



HERITAGE LIFECARE®

# Position Description

## Unit Coordinator

### Company Overview:

Heritage Lifecare is a provider of Residential Aged Care Facilities throughout New Zealand. We aim to add value and enhance performance for all those in our facilities.

Our employees are united in our common purpose and strive to ensure the delivery of respectful and caring services, in an environment that is safe for clients.

### Position Overview:

To provide high level clinical leadership and support to clinical and care staff.

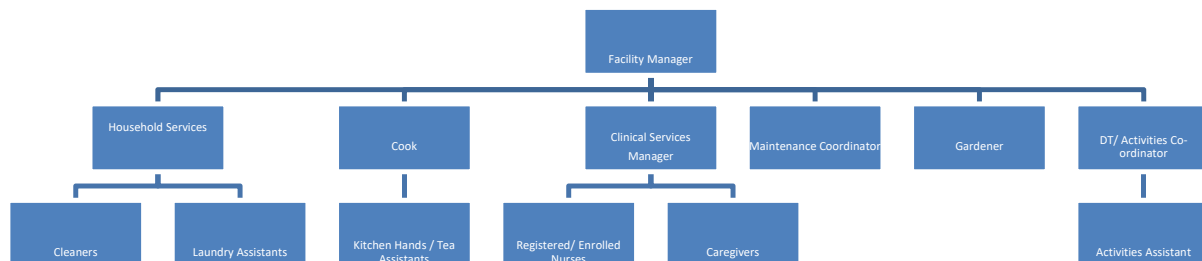
#### Reports to:

Clinical Services Manager

#### Functional Relationships:

Facility Manager  
All staff of facility  
Residents/ Relatives/ Visitors  
Allied Health Professionals  
Medical Practitioners  
Assessment Agencies  
Volunteers  
Quality Team  
Operations Manager

#### Generic Team Structure:



## Key Accountabilities:

Key Tasks:	Performance Standards:
<p>1. Provide leadership and clinical supervision to all clinical and care staff.</p>	<p>Clinical and care staff are supported and assisted to ensure that optimal care is provided to residents within the facility            All clinical care provided to residents is based on correct best practice            Clinical practice is delivered as per the facility's policy and procedures            Deficiencies in staff skill and competency levels are identified and corrective action or education programmes put in place to remedy this            Best practice knowledge is kept up to date</p>
<p>2. Assist and support the Clinical Services Manager in the effective management of the facility.</p>	<p>Leadership/Management of the facility is assumed in the absence of the Clinical Services Manager            Rostering is undertaken which includes appropriate use of clinical staff to maximise resident care and safety            Extensive knowledge of relevant legislation and Codes of Practice (Health and Disability Sector Standards, Code of Rights etc) is demonstrated – knowledge of ARCC contract is required            Admission enquiries and prospective clients are managed appropriately            Facility administration processes are completed as directed or when Clinical Services Manager is absent            Assume additional responsibilities as required – Infection Control Officer, Restraint Co-ordinator</p>
<p>3. The Unit Co-Ordinator is actively involved in the facility quality and risk management programme.</p>	<p>Leadership and initiative in identifying opportunities for quality activities and improvement is demonstrated            Quality Plans are developed in conjunction with clinical and care staff and management staff within the facility            Collection, analysis and evaluation of clinical/incident statistic information is completed as per quality and risk management programme</p>
<p>4. Monitor the provision of care to residents to ensure the highest standards are achieved and maintained and meets contractual and best practice requirements.</p>	<p>All admissions to the facility are managed as per the facility's policy            Any outstanding clinical needs are identified and plans put in place to manage these            Close liaison with referrers is established and maintained to ensure there is excellent exchange of clinical information            Effective, professional relationships are established and maintained with health professionals involved in residents care            Coordinates resident reviews as per resident needs, legislative and contractual requirements including multi-disciplinary review            Ensures systems are in place to keep family/whānau and significant others fully informed of any issues relating to clinical care            Individualised care plans are developed in accordance with assessed needs, using evidence-based tools</p>

	Any changes to care which result from changes in best practice are discussed in detail with the Facility Manager and Care Team
5. Co-ordinate the provision and use of supplies within the facility.	Active involvement in control of the clinical supplies budget Ensure there are adequate supplies available for the delivery of care within the allocated budget
6. Provide oversight of all resident clinical records and recordings to ensure they meet organisational, legislative and contractual requirements.	Clinical records are maintained to a high standard with appropriate documentation in place Clinical files of discharged and deceased residents are managed within legislative and the facility's policy requirements
7. Participate in the implementation of an effective education programme.	Education needs are identified Education programmes developed based on core education contractual requirements and as clinical care dictates Expert clinical knowledge base is maintained Staff undergoing training and education programmes are assisted in completing these Staff access training to meet needs of the facility and staff development goals (e.g. Certificate in care of older person, safe lifting, First Aid, infection control, emergency procedures)
8. Demonstrate commitment to the provision of a safe environment for residents and staff.	Leadership in all aspects of workplace safety and health is demonstrated All legislative requirements are met at all times All staff adhere to safe work practices All incidents, staff accidents and identified hazards are recorded and reported and evaluated to eliminate / minimise reoccurrence Take active responsibility for new staff to participate in a formal orientation programme
9. Other Duties	Any other task as reasonably requested by Heritage Lifecare
10. Follows policies and procedures of the facility in all matters	Is familiar with all the policies and procedures and knows where to find them Uses correct procedures as outlined in the manuals Is familiar with the Code of Conduct

## Financial Authority

Nil

## Core Competencies

*The intent of this position description and person specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job classification. Employees may be requested to perform job related tasks other than those specified in this Position Description.*