

## JOB DESCRIPTION

### Job Title – Unit Coordinator

## CONTEXT OF THE JOB

- To provide effective day to day coordination and supervision of clinical aspects of care provided to residents within a Unit.
- The job reports to the Clinical Manager and Care Home Manager.
- This job description was reviewed in June, 2014.

## KEY TASKS AND RESPONSIBILITIES

### 1. To provide consistent and effective leadership of the Unit

- Provide strong leadership and support to other staff and promote positive staff relations.
- Communicate clearly and concisely and ensure effective dissemination of information.
- Monitor staff work loads and ensure appropriate allocation of residents
- Assist with performance appraisals of caregivers and monitor competency of unit staff.
- Facilitate unit meetings and encourage participation by unit staff.
- Motivate staff to use initiative and innovation to resolve problems or issues.
- Complete relevant documentation within set time frames and adhere to the organisation's documentation standards.

### 2. Co-ordinate the multi-disciplinary needs of the residents and ensure maintenance of standards in all aspects of care

- Actively participate in the delivery of care to residents, applying principles of clinical best practice and leading by example.
- Liaise with families and health professionals.
- Co-ordinate the development and review of multi disciplinary care plans encouraging input from the resident / family / whanau where possible.
- Co-ordinate resident review meetings ensuring liaison with families and multi disciplinary team.
- Ensure care plans meet the individual rights and cultural needs of the resident.
- Promote effective liaison with medical staff in order to facilitate effective medical interventions and care.
- Ensure respect, privacy and dignity are maintained and resident well being and safety assured.
- Resident referral or transfer documentation is completed in a timely manner.

### 3. Ensure effective and efficient management of resources including equipment and supplies

- Ensure equipment and supplies are used safely and appropriately with consideration to cost efficiencies.



- Ensure malfunctioning or unsafe equipment is isolated, reported and repaired in a timely manner.
- Identify resource needs.

#### **4. Actively participate in the Continuous Quality Improvement (CQI) programme and in the provision of a safe environment**

- Promote CQI and assist with identifying quality initiatives that enhance care and services.
- Maximise the safety of resident within the unit by regularly reviewing their safety needs and ensuring all interventions are utilised.
- Demonstrate a commitment to the provision of a safe environment utilising safe work practices.
- Ensure adherence to Infection control principles and best practice.
- Assist with policy formulation and review where required.
- Ensure a safe and tidy environment and ensure staff practise safe work methods and adhere to safety policies and procedures.
- Ensure staff adhere to staff accident / incident and hazard and reporting systems.

#### **5. Demonstrate commitment to professional development**

- Ensure a working knowledge of National Standards or Codes of Practice. relevant to the aged care sector.
- Ensure ongoing professional development by attending education sessions and updating clinical knowledge.
- Maintain a current working knowledge of the organisation's policies and procedures.
- Assist with orientating new staff to the unit.
- Assist with in service training programme.
- Ensure Practising Certificate and Cardio-Pulmonary Resuscitation are current.

#### **6. Act as key support to senior management**

- Support and assist the Clinical Manager in order to implement excellent and safe nursing practice.
- Participate in committees as required (CQI, Infection Control (IFC), restraint).
- Assist with data collection or audits as required.
- Undertake additional responsibilities as required e.g. Infection Control, Health and Safety or Restraint Co-ordinator.
- Assist with Career Force programmes as required.
- Co-ordinate resident clinical review meetings.
- Liaise with other Heads of Departments to enhance co-operation and working relationships within the unit.
- Provide on call and weekend cover on a rotational basis (if required in employment agreement).

### **KEY COMPETENCIES**

- Commitment to excellence in Care of the Elderly in a continuing care environment.
- Experience in caring for persons with Dementia.
- Can provide leadership in a team environment.
- An understanding of quality improvement processes.



- Well developed interpersonal skills – communication, humour, honesty, integrity, empathy.
- A role model.
- Organised and methodical, with the ability to prioritise tasks.
- A commitment to ongoing professional development for self and others.
- Able to work within allocated budget.
- Knowledge of the Codes, Standards and Regulations relevant to Aged Residential Care.
- Computer proficiency.

## **EXPERIENCE, TRAINING AND QUALIFICATIONS**

- Registered or Enrolled Nurse with a Current Practising Certificate.
- Clinical Experience in Gerontology.

**VISION & VALUES OF BUPA**

**Bupa’s purpose is to help people live longer, healthier, happier lives.**

We do this through our vision of ‘taking care of the lives in our hands’. Our strong caring ethics, dedication and respect are valued by people at some of the most vulnerable times in their lives. So trust is intrinsic to the way we operate as a business, wherever we are in the world.

**Our values**

At the heart of our service are our values. These are the principles that determine the way we behave and what we believe. They also bring us together as a family, giving us a common culture, and they inspire trust and loyalty in our people.

<b>Passionate</b> 	Full of energy Love what we do and why we do it Love our customers
<b>Caring</b> 	Big-hearted and compassionate Treat people with respect and kindness Everyone and everything matters
<b>Open</b> 	Seek new ideas and other points of view Share freely Really listen and understand Embrace diversity
<b>Authentic</b> 	True to yourself Genuine and honest Say what we mean, mean what we say
<b>Accountable</b> 	Always responsible Take ownership Make it happen
<b>Courageous</b> 	Be brave Dare to try Speak up
<b>Extraordinary</b> 	Go above and beyond Be the best we can dream to be Deliver outstanding results, big and small

Signed \_\_\_\_\_

(Employee)

\_\_\_\_\_

(Employer)

Date \_\_\_\_\_

A job description is intended to give an appreciation of a role, the range of work and responsibilities involved and the important company values. The job description may be altered or added to from time to time.



Our purpose is  
*Longer, healthier, happier lives*

**What:**  
Bupa Promise

Know me  
and my needs

Help steer my  
decisions

Be there when  
I need you

**How:**  
Bupa Values



Health & Care

