

# Job Description and Selection Criteria

## Clinical Nurse Manager

### VISION

To enrich the lives of everyone  
in our community.

### PURPOSE

To provide a caring community where every person  
feels safe and has the freedom and choice to live  
the life they desire.

## R

#### RESILIENT

We have the strength to overcome challenges, learn from failures, and persist with hope and determination

## E

#### ETHICAL

We act with fairness, integrity, and honesty, by acknowledging mistakes, respecting boundaries, and treating others with empathy.

## S

#### SAFE

We uphold a SwanSafe way of working to ensure we provide an environment free of harm for everyone.

## P

#### PROFESSIONAL

We interact with respect, dependability, and punctuality, ensuring clear communication, fairness and trust.

## E

#### EMPOWERED

With ongoing support, training, and education, we grow into the best versions of ourselves.

## C

#### COMPASSIONATE

We demonstrate courtesy, kindness, and understanding to everyone, consistently applying a person-centered approach in all that we do.

## T

#### TRANSPARENT

Our collaborative approach fosters a workplace committed to being open, honest and approachable.

#### Location

Bentley Park

#### Reporting To

Manager Care Services

#### Direct Reports

Registered Nurse  
Enrolled Nurse  
Assistant in Nursing  
Housekeeping Assistant

#### Award / Agreement

Common law Contract

#### Normal Hours

As rostered

## Position Objective

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The Clinical Nurse Manager is responsible and accountable for leadership and management of clinical and care staff, ensuring the delivery of high-quality resident care that promotes wellbeing and quality of life and meets the Aged Care Accreditation Standards.

## Responsibilities

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### Clinical Practice

- Responsible and accountable for the quality of resident care and standards of practice within the Care Facility.
- Responsible and accountable for the management and performance in the Clinical Stream in liaison with the Manager Care Services.
- Responsible and accountable for the care centre budget for clinical resources.
- Actively promotes and participates in the Quality Activities program for the clinical nursing area.
- Responsible for creating an environment that fosters empowerment, nurturing and motivation of staff.
- Responsible for adherence to APRHA Regulations, Aged Care Act 1997 and the Aged Care Standards, SwanCare Policies & Procedures and other relevant workplace Legislation.
- Provides a motivational style of leadership to Care Facility staff.
- Demonstrates a mastery level of clinical nursing skills in the promotion of quality care for residents.
- Identifies areas requiring education and liaises with Employee Services Operations Manager and Quality Coordinator to provide this.
- Relieves or deputises for the Manager Care Services when required.
- Responsible for on-call duties as needed.
- Effectively liaises with all SwanCare staff and departments as required for the overall benefit of the Resident.

### Clinical Management

- Empowers staff at unit level to orientate and nurture new staff.
- Empowers staff to problem solve at unit level.
- Introduces Time Management principles on units of responsibility.
- Plans, coordinates and/or participates in relevant clinical management meetings.
- Assesses nursing care management practices and implements cost effective strategies.
- Liaises with Manager Care Services to ensure that resources used in the Clinical Areas are within the allocated budget.
- Liaises and communicates with Employee Services Operations Manager to identify individual / group learning needs to promote quality resident health care and individual staff safety.
- Liaises with Manager Care Services re appropriate use of staff. Coordinates human resources within the care facility to meet resident needs and arranges roster replacements as or when required
- Educates colleagues and ensures that resident outcomes standards are implemented and maintained within the care facility.
- When requested investigates complaints / incidents and provides written answer to Manager Care Services within 24 hours.

### Quality & Development

- Positively educates staff in principles and strategies of quality and involves them in Quality programmes.
- Actively participates in Continuous Improvement / Best Practice program and activities.
- Reports all accidents/hazards and completes relevant supporting documentation.
- Actively participates to ensure continuous improvement is maintained.

- Assists with Audits as necessary.
- Contributes to the overall Continuous Improvement process on a regular basis
- Acts in accordance with:
  - SwanCare Policies, Guidelines, Standards, Protocols and Procedures.
  - The Aged Care Legislation and Principals.

## Personal Development

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- Maintains and develops professional knowledge and skills related to position.
- Actively participates in professional associations and SwanCare Group committees as requested.
- Sets goals for personal and professional growth and revises them annually.

## Corporate Values

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- Actively promotes & develops the corporate values of the organisation.
- Acts in accordance with all relevant legislation, policies, principles, and procedures
- Participates in processes to monitor customer satisfaction throughout services delivered by the role

## Work Health and Safety

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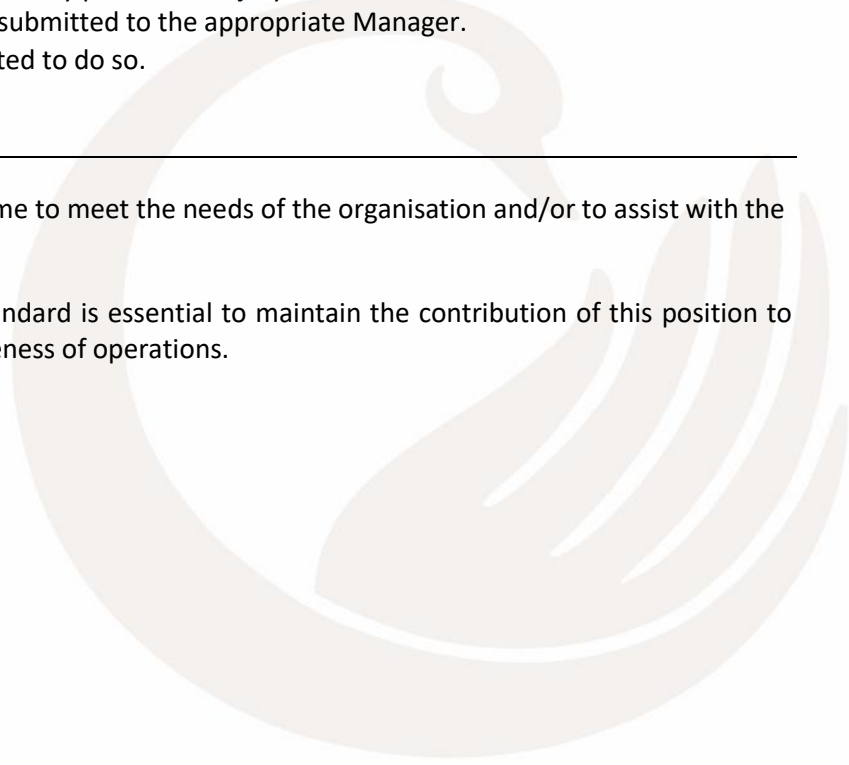
- Accepts responsibility for own occupational health and safety requirements.
- Attends all mandatory education
- Utilises Universal Precautions at all times.
- Reports all hazards, accidents and incidents and completes the appropriate forms.
- Identifies and reports any practice / equipment which may reduce safety for staff or residents.
- Works in a safe manner, considering own safety and that of other staff members, residents, and visitors to SwanCare Group.
- Ensures equipment that is broken and may present an injury risk to staff and residents is removed from the work area and a request is submitted to the appropriate Manager.
- Conducts safety audits when requested to do so.

## Other

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Other tasks may be assigned from time to time to meet the needs of the organisation and/or to assist with the employee's development.

Performance of all tasks to the required standard is essential to maintain the contribution of this position to SwanCare Group standards and the effectiveness of operations.



## Selection Criteria – Clinical Nurse Manager

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### **Position Requirements:**

- Current APRHA registration with no practicing restrictions.
- An advanced level of skills in clinical practice.
- Experience working within Aged Care.
- Excellent communication skills both oral and written.
- Understanding of and ability to coach on the principles of continuous improvement.
- Sound knowledge of the Aged Care Quality Standards, accreditation and AN-ACC.
- Bachelor of Nursing.
- Valid National Police Clearance less than 6 months old.

The applicant should demonstrate knowledge of –

- The Aged Care Act 1997 and Attached Principles.
- Aged Care Standards and Accreditation Process.
- Best Practice / Customer Focus and Continuous Improvement Programmes.
- The Ageing Process.
- Duty of Care.
- Equal Opportunity Principles.
- Experience in direct care giving.
- Occupational Health and Safety Act and Regulations.

### **Desirable:**

- Experience in Team Leadership.
- Post Graduate Certificate in Gerontology.
- Experience in Gerontology.
- Management training

**SIGNED** as an agreement.

\_\_\_\_\_  
**Employee**

Date: \_\_\_\_\_

\_\_\_\_\_  
**Manager**

Date: \_\_\_\_\_

\_\_\_\_\_  
**People & Culture**

Date: \_\_\_\_\_