



POSITION DESCRIPTION

Position Title: Director of Nursing (DON)

Job Purpose:

Effective management of the facility ensuring the delivery of quality care, compliance with the aged care standards, promotion of a positive work environment and acceptable return on investment to shareholders.

The role also includes responsibility for the administration, nursing and personal care, environmental services, catering and maintenance teams.

The Director of Nursing shall be issued with and carry an Edgarley Assisted Living supplied mobile telephone to maintain contact with facility staff.

The position reports to the CEO.

Organisational Values:

Staff are expected to work with the values in mind at all times

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| PEOPLE | Integrity, respect and humility |
| RESIDENTS | Empathy, care, respect, acknowledgement, cultural awareness and diversity |
| PERFORMANCE | Diligent, effective caring, quality |
| TEAMWORK | Purposeful, integrated, focused, united |
| CARE | Compassionate, inclusive, proactive, effective |
| COMMUNITY | To be judged in a positive light and relevant to the community |

Privacy and Confidentiality:

It is vital that every member of staff maintain strict confidentiality of all matters relating to the residents and the facility.

Management Services:

The role incorporates responsibility for managing the facility as an effective, profit-generating business unit. All systems, procedures, protocols, practices, and employees within the aged care residence are within the scope of this role's responsibility. Performance indicators include, but are not limited to, the following:

- Manages teams and material resources in a fair, equitable and financially responsible manner.
- Contributes to the preparation of the 'facility operating budget.
- Achieves agreed budgetary targets.
- Meets CEO's requirements efficiently and within agreed time frames.
- Coordinates services within the aged care residence in liaison with the Team Leaders.

- Is proactive in maximising occupancy levels.
- Maintains sufficient and necessary supplies to meet aged care residence requirements.
- Monthly update of the 'facility's plan for continuous improvement – to ensure compliance with the Aged Care Standards relating to Accreditation Status.
- Acts as a professional role model.
- Advises CEO of situations that have an actual or potential risk to the organisation.
- Give to the Board of Management and the CEO all such information regarding EAL's affairs as they or either of them requires.
- All communication with the Board of Management to be through the CEO. Reports to the Board of Management to be prepared as required and given to the CEO.
- Ensures that there is management team coverage of the facility across all business hours, ensuring that annual leave and other planned leave do not result in management absences.
- Ensures the organisation and its operations (policies, procedures and practices) meet all statutory and regulatory requirements.

Clinical Care Services:

To provide effective care that is based on accepted contemporary health care practices. Performance indicators include, but are not limited to:

- The effective leadership of all Care staff, ensuring competencies and performance standards are met and maintained at all times.
- Facilitate and actively participate in employee performance processing according to Human Resources policies and procedures.
- Anticipate and deliver high-quality care and services to support and meet the individual needs of residents.
- Effectively integrate and achieve care, service and clinical governance in the management of resident care.
- Provide clinical leadership of staff to ensure optimal care and service to residents.
- Provide and implement flexible and innovative work practices, according to resident acuity.
- Ensure that EAL policies, procedures and systems are clearly understood and implemented within the area of responsibility.

Care Documentation Management:

To effectively oversee the 'facility's maintenance of care documentation systems in consultation with the Clinical Team and ACFI Coordinator (where applicable). Performance indicators include, but are not limited to:

- Responsibility for monitoring and ensuring resident care documentation is up to date, and assessment and care planning, including care plan evaluations, are all completed as per EAL policy.

- Identify opportunities for maximising ACFI Funding, particularly as residents' care needs change.
- Undertake audits relevant to care and analyse the outcomes.

Continuous Improvement:

Care/Service provision is subject to regular objective assessment and subsequent continuous improvement. Performance indicators include the following:

- Ensures that meetings and committees function effectively.
- Support the collection of customer satisfaction surveys and take appropriate action when deficits are identified.
- Establishes and/or maintains an effective annual performance appraisal system for all employees to ensure skills development needs are identified and addressed.
- Ensure training is provided in response to identified needs, training records are maintained, and training outcomes are evaluated.

Employee Training and Development:

To assist employees in accessing the appropriate training to achieve their maximum capabilities. Performance indicators include, but are not limited to:

- Contributes to the aged care 'residence' training calendar.
- Evaluates the effectiveness of any training.
- Monitors the essential and all other training training within the facility.
- Encourages and participates in the training and development of all employees within the facility.

Team Work:

The team structure has been adopted to enable equal participation and shared responsibility for functional effectiveness. Performance indicators include, but are not limited to:

- Abides by the behavioural and ethical standards set down in the EAL Code of Conduct.
- Abides by ground rules established by the team.
- Supports and encourages the development of team leaders and team members.
- Provides teams with constructive feedback regarding performance, skills and knowledge.
- Ability to manage the facility in a commercially viable method which supports high quality holistic care for residents, and a co-operative, positive environment for employees.
- Demonstrates a sound understanding and demonstrated implementation of performance management principles.
- Up-to-date computer skills, i.e. use of Microsoft Office suite and electronic rostering.
- Excellent oral and written communication skills.

- Sound understanding of relevant State and Commonwealth legislation applicable to Aged Care settings.
- Sound understanding of and ability to correctly apply relevant principles of the Fair Work Act (preferred, but not essential).
- Ability to use and interpret basic accounting principles.
- Able to prepare well-researched, clearly presented reports and submissions as necessary.
- Ability critically analyse and evaluate data.
- Ability to understand and use electronic care systems.
- Ability to apply knowledge of relevant State and Commonwealth legislation to the nursing and personal care requirements of aged care residents.
- Ensure accurate appraisal of 'residents' care needs to facilitate receipt of available Government funding – familiarity with the Aged Care Funding Instrument (ACFI) is advantageous.

Work Health and Safety

The Director of Nursing has responsibilities on behalf of EAL but must also comply with their requirements as an employee. Therefore, the DON must ensure, as far as is reasonably practicable, a healthy and safe workplace for employees, residents, visitors and contractors according to:

- The requirements of Work Health and Safety (WH&S) legislation.
- Related WH&S responsibilities.
- EAL Injury Risk Management Policy.
- Ensure that employees and contractors have the information, orientation, instruction, training and supervision to work safely.
- Monitor compliance with WH&S legislation and monitor compliance with EAL standards;
- Periodically review the work areas to assess the WH&S aspects of the work environment and work procedures to ensure employees and contractors are working safely.
- Review all accident/incident reports to ensure that thorough investigations have been carried out and appropriate controls have been recommended.
- Implement, oversee or manage the risk management system, which identifies, assesses and controls hazards.
- Maintain a safe working environment.

Mandatory Qualifications and Experience

- Following an amendment to the Aged Care Act 1997 and the Sanctions Principles concerning "disqualified individuals", it is a condition that you are not a Disqualified Individual and agree to provide the necessary information for clearance to be given.
- Degree in Nursing.

- Registered Nurse with current and applicable registration with the Nursing and Midwifery Board of Australia (AHPRA).
- Postgraduate qualifications and/or relevant experience in healthcare administration is a plus.
- Extensive clinical and professional experience (minimum 5 years), preferably in aged care.
- Demonstrated knowledge of the Aged Care Funding Instrument
- Demonstrated knowledge of Aged Care Standards and experience in meeting accreditation.
- In-depth knowledge of the Aged Care Standards.
- Willingness to keep abreast of changing standards in nursing administration.
- Proven experience in leading and developing personnel.
- Maintain current First Aid and CPR certificates.
- Maintain current Police Check.
- Ability to meet deadlines and work under pressure.
- Ability to accept accountability and responsibility for the operations and clinical management of the facility.
- Act as a role model.
- Aptitude in problem-solving.
- Ability to participate actively and constructively within a team.

Desirable Qualifications and Attributes:

- Great communication and people skills.
- Outstanding organisational skills.
- Patience and approachability in all dealings with residents, relatives and visitors.
- Ability to prioritise tasks effectively.
- Flexible approach to working hours including being on call as required.

Performance Measures

- Annual Performance Appraisal.

Agreement: I have read, understood and agreed to comply with this job description and key result areas.

Name: _____

Signature: _____ **Date:** ____/____/____

Note: please, enter your initials in every page of this document.