

POSITION DESCRIPTION

Mission

"Supporting people with quality care and Christian love"

Vision and Values

Our vision is for the South Canterbury community to be strong, vibrant, safe and healthy. This vision will be achieved when children, young people, families and adults regardless of age live a safe, productive and meaningful life built on mutual respect and trust, clear in the knowledge that people will work together to support each other and reach their full potential.

We aim to be one of South Canterbury's leading providers of social services and we will work tirelessly to achieve our mission and vision which are the foundation stones of our recognised philosophies:

- "The Eden Alternative" for residential services and;
- "Powerful Families" for children, young persons, adults and their family's services.

Position:	Nurse Manager:
Location:	The Croft
Responsible to:	General Manager, Services for Older People
Responsible for:	Team Leader Registered Nurses Administration Support Enrolled Nurses Caregivers Other staff employed to work at the Croft
Functional Relationships:	Residential Liaison Manager Corporate Services Coordinator Other Nurse Managers/Clinical Coordinators Infection Control Coordinator Volunteer Coordinator Property Maintenance Supervisor Other Health Professionals including GPs and Contractors
Purpose:	Responsible and accountable for the day to day management of the Croft. Responsible for providing leadership and oversight to the staff at the Croft and responsible for ensuring the provision of quality cares to residents, and encouraging a partnership between staff, residents, their families and whanau.

Key Qualifications & Experience:

- Registered Nurse with current practising certificate
- Previous Gerontological Experience and management experience desirable
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Philosophy of Care within Presbyterian Support Aged Care

The **Eden Alternative** is an exciting philosophy which sees us working to build an environment where life revolves around close and continuing contact with children, plants and animals and improves the lives of those we support. Eden works on eliminating the three plagues of old age, helplessness, loneliness and boredom.

PSSC seeks to educate and empower staff to support, understand and work with the decisions that people make without prejudice and pre-judgment.

The Croft is home to those living within and the role of the organization and its staff is to support and enable people who chose to live there to have a full and happy life.

Competencies

1.0 To Ensure the Facility Meets all Licensing Requirements and requirements for the provision of the Service (contractual requirements).

Performance Expectations:

- (a) Ensure the facility meets all legal, contractual and licensing requirements.
- (b) Understanding and applying the following legislation: Privacy Act, Health & Safety in Employment Act, Employment Relations Act, Nurses Act, Health & Disability Commissioners Act, Hospital Regulations.
- (c) Understanding and application of the Treaty of Waitangi to nursing practice.

Successfully Demonstrated by:

- Current appropriate licence for an Aged Care Facility is held and displayed in a public area
- Current Approved Fire Evacuation Scheme is held and displayed in a public area.
- Building Warrant of Fitness is current and is displayed in a public area.
- Compliance with all applicable contracts will be met; these include SCDHB and MoH contracts.
- Provides staff with sufficient assistance, support, education and training to ensure they are able to provide residents with a standard of care that meets all policy, quality, contractual and legislative requirements Accurate reporting of accidents & incidents as required in accordance with the Health & Safety at Work Act 2016.
- Accurate reporting of incidents and accidents as required in accordance with the Health and Safety at Work Act 2016.
- Observing security procedures.
- Taking responsibility for personal health and safety and oversee health and safety for all those within the facility.

- Anticipating any potential risk for residents, visitors, or staff.
- Demonstrates cultural knowledge of different health and socio-economic status of Maori and non-Maori.
- Understands application of the Treaty of Waitangi as it relates to nursing practice,

2.0 To Provide a Resident-Focused/Eden Environment for Residents, their Family, Whanau, and Staff.

Performance Expectations:

Ensure environment enables residents to participate at their own level.

Successfully Demonstrated by:

- Residents will be assessed accurately on admission by a registered nurse and all relevant documentation completed.
- Residents are provided with meaningful activity, companionship and the opportunity to provide as well as receive care
- The Eden philosophy and approach are promoted during interaction with residents, families and staff.
- The InterRAI assessment tool will be used for all new clients to the facility
- Resident care plan which will be developed and implemented as per contractual requirements
- The written care plan which will reflect current care given, and on going individualised care
- Resident care needs levels will be reviewed, recorded regularly and residents will be referred for re-assessment as necessary. This is done in consultation with the Residential Liaison Manager
- In agreement with the General Manager, Services for Older People staffing levels will be maintained and adjusted to meet changing resident needs
- Creating and maintaining a resident driven harmonious atmosphere.
- Exercising courtesy/hospitality and respect in all interactions with staff, residents, family, Whanau, and the community.
- Resident surveys and relative of resident survey will reflect agreed levels of satisfaction
- Residents will continue freedom of association and relationships. Their cultural, religious and spiritual needs will be facilitated
- If appropriate residents/families will participate in health education relevant to their own health
- Oversees the ongoing health needs of the home and cottage residents and monitors these as required
- Registered Nursing staff will be experienced, trained and competent in the delivery and evaluation of rest home care for residents with related health and support needs
- General Practitioners will be notified promptly of changes to residents
- Residents will be provided with access to services (podiatry, consultants, physiotherapy etc) as needed to maintain or improve levels of wellness

- The manager will comply with General Practitioner and AT&R in the provision of specific treatments
- Supplies – medication, wound care products, incontinence products, other medical supplies, and toiletries will be maintained as per facility procedure and expenditure will meet budget.
- Actively participates in the annual development of an effective budget
- Expenditure is expedited according to PSSC policies

3.0 Promotes Advocacy and has an Awareness of Advocacy Services and Social Agencies Available.

Performance Expectations:

Ensure advocacy occurs for all Residents at all times.

Successfully Demonstrated by:

- Establishing and working within the resident's individual care plan and ensuring that staff do so as well
- Residents religious and cultural needs will be facilitated
- Residents will continue freedom of association of relationships
- Promoting awareness and practice of advocacy by self at all times.
- Dealing with complaints as per OW policy OWCL.03
- Continuing awareness of legislation that affects advocacy of access to social services (e.g., Privacy Act 1992, Health & Disability Commissioners Act) and ensuring staff are fully informed of any legislative changes.
- Communicating with GPs, physiotherapist, occupational therapist, dietician, pharmacy, podiatrist, chaplain, kitchen, acting as an advocate for Residents as appropriate.
- Completes code of care questionnaire every 2 years
- Reads, complies and signs the confidentiality policy every 2 years

4.0 Ensure accurate documentation, from planning and implementation stages through to evaluation of care.

Performance Expectations:

Accurate documentation and implementation of Resident needs provided by self.

Successfully Demonstrated by:

- All stages of care (planning, implementation, and evaluation) are documented clearly, and the rationale for decisions along with consequences and alternative options are explained as appropriate and recorded utilizing the Care Plan Records.
- Care Plans are updated and developed to accurately reflect the level of care and progress of individual Residents. Care plans are evaluated at least 6 monthly and as changes occur. Care plans are written with the Eden alternative in mind.
- All information relating to a Resident is recorded accurately and against that Resident.
- Ensures the documentation in the progress notes by the all staff is clear and accurate.
- Ensures that privacy and confidentiality of information is not breached by self or staff.

- Communicating with Doctor to ensure resident is reviewed 3 monthly
- Organising and contributing to the resident's annual clinical review
- Discharge planning is commenced on admission for short term clients
- Complying with all policy and procedures

5.0 Effective communication with all Residents, families, whanau, the wider community and staff to ensure understanding and clarity of needs.

Performance Expectations:

All parties involved are working together towards ensuring appropriate care needs are met for Residents.

Successfully Demonstrated by:

- Open and honest communication with peers, staff, residents, and families.
- Ensures all residents, families and staff are kept fully informed of the Eden Alternative.
- All communication will result in the parties involved feeling well informed and at ease. This includes residents, their families, allied health professionals, trades people, visitors, volunteers and staff
- Meets with staff on a regular basis including regular meetings with the Team Leader (Dementia unit) and the registered nurses.
- Ensuring self and staff are effectively listening to Residents, their families, and whanau and achieving a clear understanding of each Resident's needs.
- Ensuring appropriate formal referrals are made to other health care professionals
- Ensuring staff are communicating effectively with each other, both in verbal and written communication, to ensure accurate sharing of information and instructions provided.
- Manages all staffing issues however can call on General Manager, Services for Older People, for advice
- All requested reports will be completed within the designated time frames
- Interacts daily with Diversional Therapist to ensure an effective programme is in place for the residents
- Liaises with the Residential Liaison Manager regarding admissions, transfers, discharges, and deaths and any other associated problems
- Promptly informing the Chief Executive Officer or delegated officer of any significant events

6.0 Provide Positive Team Leadership to Staff

Performance Expectations:

Staff will feel supported in their roles and will be given opportunities to develop and learn

Successfully Demonstrated by:

- Staff feeling confident that they will receive sufficient assistance, support and training to ensure safe and effective care is provided

- Staff are treated fairly and equitably
- A positive staff climate and strong team morale at Margaret Wilson
- Ensuring all conflict will be dealt with positively and residents will be unaware of the conflict unless they are directly involved.
- Ensuring staff potential is developed and utilised wherever possible in particular senior support workers, the RNs, the ENs and Administration and Care Supervisor.
- Work is delegated fairly to appropriate staff
- Training needs of all staff including the registered nurse will be identified. Regular on-going education and training will be made available.
- Staff are given opportunities to attend training about the Eden Alternative
- Ensuring all staff demonstrate safe and effective levels of practice, and any shortfall in competency is monitored and documented until compliance is achieved
- Ensuring all staff and contractors are tolerant and work in harmony with each other in the provision of service
- Contributing constructively and positively in the peer review process and at the Aged Care Managers monthly meetings

7.0 Human Resource Management.

Performance Expectations:

Completes the required Human resource components to ensure the safe and effective running of the facility

Successfully Demonstrated by:

- Employment of new staff as per HR manual (including police checks), this includes informing General Manager of staff vacancies
- Managing the roster ensuring a safe level of staffing, replacing staff who are off sick or on leave (this may be delegated but the Nurse Manager will need to provide oversight)
- Works a shift as a registered when/if required in order to ensure contractual compliance.
- Performance review of all staff will be completed within the time due (this may be delegated but will need to provide oversight)
- Unsatisfactory performance issues will be managed successfully (in consultation with General Manager as required)
- Any disciplinary matters are dealt with according to the HR manual. Consults with the General Manager/CEO on disciplinary issues.
- Full orientation is provided to all new staff and the 3 month orientation programme is completed and signed off (this may be delegated but will need to provide oversight)
- Ensuring that all staff are trained in the use of Time Target
- Ensuring that time sheets on Time Target are processed on time for the pay run each fortnight or at other dates that may be arranged (this may be delegated but will need to provide oversight)

- Complying with all policy and procedures

8.0 Identify and participate in support and development activities for self.

Performance Expectations:

Proactively identifying and initiating training and career development opportunities, ensuring continuous professional development occurs for oneself and for ones staff.

Successfully Demonstrated by:

- Participating in training and coaching, utilizing the knowledge and experience of peers and multi-disciplinary staff to assist with development programmes as appropriate.
- Keeps self updated with regards to the Eden Alternative
- Participating in the Performance Appraisal system.
- Involvement in staff development activities and identifying training and development needs for oneself.
- Nursing practices will reflect current approved trends
- Participating in the orientation of new staff members as appropriate
- Attending monthly SNAG and chairs meeting as required
- Attending professional developments (3 meetings per year minimum)
- Meeting on an established basis with the General Manager (monthly).
- Facilitate and lead staff meetings and encouraging contributions from others. This includes staff meetings, RN meetings and Professional Development meetings
- Attendance at annual Basic Life Support training
- Being flexible and able to accept other roles or carry out other duties as required. Attending management training as appropriate (8 hours per year)

9.0 Ensure own compliance with Presbyterian Support's Quality programme and all policies and procedures.

Performance Expectations:

- (a) Compliance with all Presbyterian Support policies achieved, including Infection control, Health and Safety, and safe handling.
- (b) Ensuring the provision of a clean and secure home-like environment for Residents.
- (c) Ensuring that all equipment used is safely maintained and stored correctly
- (d) Contribution/participation in CQI committee meetings, quality improvement and activities

Successfully Demonstrated by:

- Actively participates in all relevant external audits including preparation for these audits
- Attending monthly CQI committee meetings
- Activity working towards to achieving the 10 Eden Principles
- Participation in quality activities e.g. audits, new procedures,
- Complying with Health and Safety Act and ensures staff also comply
- Ensuring that current CPR certificate is held by designated staff

- Demonstrating the required knowledge of disaster preparedness and ensures that staff are trained at least annually
- Demonstrating an accurate knowledge of fire safety and evacuation procedures and ensure that staff are trained annually
- Ensuring full compliance with the infection control programme and infection control policies, attends quarterly infection control meetings
- Awareness and understanding of the policy manuals and refers to these policies.
- Having read, and ensured understanding of Presbyterian Support policies, and signed acceptance of these.
- Displaying a thorough working knowledge of Presbyterian Support policies and ensuring other staff understand and comply.
- Utilising Presbyterian Support's Incident recording and Hazard Management system, completing all paperwork thoroughly and within the set time frames.
- Promoting safe manual handling in the workplace providing assistance, direction and support to all staff
- Equipment is maintained properly

Agreed by:

(Position Holder)

(Manager)

Date