

Position Description – Clinical Team Leader

| | | | |
|-------------------------------|---|---------------------|---|
| Position Title: | Clinical Team Leader | Reports To: | Care Manager |
| Supervising: | Registered Nurses, Endorsed Enrolled Nurses, Personal Care Assistants | Liases With: | ANACC Coordinator, Allied Health, Residents & Families, Quality Manager, Care and Leisure Support Coordinator, Learning Manager, RN'S, EEN's, PCA's |
| Employment Instrument: | Mayflower Nurses Enterprise Agreement 2021 | | |
| Classification: | RN 4A years 1-2 | | |

| | |
|---------------------|---|
| Our Vision: | Care without Compromise |
| Our Mission: | <i>"Mayflower with staff works as one to enhance quality of life choices in all aspects of care delivery"</i> |
| Our Values: | <p>Compassion We care for those in need with empathy and understanding</p> <p>Excellence We strive for quality and distinction</p> <p>Integrity We are honest, ethical and sincere</p> <p>Respect We recognise the value, uniqueness and dignity of every</p> |

| | |
|---|--|
| Position Purpose: | <p>The RN Team Leader is responsible for overall clinical services delivery and management of clinical resources including clinical staff within an allocated area.</p> <p>Working closely with external services and family/advocates of residents this role ensures a person-centred approach service compliance.</p> |
| Qualifications checks and licences: | <p>Mandatory</p> <ul style="list-style-type: none"> • Current registration with AHPRA as a Registered Nurse Division 1. • NDIS Worker Screening Check • Full COVID vaccination <p>Desirable</p> <ul style="list-style-type: none"> • Flu Vaccination • Drivers Licence • Level 2 First aid and CPR |
| Key Selection Criteria | |
| <p>Essential</p> <ul style="list-style-type: none"> • Knowledge and understanding of the diverse needs of older people and people with disabilities. • Demonstrated experience successfully managing and developing a team of clinicians. • Minimum 2 years' experience in a similar role within Aged Care or similar service. • Ability to adjust to changing needs, prioritise and effectively manage time. • Knowledge and application of a person- centred model of care. • Knowledge and application of the Aged Care Standards and other relevant government policy and legislation. • Excellent oral and written communication skills including computer literacy. | |

Position Description – Clinical Team Leader

Desirable

- Studies in mental health and dementia
- Extensive experience in managing a multi-disciplined team in social/community services or health services
- Understanding of issues related to OH&S, infection control, manual handling and hazard identification.

Key Accountabilities

| | |
|-----------------------------|--|
| Quality Service | <ul style="list-style-type: none"> • Assess and monitor the care needs of residents including the development and implementation of detailed assessments, care plans and associated programs. • Complete technical nursing care within scope of practice, for residents within the allocated area. • Ensure that residents are encouraged to maintain their independence and are provided with an environment that encourages residents to maintain lifestyles of their choice. • Ensure that medications are managed in accordance with policies, procedures, and protocols. • Review assessments, care plans and ANACC funding documentation. • Manage resident admission and discharge within allocated area. <ul style="list-style-type: none"> ○ Manage RN work schedules, action performance issues and identify and arrange training and further education to bridge skills and competency gaps. ○ Support the effective allocation and distribution of lower level (EN's and PCA's) staffing on duty. • Orientate and support new team members. • Address and respond to comments and complaints. • Contribute to the effective management of the facilities Budget as it relates to the relevant area of responsibility. • Respond to care needs of Independent Living Unit Residents. |
| Reporting and Documentation | <ul style="list-style-type: none"> • Log maintenance concerns or request as they present. • Escalate serious incidents and concerns. • Conduct audits, reports and other surveys as directed. • Ensure all documentation is reflective of individualised care delivered. • Document any required communications with team members |
| Communication | <ul style="list-style-type: none"> • Manage/participate in collaborative communication with clinicians, care team, families, residents, and broader stakeholders. |
| Leadership | <ul style="list-style-type: none"> • Facilitate a team environment and inclusive culture. • Support a positive and energetic environment |
| Compliance | <ul style="list-style-type: none"> • Ensure audits are completed in line with audit plan. • Review incident reports and action accordingly. • Operate in accordance with legislative and quality standards. |
| Skills and competencies | <ul style="list-style-type: none"> • Remain aware of relevant legislative standards and guidelines. • Participate in meetings and in-service training sessions. • Pursue ongoing development and contribute to continuous improvement |
| Work Health Safety | <ul style="list-style-type: none"> • Comply with the OHS Act 2004 • Take reasonable care to ensure your own safety, not place others at risk by any act or omission, follow safe work practices and procedures, use and care for equipment as instructed, not wilfully and recklessly interfere with safety |



Position Description – Clinical Team Leader

| | |
|--|---|
| | equipment, report hazards and injuries, and cooperate with Mayflower to meet OHS obligations. |
|--|---|

| Key Performance Indicators |
|--|
| <ul style="list-style-type: none"> ● Compliance with relevant guidelines, Accreditation and Legislation requirements. ● Services are delivered in accordance with Care Plans, Person-Centred Approach and organisations policies and procedures ● Nil errors in medication management and administration ● High level satisfaction with care and service from residents and their family members/representatives. ● Maximise ANACC funding. |

I have read, understood, and accept the above position description.

| | | | | | |
|-----------------------|--|-------------------|--|--------------|--|
| Employee Name: | | Signature: | | Date: | |
| Manager Name: | | Signature: | | Date: | |

Copy to Employee
 Copy to Personnel File
Completed By: (Initials)
Date: / /