



HERITAGE LIFECARE®

# Position Description

## Clinical Services Manager

### 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.

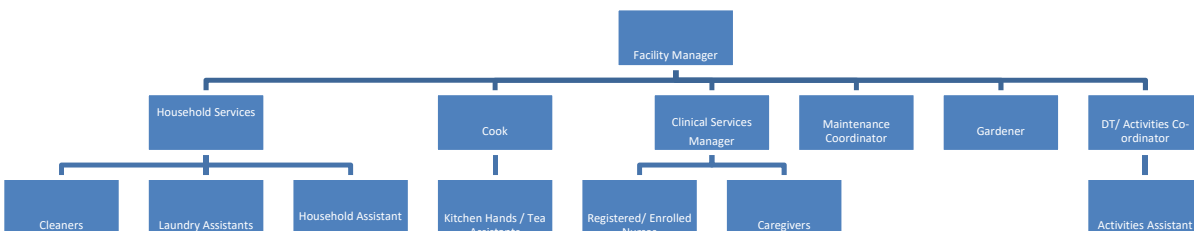
#### Reports to:

Facility Manager

#### Functional Relationships:

Facility Manager  
Registered Nurses/ Enrolled Nurses  
All staff of facility Residents/ Relatives/ Whānau  
Visitors  
Allied Health Professionals  
Medical Practitioners  
Assessment Agencies  
Volunteers  
Quality Team  
Operations Manager  
Support Office

#### Generic Team Structure:



## Key Accountabilities:

- Provides leadership, supervision and direction to staff with active and applied knowledge and practice as per HPCA Act
- Assists and supports the Facility Manager in the effective management of the facility
- Actively participates in the facility Quality and Risk Management Programme seeking continuous improvement of all services
- Monitors the provision of care to residents to ensure the highest standards are achieved and maintained
- Provides oversight of resident clinical records and recordings to ensure they meet organisational and legislative requirements
- Active involvement in all aspects of human resource management
- Co-ordinates the provision and use of clinical supplies within the facility ensuring resources are allocated and utilised cost effectively
- Participates in the implementation of an effective education programme
- Demonstrates commitment to the provision of a safe environment for residents and staff
- In the absence of the Facility Manager, assumes the responsibilities of the Facility Manager
- Other reasonable and related additional duties that may be required from time to time at the discretion of the employer

## Financial Authority

Nil

## Core Competencies

TBA

*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.*