



**Our Vision** is to be the retirement facility of choice on the Kapiti Coast.

**Our Mission** is to preserve dignity; promote independence; and provide choice.

**Our Values** mean we work with respect; kindness; excellence and teamwork.

## JOB DESCRIPTION

<b>Position</b>	Clinical Manager	
<b>Line Manager</b>	Group Manager Resident Wellness	
<b>The Role</b>	<ul style="list-style-type: none"> <li>➤ Management and leadership of the clinical team using best practice expertise and knowledge in resident care and service delivery that meets contractual requirements and Nga Paerewa Standard 2021.</li> </ul>	
<b>Hours</b>	Hours Full time	<b>Tenure</b>
		Permanent
<b>Relationships</b>	<p><b>Internal Relationships</b></p> <p>Develop and maintain positive relationships with</p> <ul style="list-style-type: none"> <li>➤ Nurses and care staff</li> <li>➤ Administration team</li> <li>➤ Support staff – maintenance, laundry, kitchen, housekeepers...</li> <li>➤ Senior management – group managers, specifically Group Manager Resident Wellness</li> </ul>	<p><b>External Relationships</b></p> <p>Develop and maintain positive relationships with:</p> <ul style="list-style-type: none"> <li>➤ Care Coordination</li> <li>➤ General Practitioner</li> <li>➤ Allied Health – eg podiatrist, physiotherapist, Pharmacist</li> <li>➤ District Health Board staff, including health of older people, older peoples' mental health services, District Nurses, visiting specialists.</li> <li>➤ DHB Clinical Managers meetings</li> </ul>

## **REQUIREMENTS OF ALL STAFF**

To have empathy and a passion to work kindly with the elderly.

### **WORKING WITH OTHERS**

- Demonstrate our Values every day at work
  - Respect – acknowledging differences and being fair
  - Kindness – treating others as we want to be treated
  - Excellence – striving to be the best we can
  - Teamwork – supporting each other to achieve
- Let others know if their behaviour at work doesn't reflect our Values
- Help create a positive team environment for your team, other staff, and our residents
- Maintain a positive attitude and be professional while at work
- Communicate clearly and respectfully to all, at all times
- Be punctual to work.
- Follow the Trust's House Rules.

### **HEALTH AND SAFETY**

- Actively promote a safe and healthy environment for yourself, residents, other staff and visitors by taking personal responsibility to:
  - Maintain a safe, hazard-free work environment.
  - Always wear personal protective equipment supplied.
  - Attend training relating to Health and Safety.
  - Follow the Trust's policies and practices.
- Report promptly any faulty equipment, hazards, incidents and near misses to registered staff or your line manager.
- Alert management to unresolved hazards using the Hazard Notification Form.

### **QUALITY AND EDUCATION**

- Show commitment to learning by attending training provided by the Trust.
- Make suggestions to your manager if you can see improvements that will help our residents' or your colleagues do a better job.
- Attend staff meetings and read staff newsletters.
- Follow the Trust's policies and procedures.
- Use the annual performance appraisal process as an opportunity to reflect on your contribution and get feedback on how you are doing at work.



## ROLE SPECIFIC COMPETENCIES

### RESIDENT CARE

- Overall responsibility for ensuring the assessment, care planning and implementation of care delivery for all residents, including family/whanau communications and MDT collaboration occurs.
- Oversees service delivery providing ongoing management of the service
- Delegates and monitors role accountabilities of the entire clinical team.
- Maintains ownership and oversight of medication management
- Ensures documentation compliance with all relevant standard and legislation and contractual requirements.

### QUALITY, RISK AND CONTINUOUS IMPROVEMENT

- Monitors quality indicators and ensures action is taken to improve these when necessary
- Identifies areas for quality and continuous improvement – maintaining quality improvement register.
- Identifying new strategies to implement that will improve effectiveness of resident care
- Supports quality and risk management strategies for the safety of both residents and staff
- Contributes to the development and implementation of KRT policy and procedures
- Supports Group Manager Resident Wellness to meet quality in care requirements in contract and Standard 2021.

### LEADERSHIP AND STAFF DEVELOPMENT

- Sets the overall roster framework
- Supports, coaches and guides the care and housekeeping team to ensure service is delivered according to standards
- Identifies training needs for staff and addresses needs efficiently and effectively.

### FINANCIAL MANAGEMENT

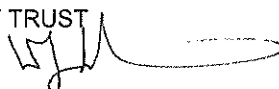
- Ensures effective resource utilisation - sets the overall roster framework
- Manages budget and contributes to the key drivers of business performance to improve efficiency and effectiveness of resources

### COMMUNICATION

- Promotes open communication between senior management, clinical and non-clinical staff

### OTHER

- Any other task reasonably requested by management.



## **Person Specification**

### **Positional skills (Including required qualifications)**

- Registered Nurse with current Annual Practising Certificate
- Senior Nurse on Professional Development Recognition Programme or equivalent
- Expert knowledge in best practice aged care provisions including the Frailty Guidelines
- Proven experience in leading and managing others to deliver best care and a positive work environment.
- Experience managing quality and risk
- Comfortable with digital documentation for management of all resident care.

## **Person Specification**

### **Personal Attributes**

- A positive personality with an open communication style
- A sense of humour.

