



Riverview
Lutheran Rest Home Inc

Job and Person Specification

Clinical Care Co-ordinator

May 2022

Organisational Overview:

Riverview Lutheran Rest Home Inc. is a Not-for-Profit 60 Bed Residential Aged Care Facility comprising of 40 Aged Care beds and a purpose built 20 bed specialised Memory Support Unit. 12 Independent Living Units and 13 Serviced Apartments are also located on-site. Riverview's Mission is to provide quality Christian residential care and services for aged and disabled people. Through our Values of Care, Integrity, Quality, Compassion, Kindness, Love, Patience and Respect, we strive for "Excellence in Christian Care".

JOB & PERSON SPECIFICATION

POSITION:	CLINICAL CARE CO-ORDINATOR
TYPE OF EMPLOYMENT:	PART TIME .6 FTE
REPORTS TO:	DIRECTOR OF NURSING CHIEF EXECUTIVE OFFICER
RESPONSIBLE FOR SUPERVISING:	N/A

Position Overview:

The Clinical Care Co-ordinator is the primary resident admission Registered Nurse, and makes residents and their representatives feel welcome and at home at Riverview whilst providing ongoing support to residents and their families to optimise resident health and wellbeing. Is part of the Riverview Clinical Management team, and is the Riverview Wound Care expert, responsible for wound care plans, reviews and education of other staff on best practice wound care practices, conducts weekly wound reviews, supports nurses in relation to incident management and weights ensuring appropriate interventions are in place and effective, coordinates referrals as required. The Clinical Care Co-ordinator is an experienced clinician who mentors, supports, and assists Registered and Enrolled Nurses to optimise resident health and wellbeing. In consultation with the DON, sources and co-ordinates education programs to ensure the delivery of best practice clinical care. The Clinical Care Co-ordinator role is also required to support and assist the Director of Nursing and work with the Clinical Management team to optimise the health and wellbeing of residents.

Qualifications and Requirements:

Essential

- Registered Nurse with AHPRA and holds current Annual Practising Certificate
- Maintains and holds a satisfactory police check and NDIS Worker Screening
- Training and experience in Wound Care

Desirable

- Experience in clinical incident review and management
- Experience in mentoring and supporting clinical staff
- Experience in using Lee Care

Key Job Responsibilities:

- Conduct weekly desktop resident wound reviews of both staff compliance with wound documentation and of wound management
- Provide education to staff on wound documentation and wound management
- Develop and update resident wound care plans
- Guide Nurses on treatment of individual wounds to ensure best practice wound care
- Responsibility for timely appropriate referrals to assist with wound healing/management
- Promote Riverview to new and prospective residents
- Responsible for managing prospective resident waiting list

- Review all resident incidents daily, review resident overall health for any possible underlying health concerns, including obs chart, pain chart, behaviour charts, daily forms and progress notes, follow up and implement any additional required interventions, liaise with resident and representative as required. Close off incident in Leecare when all follow up is complete.
- Ensure resident weights are completed monthly. Monitor and follow weight loss procedures and put into place appropriate interventions, communicating with resident, representative, GP and kitchen. Refer as appropriate.
- Follow up any gaps in incident management identified with staff member concerned and to all relevant staff as required.
- Follow up on new resident enquiries by contacting resident/representative and assessing prospective resident needs, goals and preferences, and determine Riverview's ability to meet these, triaging as required
- Communicate with regional hospitals regarding vacancies
- Resident Admissions including the completion of care related admission paperwork and assessments as per Riverview Admission Procedure
- Obtain medical information from My Aged Care and medical centres
- Liaise with hospitals and medical centres to obtain medical information
- Download ACAT from My Aged Care and ensure resident is assessed for Residential Care
- Ensure medication chart, medication, and medical summary is available on admission
- Complete head to toe assessment of resident on Admission and document
- Follow Riverview admission procedure and update as required in consultation with the DON
- Make resident and their representatives feel welcome and at home at Riverview
- Provide ongoing support to residents and their families
- Coordinate Referrals, ie EPC, Diabetes, Geriatrician, Dietician, Speech Pathologist, Physio, Podiatrist and any other Specialist or Allied Health Professionals as required
- Mentor newly registered Nurses
- Provide support and education to Registered Nurses and Enrolled Nurses on the floor
- Assist on the floor as required
- Attend ongoing education / training to maintain optimal level of knowledge in legislation changes and best practice clinical care
- Assist with Serious Incident Response Scheme reporting
- Assist with data collection and entry for the Dept of Health Quality Indicator Program and any other reporting requirements as determined by the DON
- Identify knowledge deficits in staff and provide feedback on deficits to the Director of Nursing to assist in the development of Education programs
- In consultation with the Director of Nursing, source & Co-ordinate education programs for staff to address knowledge deficits across all Standards
- Attendance and input at Riverview RN/EN meetings
- Attendance and input at Riverview Clinical Management meetings
- Any other duties as directed by the CEO or DON

Essential Ongoing Responsibilities:

- Ensure residents are treated with dignity and respect, with their identity, culture and diversity valued, and supported to make informed choices about the care they receive
- Maintain current professional knowledge and skills for clinical competency
- Comply with the code of ethics of the profession and organisation at all times
- Practice within own abilities and qualifications, making sound clinical judgements
- Able to accept responsibility and accountability for actions
- Work with the team to develop and maintain flexible programs for residents
- Maintain knowledge of and act in accordance with the Aged Care Quality Standards, using best endeavors to ensure standards are met and/or exceeded
- Be familiar with and conform to the requirements of local, state and Commonwealth Health Acts

SIGNED: