



JOB DESCRIPTION

Job Title – Clinical Manager

CONTEXT OF THE JOB

- To provide high level clinical leadership and support to clinical and care staff working in close partnership with the Care Home Manager
- The job reports to the Care Home Manager.
- This job description was reviewed in July 2016.

KEY TASKS AND RESPONSIBILITIES

1. Ensure residents and their families are supported through transitions in their care.

- Ensures that residents and their family/whanau experience a person-centred approach in the implementation of Bupa policies and processes supporting admission and transitions between levels of care.
- Ensures appropriate and timely management of changes in the resident's condition or functioning and facilitates reassessment to appropriate level of care.
- Ensures planning and implementation of palliative and end of life care meets recognised standards.

2. Promote and lead person-centred care

- Articulates and reinforces to team members individual residents' and their families' perspectives as the guiding principle in person-centred care.
- Supports decision-making and care-planning for residents with behavioural and psychological symptoms of dementia to strike an appropriate balance between independence, restraint and safety.
- Ensures that all clinical assessments and planning and implementation of resident care meet recognised standards.

3. Work with members of multi-disciplinary team to ensure appropriate, regular and timely reviews of residents' health status and care.

- Ensures residents are scheduled for regular review by GP/NP and by MDT members, and as changes in resident needs/condition requires.
- Plans and implements process for six monthly Resident Review for all residents in alignment with the interRAI LTCF assesment schedule.

4. Provide clinical and professional leadership for quality care.

- Provides clinical oversight of residents' well-being and health or ill-health.
- Maintains a positive presence 'on the floor' to monitor, lead and direct the quality of care.
- Builds and maintains a clinical and professional network internally and externally.



5. Ensure nurse and caregiver teams are co-ordinated and supported for continuity in high quality care.

- Manages allocation of residents to staff teams in a way that facilitates teamwork and good care.
- Ensures that critical information and points for assessment and action related to residents' needs and care is conveyed in handovers and documentation.
- Promotes effective teamwork, direction and delegation to fulfil Bupa standards of care for residents.

6. Ensure nurse and caregiver team capability and competence.

- Ensures that new nurses and caregivers are oriented to their role responsibilities and the care home.
- Ensures that caregiver training is implemented and completed.
- Plans and implements an annual programme of learning and development based on the Care Home's service profile and staff needs.
- Creates a positive learning environment.
- Uses competence assessment and feedback processes to ensure safe care and safe practice.

7. Implement and manage quality programmes.

- Assists to maintain care home certification requirements
- Has the confidence of all stakeholders that the Care Home is committed to continuous improvement and high quality care.
- Promotes a safe living and working environment in the Care Home.
- Supports preparedness for disaster and emergency.

8. Manage resources related to nursing care.

- Works with the CHM and Human Resources to recruit and retain a nursing and care team that meets the requirements of the service profile/meets contractual requirements.
- Rosters staff to cover care demand with regard to contractual requirements and occupancy.
- Ensures adequate supply of appropriate medical consumables and correct use of care equipment.

9. Contribute to overall management of the Care Home.

- Works in partnership with the Care Home Manager for the effective and efficient management of the Care Home.
- Ensures continuity of management of Care Home in the absence of the Care Home Manager.
- Promotes Bupa way of life to potential residents and/or their family.



KEY COMPETENCIES

- Extensive management, communication and interpersonal skills.
- Strong leadership skills with the ability to motivate staff.
- Substantial experience in delivery of care services.
- Knowledge of the Health and Disability Sector Standards with the ability to manage a robust quality system.
- Ability to implement budgetary control and work within a commercial environment.
- Strong IT literacy in Microsoft Office Suite.
- Good marketing and promotional skills to promote the company both internally and externally.
- Strong prioritisation and organisational skills.
- Displays a conscientious and industrious work ethic.
- Empathy and commitment to excellence in care of the elderly.

EXPERIENCE, TRAINING AND QUALIFICATIONS

- Current NZ Annual Practising Certificate with NZ Nursing Council
- Preferably minimum of 5 years' experience as a Registered Nurse
- Preferably previous experience in a Nursing Leadership role
- Broad knowledge of the age care industry.
- Understanding of the Employment Relations Act 2000, Holidays Act 2003 and the Health & Safety legislation and the Health and Disability Sector Standards

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.

Passionate 	Full of energy Love what we do and why we do it Love our customers
Caring 	Big-hearted and compassionate Treat people with respect and kindness Everyone and everything matters
Open 	Seek new ideas and other points of view Share freely Really listen and understand Embrace diversity
Authentic 	True to yourself Genuine and honest Say what we mean, mean what we say
Accountable 	Always responsible Take ownership Make it happen
Courageous 	Be brave Dare to try Speak up
Extraordinary 	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

Passionate 	Caring 	Open
Authentic 	Accountable 	
Courageous 	Extraordinary 	



