**Staff Position Description**

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| **Instruction for Managers** |  | **Instruction for Staff** |
| 1. Give a copy of Position Description with letter of offer.2. Copy signed Position Description for the Staff Member.3. Update the Staff File Manager.4. Place the signed copy on the staff file. |  | 1. Read the Position Description carefully.2. Ask if you need any information clarified.3. Keep a copy for you to use at work.4. This may change with the Business. 5. Keep the Manager informed if changes occur. |

**Position Title: Team Leader**

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| **Award Classification** | CSE 4. L1 |
| **Remuneration** | As per EA salary structure |
| **Reporting to** | Report to the Registered Nurse  |
| **Purpose of the Position** | In accordance with the vision, mission and values of Finley Regional Care, the Team Leader works with the clinical team and assists in the delivery of competent, quality person centred care.  |
| **Liaises with internally** | All Finley Regional Care StaffCare Recipients Medical Professionals |
| **Liaises with externally** | Family Members / AdvocatesService ProvidersConsultantsGeneral Public |
| **Work Context** | The Team Leader job shares the 0700-1530 hrs shift on a seven day rotation roster under direct and indirect supervision of the Registered Nurse. |
| **Essential Criteria** | * Certificate IV in Aged Care or Certificate IV Nursing (Enrolled Nurse) or equivalent, or working towards Certificate IV in Aged Care (Minimum Qualification Certificate III in Aged Care)
* Certificate IV in Team Leadership (or working towards same)
* Sound leadership skills and ability to lead a team of diverse staff.
* Minimum three years’ experience in residential aged care with sound understanding, experience, knowledge and application of evidence informed clinical services in the aged care environment.
* Proven understanding in the application of the Aged Care Accreditation Standards
* Demonstrated knowledge of Aged Care Funding Instrument (ACFI) Demonstrated ability to work as a highly motivated team member.
* Demonstrated ability to support quality and a culture of continuous improvement
* A desire for innovation in aged care
* Excellent communication and negotiation skills
* Ability to understand and interpret budgets
* Competent in the use of Information, Communication and Technology (ICT) systems relevant to the position
* Current Aged and Vulnerable Persons National Criminal Record Check
* Current First Aid Certificate
* Current medication competency (Statement of Attainment - Assist with medication unit)
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| **Desirable** | * Dementia care and Palliative Care qualifications
* Wound Management certificate (training provided)
 |
| **Organisational Change Management** | Supports and assists with implementation of change |
| **Behaviours Required** | 1. Teamwork / Professionalism2. Customer / Community Focused3. Solutions driven4. Innovative5. Honest, Respectful, Dignified Caring and Integral |
| **Leadership capabilities** | **Thinks creatively and solves problems effectively*** Understands the work area’s direction and how it delivers its service
* Links own work to Finley Regional Care priorities
* Applies creative approaches to issues and problems.
* Shows judgement, intelligence and common sense.

**Achieves results*** Responds to Care Recipient and family needs and organizes resources
* Adapts to and implements change
* Delivers on intended results.

**Demonstrates personal drive and integrity*** Demonstrates professionalism and acts ethically
* Engages with risk and shows personal courage and resilience
* Takes personal responsibility for meeting objectives and progressing work
* Demonstrates self-awareness and a commitment to personal development.

**Communicates effectively*** Communicates clearly
* Listens, understands and adapts to the audience
* Negotiates effectively.

**Works productively with others*** Builds internal and external relationships
* Values individual differences and diversity
* Works co-operatively
 |
| **Technical Capabilities**  | **Aged care management*** Brings innovation to aged care;
* Exhibits advanced knowledge of aged care concepts as applied to aged care services;
* Critically evaluates and identifies improvement in internal ACFI reporting requirements;
* Exhibits legislative knowledge of funding arrangements and financial management techniques for residential care

**Resource management and commercial acumen.*** Respects the resources necessary for quality care
* Challenges staff to seek more efficient and effective ways of doing things.
* Focuses on activities that align with FRCs’ strategic objectives and brings the best long term return for the health service.

**Innovation and continuous improvement** * Reviews care, systems, processes and practices and develops options for continuous improvement
* Fosters creativity and innovation and models innovative work practices
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| **Area** | **Responsibilities** |  **Key Performance Indicators** |
| **Care Recipients** | * Care Recipients Rights and Responsibilities
 | * Provide care and services to all care recipients that is 100% consistent with the Chart of Care Recipients Rights and Responsibilities
 |
| * Finley Regional Care Vision and Mission Statements
 | * Provide care and services that is 100% aligned to the Vision and Mission Statements of Finley Regional Care
 |
| **Team work** | * Works with the RN to create an environment that optimizes person-centred care and Care Recipient outcomes, and the cost- effectiveness of care.
 | * Care plans are person-centred
* Actively leads, contributes to and participates in ACFI assessments
* Monitors provisions is conscious of budgets
 |
| * Supports a learning culture and initiates learning and promotes an understanding of the benefits of evidence informed aged care.
 | * Excellence in aged care is modelled and seeks out learning opportunities understanding the importance of evidence informed care
 |
| * Supports an environment of trust and negotiates with the team to resolve issues effectively
 | * Demonstrates problem solving and conflict resolution skills
* Staff actively participate in decision making
 |
| * Supports rostering as a team member, to achieve a work/life balance, while ensuring adequate and safe staffing levels
 | * Complies with Rostering Guidelines
* Negotiates and works with the team to fulfil the roster requirements and balance their work/life needs
 |
| * Attends shifts in accordance with the published roster
 | * Arrives on time for each shift
 |
| **Clinical Leadership** | * Routinely review, monitor and adopt high quality clinical care
 | * Clinical practices, processes and procedures reflect best practice in aged care
 |
| * Mentor and support new staff
 | * New staff are supported in their orientation and continued learning
 |
| Competent in the following clinical skills:* Medication management
* routine urinalysis,
* blood pressure,
* temperature and pulse checks,
* blood sugar level checks,
* simple wound dressing,
* support diabetic Care Recipients in the management of their diabetes,
* recognise the signs of both Hyper and Hypoglycaemia,
* recognise and respond appropriately to changes in the condition of Care Recipients
 | * Demonstrates competence in the required clinical skills
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| * Support and monitor staff to implement practice improvements
 | * Staff demonstrate high quality clinical capability
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| * Coordinates & monitor person-centred care plans in consultation with the Care Recipient, Care Recipient representative and Medical Practitioner
 | * Care Recipient care plans are current, informed, monitored and reflect their current needs.
 |
| * Implement medication management processes that are compliant with the statutory guidelines and FRC medication procedure
 | * Medication management is compliant with statutory guidelines and FRC procedure
 |
| **Clinical Leadership** | * Support routine medication quality audits and assist in implementing required improvements
 | * Audits are undertaken and improvements are monitored
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| * Care issues are reported, monitored & improvements are made
 | * Monitor the impact of care and maintain ongoing communication with the registered nurse regarding the health and functional status of Care Recipients and staff.
 |
| * Monitors own capability and seeks opportunity for improvement
* Contribute to the development of the annual training plan
 | * Performance is managed timely and in a supportive manner
* Training and development plans reflect staff capability need
 |
| **Quality, Risk, Safety & Accreditation** | * Lead the team in their understanding and application of the policies and procedures
 | * Complies with policies and procedures and seeks to ensure compliance
 |
| * Support clinical processes and procedures to ensure compliance with the Aged Care Standards and Accreditation Agency requirements
 | * FRC meets the Aged Care Standards
 |
| * Support routine in-house audits against the standards and implement the required improvements
 | * Routine audits are undertaken and improvements monitored
 |
| * Support a culture of continuous improvement consulting with staff and Care Recipients / Care Recipient Representative implementing innovative and creative options to improve their care experience
* Contribute to benchmarking opportunities within FRC
 | * The environment reflects a culture of continuous improvement
* Benchmarking is in place to monitor quality
 |
| * Implement and monitor WHS practices, procedure and systems to improve safety and mitigate risk
* Model compliance with infection control and WHS polices, practices and procedures
* Contribute to WHS meetings
* Ensure that key risks are identified and managed effectively utilizing effective risk management and clinical governance frameworks
 | * WHS systems and processes are monitored with trends identified and improvements in place
* Practice models compliance with Infection Control and WHS policies
* Attend three WHS meetings/yr
* A risk management approach is taken to effectively manage risk and clinical governance
 |
| **Communication****& Information** | * Liaise with Care Recipients and their families to ensure their needs and expectations are met
 | * Care Recipients and families report exceptional customer service and support
 |
| * Establish effective people focused communication processes with

 staff and management | * Communication processes are effective and people focused.
 |
| * Ensure the RN is informed of any practices that may inhibit the delivery of a high standard of Care Recipient care
 | * The RN is kept informed and aware of issues including strategies undertaken to address them.
 |
| * Ensure compliance with privacy, confidentiality and protection of information relating to all aspects of FRC
 | * Privacy and confidentiality is maintained
 |
| **Professionalism** | * Maintain currency of knowledge in relation to professional conduct, clinical leadership and quality aged care.
 | * Actively maintains currency of knowledge which informs quality improvement.
 |
| * Model professional behaviour and support the workforce to comply with relevant legislation and common law and fulfil their duty of care.
* Recognise and responds appropriately to unsafe or unprofessional practice and establish or maintain systems that prevent care being compromised and or law contravened.
 | * Models and maintains professional conduct and compliance
* Responds to unsafe or inappropriate practice as per FRC incident management and staff disciplinary procedure
 |
| * Establishes or maintains an environment where all staff acknowledges and responds appropriately to the dignity, culture, values, beliefs and rights of individuals and groups.
 | * Staff conduct reflects the culture and values of FRC, and staff identify and represent the vision, mission and values of FRC
 |
| * Organisational change management
 | * Support and assist implementation of changes introduced by Management
 |
| Participate in mandatory education and competencies relating to the role including:* Fire Safety
* Manual Handling / Back Care
* Medication Management
* Infection Control
* Bullying and Harassment
* Elder Abuse
* ACFI / Accreditation
 | * Mandatory training undertaken
* Demonstrates competence in clinical skills relevant to the position
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| **For the Job** | As per Care Service Employee G2 |  |

I hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of Finley Regional Care.

I agree that I will provide care and services to all care recipients that is 100% consistent with the Chart of Care Recipients Rights and Responsibilities

I also agree that I will provide care and services that is 100% aligned to the Vision and Mission Statements of Finley Regional Care.

Name Date

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_