



Swan Hill
District Health
Connected Care. Best Experience.



Inclusive

Compassionate

Progressive

Accountable

Nurse Unit Manager - Residential Aged Care Logan Lodge – 1.0 FTE (40 hours p/w)

Swan Hill District Health have a fantastic leadership opportunity for an experienced Registered Nurse to join our friendly Logan Lodge team as the Residential Aged Care Nurse Unit Manager. Logan Lodge is a beautiful facility comprising of 45 single ensuited bedrooms with multiple indoor & outdoor living areas and a large dining room offering our consumers and family a welcoming homelike environment.

As the Nurse Unit Manager, you will use your clinical knowledge and experience to provide support, coordination and leadership of nursing staff and multi-disciplinary teams to achieve continuity and quality of consumer / service care and outcomes.

About the role

The Nursing Unit Manager role is responsible for:

- operational management and leadership of nursing/ staff to ensure the provision of high quality patient and family centred care and nursing
- Accountable for the efficient and effective management of all human & material resources.
- You will supported by a passionate team of Nurse Unit Managers while reporting to and utilising the mentorship of the Director of Aged Care Services
- Demonstrated experience in rostering; managing skill mix and care delivery models according to consumer/service need

About You:

- Current AHPRA registration
- NUM or A/NUM experience in an aged care setting
- Strong clinical leadership skillset in an aged care setting
- Capacity to lead and inspire a team of clinical professionals and act as a passionate mentor while effectively managing the resources and needs of the unit.
- Current National Police Check & Working with Children's Check & NDIS Worker Screening Checks
- Complete COVID Vaccinations & 2024 Flu Vaccination, Serology evidence of immunisation status

About us: Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. Our vision at, Swan Hill District Health, is to provide clear, connected care, best experience for our community

SHDH is a compassionate, family friendly employer where every employee is a valued team member. Inclusive of a perfect work/life balance, SHDH also provides:

- ◆ A dynamic workplace
- ◆ Free onsite car parking
- ◆ Salary Sacrifice/Packaging
- ◆ Discounted Corporate gym memberships
- ◆ Professional Development opportunities
- ◆ Employee Assistance Program

To apply for this position, email the completed Application for Employment form, Cover letter, CV and response to the key selection criteria to employment@shdh.org.au. You will find the full position description containing the key selection criteria & application for employment form in the attached documents. Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

Enquiries about this role should be directed to Bina Rai Director of Nursing, Ageing and Care at Home Clinical Care - Aged Care, Ph: (03) 5033 9423 or E: BRai@shdh.org.au

Closing: 16th June, 20224

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.

Position:	Nurse Unit Manager (NUM) – Logan Lodge
Classification:	Grade NM2 NM10 – Grade NM3 NM11
Department:	Logan Lodge
Reports to:	Director of Nursing: Ageing and Care at Home
Position Summary:	The NUM of Logan Lodge is responsible for the safe care of all the consumers who live in the home, and the staff who work there. This role has a focus on the provision of Safe and Quality care for all consumers using a Continuous Quality Improvement lens at all times.
Responsibilities:	<p><u>Management:</u></p> <ul style="list-style-type: none"> • Provide a safe and comfortable home for the consumers who choose to live in this unit, and the staff who work there. • Provide leadership and direction to consumers, consumer families, staff, volunteers and community members within the unit. • Monitor care uses evidence based practice methods. • Co-ordinate all management within the unit to ensure compliance with standards and expected care outcomes. • Monitor and audit to assess legislative compliance. • Assess and evaluate staff competence utilising performance appraisal process, and performance management if underperforming. • Support staff to grow and thrive within the role of their work in the unit. • The NUM is responsible for the co-ordination of Infection prevention and control reporting and infection control activities undertaken by the educators and the Infection Prevention and Control champions and consultant. • Contribute to overall budget management particularly in accuracy of AN-ACC assessment and staff rostering. • Manage the rostering, staff replacement, leave approval and fortnightly pays, ensuring rosters are published by Clinical Admin within the required timeframe. • Liaise with all members of the Health Care Team, to ensure a holistic approach to care provision for each consumer. • Reinforce organizational values to all staff to ensure conformity and compliance. • Maintain unit equipment and identify replacement/additional items in line with organizational priorities. • Ensure all supporting documentation is current, complete and submitted in a timely manner for Aged Care Accreditation and AN-ACC validation purposes. • Participate in the recruitment and retention of suitably qualified staff to ensure all consumer care and unit functions are met. • Chair, attend and contribute to meetings as appropriate. <p><u>Clinical Care:</u></p> <ul style="list-style-type: none"> • Provide direct consumer care as required and clinical supervision and advice to Nursing and other care staff on consumer care issues, and participate in clinical care of consumers as required. • Ensure a creative, dynamic, productive and safe working environment by providing direction, managing performance, identifying training and development opportunities and implementing safe and effective work practices.

	<p>General:</p> <ul style="list-style-type: none"> • Demonstrate initiative, effective communication and delegation skills. • Maintain currency of nursing practice through literature, study days and membership of professional organisation. • Role model appropriate professional behaviors and practice. • Work with peers and colleagues for information sharing and support. • Ensure all supporting documentation is current and complete for Aged Care Accreditation and AN-ACC validation purposes. • Participate in the recruitment and retention of suitably qualified staff to ensure all Consumer care and unit functions are met. • Ensure lifestyle programs are contemporary and person-centered. • Promote work culture and support/mentor staff, including leading by example at all times
<p>Key Selection Criteria</p>	<ul style="list-style-type: none"> • AHPRA Registered Nurse, (Division 1). • Current National Police check. • Five years post graduate experience as a RN. • ANUM in Residential Aged Care or previous NUM experience • Computer literacy. • Understanding of aged care legislation and funding processes • Well-developed communication and interpersonal skills and ability to articulate clear decision making processes. • Understanding of principles of financial management. • Experience of, and commitment to, Aged Care Accreditation with an emphasis on evidence based practice. • Ability to maximize Commonwealth revenue through timely and accurate AN-ACC claims. • Ability to interpret and apply Enterprise Agreement (Nurses) in the Workplace. • Current National Police Record Check. • Current "Working with Children Permit". • NDIS Worker Screening Check. • Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunisation for all vaccine preventable illnesses.
<p>Salary/Award:</p>	<p>Nurses and Midwives (Victorian Public Sector) (Single Interest Employer) Enterprise Agreement 2020-2024.</p>
<p>Infection Control:</p>	<ul style="list-style-type: none"> • Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of (residents) consumers, staff, visitors and the general public. • The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
<p>Continuous Quality Improvement:</p>	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols

Person Centered Care:	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognize diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Child Safety:	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
Our Purpose:	<p>Connected Care / Best Experience SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
Privacy and Confidentiality:	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
Mandatory Training:	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for their safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system. • Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	<p>Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.</p>
Review:	<p>Completion of My Work Plan on a yearly basis.</p>
Previous Revision dates:	<p>September 2013, July 2016, March 2017, Nov 2020, Aug2021, Feb 22, Mar 23</p>
Current:	<p>May 2024</p>
Managers Name:	<p>Bina Rai</p>
Managers Signature:	

Employees Name:	
Employees Signature:	

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