-service education and actively encourage the professional development of registered and care staff. 12. Support the staff to promote teamwork and a team spirit and to display an attitude of responsibility, loyalty and discretion. 13. Ensure all shifts and duties are covered with appropriately skilled staff and that primary care principles are always maintained. 14. Ensure that staff receive appropriate time off and that their annual leave requests are responded to in a timely and fair manner. Ensure staff take appropriate leave to maintain their wellbeing. 15. Undertake monthly analysis of clinical indicators to identify trends. Involve the team in developing strategies to address identified issues. Review and evaluate the effects of implemented strategies and constantly strive to improve outcomes for residents. 16. Take ultimate responsibility for all clinical audit reviews of both internal audits and HDSS external audits, and ensure development, implementation and review of all corrective actions and improvement strategies. 17. Be fully competent in safety and emergency protocols to ensure the safety and comfort of all residents, visitors and staff, and assume control of emergency situations when the most senior member of staff on duty. 18. Ensure appropriate supplies of nursing and medical equipment and consumables are available for residents and staff and ensure the effective utilisation of these resources. 19. Oversee the safe storage, administration and checking of medications according to WCDHB protocols and the Medicines Act. 20. Promote, attain and adhere to the standards of the NZ Nursing Council, NZ Aged Care Association, HDSS and DHB service specifications. 21. Consult with the Older Persons Health & Disability Manager as necessary to always ensure optimal nursing care and resident safety. 22. Undertake on-call responsibilities and support the Older Persons Health & Disability Manager as required. | |
| **Quality & Compliance:** | 1. Complete the appropriate inductions for your role within the required timeframe. 2. Effectively and efficiently use equipment and resources provided. 3. Maintain a professional appearance and attitude of responsibility, loyalty, privacy and discretion always. 4. Participate in the competency review and training programme. 5. Participate in educational opportunities to further own work competence. 6. Meet employee responsibilities in terms of Health and Safety. 7. Ensure compliance with codes of behaviour as detailed in:    1. New Zealand Public Health and Disability Act 2000 and related ARRC    2. Health Practitioners Competence Assurance Act 2003    3. Medicines Act 1981    4. Privacy Act 1993    5. WCDHB Code of Conduct    6. NZ Nursing Council Code of Conduct. | |
| **Health & Safety:** | 1. Promote a safe environment for all residents, next-of-kin, visitors and staff, and assume control of emergency situations. 2. Be strongly committed to the health and safety of staff via compliance with the Health and Safety at Work Act 2015. 3. Ensure employees meet their responsibilities in terms of Health and Safety. | |
| **People & Capability:** | 1. Support the recruitment process ensuring best skilled/team-fit staff join the team. 2. Ensure all pre-employment documentation is accurately completed prior to new staff members commencing work. 3. Ensure all new staff are warmly welcomed to the team and buddied with appropriate personnel to support their initial orientation. 4. Manage the roster ensuring all shifts are consistently filled with appropriately trained and registered employees recognising recruitment of staff is one of the prime responsibilities of the role. 5. Promote effective team spirit to provide accessible, appropriate support and resources to all employees. 6. Ensure all staff comply with the WCDHB Code of Conduct and policies. 7. Provide leadership in all matters relating to staff employment, seeking support from People & Capability as appropriate 8. Lead and participate in staff performance reviews in conjunction with the senior members of the team and within the required timeframes. 9. Lead staff meetings and communicate effectively with all staff. 10. Facilitate in-service education sessions and undertake an active role in leadership and building the team spirit of staff. | |
| **Qualifications & Experience:** | **Essential**   * Registered with the New Zealand Nursing Council or relevant professional organisation and hold a current New Zealand registration. * Holds postgraduate management, or relevant post graduate qualification. * Previous experience in Aged Residential Care. * Minimum of 5 years of post-registration experience. * Sound knowledge and understanding of the Nursing Council of New Zealand’s competencies for Enrolled Nurses and Registered Nurses and associated performance appraisal processes. * Demonstrate a commitment to staff development and evidence-based practice and a commitment to relevant professional development. * Demonstrate excellent interpersonal skills including communication, negotiation and conflict resolution across all disciplines and occupational groups. * Excellent administrative, organisational and time management skills. * Be computer literate and could expand on those skills. * Demonstrated understanding of financial management in an operational area. * Have the vision and ability to accommodate and lead change. * Have a commitment to West Coast District Health Board’s vision and direction.   **Desirable**   * Experience in a management role within an ARRC or ARHSS | |

**ORGANISATIONAL VISION & VALUES:**

Our vision is for an integrated West Coast health system that is clinically sustainable and fiscally viable; a health system that wraps care around a person and helps them to stay well in their community.

**All activities of the WCDHB reflect the values of:**

* Manaakitanga – caring for others
* Whakapapa – identity
* Integrity
* Respect
* Accountability
* Valuing people
* Fairness
* Whanaungatanga – family and relationships
* Pono - truth

**He mihi**

*E ngā mana*

*E ngā reo*

*E ngā iwi o te motu*

*Tēnei te mihi ki a koutou katoa*

**He whakatauki**

*Ko tau rourou, ko taku rourou, ka ora ai te iwi*

With your contribution and my contribution, we will be better able to serve the people.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified.

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| *Signed on behalf of West Coast District Health Board* |  | *I accept the terms and conditions as outlined in this Position Description* |
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| ***Name***  ***Position***  **West Coast District Health Board** |  | ***Name***  ***Clinical Manager, Reefton Aged Care Facility – Ziman House***  **West Coast District Health Board** |