

POSITION DESCRIPTION

Position Title:	Clinical Coordinator (Care)
Direct Supervisor:	Facility Manager
Direct Reports:	Registered and Enrolled Nurses, Residential - Team Leaders, Carer - Residential
Key Relationships:	Clinical Coordinator (Quality), Lifestyle Coordinator, Property Coordinator, Allied Health Assistants, HR Manager, HR Officer, Roster Coordinator, external Allied Health Professionals
MAIN PURPOSE OF POSITION:	
<p>This is a senior clinical leadership role. The primary purpose of this role is to ensuring systems are in place and staff are supported to provide clinical and care services that are:</p> <ul style="list-style-type: none"> • safe • person-centred • in partnership with consumers • best practice • compliant with the ACQSC Quality Standards • in accordance with the CapeCare Purpose, Vision and Values • reflected in the CapeCare Clinical Governance Framework 	
Key Accountabilities	Standards of Performance
Occupational Safety & Health	<ul style="list-style-type: none"> • Actively support the CapeCare OS&H strategic objectives through the work responsibilities of this position and continually strive for improvements. • Observe and comply with all health and safety instructions, procedures, signs and notices relating to your work and correctly use the appropriate protective clothing and equipment supplied. • Follow Infection Prevention and Control procedures and standards relevant to the role. • Use correct documented procedures to correct, if possible, and immediately report any unsafe situations, near-miss incidents and all work related injuries. • Maintain good housekeeping at all times.
Personal Leadership	<ul style="list-style-type: none"> • Acts with honesty, empathy and kindness towards co-workers and clients. • Engages and works collaboratively with others through a shared purpose to achieve goals. • Has a thorough awareness of cultural safety and demonstrates inclusivity. • Takes responsibility on an individual level to strive for excellence. • Accepts and responds constructively to feedback. • Is aware of own strengths and limitations and seeks help from others as required. • Adapts communication style and messages to suit different personalities and cultures. • Manage within own areas of responsibility the businesses resources to achieve organisational goals within a dynamic operating environment and in accordance with regulatory governance, risk management, ethical, equity and commercial requirements. • Support a working environment that encourages creative, holistic approaches to improvement, innovation and transformation within the organisation.
Risk	<ul style="list-style-type: none"> • Be aware of and understand CapeCare's Risk Management Framework, related objectives and procedures. • Understand and proactively contribute to managing risk and to promote a culture of participation in the risk process.

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	<ul style="list-style-type: none"> • Protect Capecare from adverse incidents, leading to the reduction of its exposure to risk and to mitigate and control risk should it occur.
Quality	<ul style="list-style-type: none"> • Ensure compliance with and actively contribute to quality improvement activities in Capecare through initiating continuous improvement suggestions and encourage others to make suggestions as required. • Contribute effectively towards the organisation's quality accreditation processes. • Positively contribute towards a culture of continuous improvement within Capecare.
Values	<ul style="list-style-type: none"> • Adhere to all Capecare policies and procedures. • Demonstrate and actively promote the Capecare Way. • Commit to the Capecare values of: <i>Compassion Respect Partnership Commitment</i> • Challenges behaviours in others that contravenes the organisational values.
EDUCATION/QUALIFICATIONS: (Detail the required level for recruitment)	
<ul style="list-style-type: none"> • Essential: Current AHPRA registration. • Desirable: Post graduate qualifications in a relevant discipline. 	
TECHNICAL COMPETENCIES AND SKILLS: (Detail the required level for recruitment)	
<ul style="list-style-type: none"> • A well-developed understanding of evidence-based practices and the ability to operationalise them within a clinical environment. • Demonstrated people management skills including performance management. • Effective communication and interpersonal skills. • Demonstrated ability to problem solve clinical issues. • Ability to work both in a team and autonomously. • Excellent time management skills. • Demonstrated commitment to Continuous Improvement. • Understanding of ACFI. • Demonstrated understanding of the ACQSC Standards. 	
RELEVANT EXPERIENCE: (Detail the required level for recruitment)	
<ul style="list-style-type: none"> • Minimum of 2 years' experience within Aged Care industry in a clinical role (essential). • Experience in a similar leadership role (essential). 	
KEY ACCOUNTABILITIES FOR THE ROLE: (Detail the specific tasks and responsibilities for the role)	
<p>CARE COORDINATION</p> <ul style="list-style-type: none"> • Review handover for designated areas each day and identify any follow up actions required. Communicate these to Registered Nurses or other staff as appropriate. • Support and facilitate the Registered and Enrolled Nurses to ensure complete holistic, individual assessment of residents. • Ensure that consumers and nominated representatives are involved in planning care and agreed services. • Coordinate permanent and respite admissions and discharges with RN's. • Coordinate Resident of the Day Assessment schedule. • Initiate or participate in care pan consultations with consumer and nominated representative/s as appropriate. • Communicate and collaborate with others to resolve issues related to care, communication, policies and resource allocation. • Chair the weekly multidisciplinary team meeting and maintain electronic notes of discussions. • Oversee the wound management governance framework and participate in Wound Special Interest Group meetings. • Communicate relevant information to nominated representatives as escalated by Registered Nurses, for example open disclosure discussions. 	

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- Monitor medication management system and support staff in its use.
- Escalate to the Facility Manager any incident or change in a consumer's health status that may indicate a need for increased risk management strategies, e.g. reportable infectious diseases, critical incidents, compulsory reporting events.

EDUCATION AND TRAINING

- Take personal responsibility for updating knowledge base of contemporary nursing issues.
- Attend mandatory training and proactively pursue own professional development.
- Maintain and update knowledge of aged care quality standards, the CapeCare Clinical Governance Framework and all associated practices.
- Role model skilled clinical care.
- Proactively support the incorporation of innovative model of practice.
- Develop and deliver both formal and informal education to nurses, carers and other staff as required including On-boarding and Toolbox sessions.
- Serve as a resource to staff and other health professionals in the acquisition of knowledge and skill pertaining to nursing practice.
- Mentor nurses to assist the acquisition of new skills and consolidate their clinical knowledge and practice.

LEADERSHIP AND STAFF MANAGEMENT

- Participate in the recruitment and probation reviews of Registered and Enrolled Nurses, Team Leaders and Care staff.
- Ensure rosters and allocation sheets are up to date and maintained and that staff are qualified to undertake the role they have been allocated.
- Provide constructive guidance and feedback to Registered Nurses, Enrolled Nurses and Carers and ensure immediate action is taken to rectify poor and incorrect care practices by staff under their supervision.
- Participate in performance development and management with the support of the HR team and FM,
- Conduct timely staff performance appraisals .
- Ensure appropriate allocation and supervision of work-experience/ student placements.
- Chair Clinical and Care staff meetings to schedule.
- Assist with the completion and investigation of staff incident forms.

QUALITY

- Actively contribute to CapeCare's Plan for Continuous Improvement.
- Support the Clinical Coordinator (Quality) to investigate and manage consumer incidents.
- Support the Clinical Coordinator (Quality) and Facility Manager in data collection for audits (internal and external) and clinical indicators, including the National Quality Indicator Program.
- Participate in the development and delivery of action plans for audits, risk reports, risk registers.
- Identify potential breaches of regulatory compliance and escalate to the Residential Manager.
- Complete management reviews and corrective actions of Medication Incidents including staff management.

OPERATIONAL

- Participate in need identification, evaluation, selection and economic use of resources and equipment, as required.
- Liaise with the FM regarding budgets, ordering clinical supplies and new equipment purchases.
- Provide input into overall budget and management planning within Residential Care as required.
- Undertake other duties within your skill set as required by the organisation.

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Note: The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be changed by the role manager during employment on an as-needed basis.

I have read and understood the duties, responsibilities and requirements as per this position description.

Employee:		Signature:		Date:	/ /
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