

POSITION DESCRIPTION – TEAM LEADER

Position Title	Staff Development Nurse	Department	Lady Lawley Cottage (LLC)
Location	Cottesloe	Direct/Indirect Reports	N/A
Reports to	High Needs Program Manager	Date Revised	June 2018
Industrial Instrument	Lady Lawley Cottage Australian Nursing Federation Registered Nurses Workplace Agreement 2011		
Job Grade	Job Grade 5		

■ Position Summary

The Staff Development Nurse reports directly to the High Needs Program Manager. The role responsibilities include monitoring compliance requirements under the department of health and DSC standards, ensuring Lady Lawley Cottage policy and procedures are in line with the appropriate quality frameworks, providing training and clinical care capabilities across Lady Lawley Cottage, assessing staff competency under training and assessment standards, and working with the families and carers of Lady Lawley Cottage clients to ensure safe and effective clinical transition from the service. This role also provides high level document maintenance related to training documentation, compliance requirements, and registration and audit requirements at Lady Lawley Cottage.

■ Position Responsibilities

Key Responsibilities

- Support the HNU Manager and the Day and Short Stay Nurse Lead in the delivery of quality services related to the nursing home registration and AHPRA Codes and Guidelines
- Deliver technical training and provide clinical advice to all clinical and non clinical staff
- Follow up with staff training and documentation requirements in line with their position description and industry standards
- Work with the HNU Manager and the Day and Short Stay Nurse Lead to ensure all new staff are effectively inducted and supported to clinical supports during their commencement of employment and throughout their probation period
- Work with the Quality and Risk Coordinator to review and update the Standard Operating Procedures for LLC and ensure implementation through appropriate education and support

■ Position Selection Criteria

Technical Competencies

- The ability to effectively translate clinical knowledge into either written or verbal form for the purpose of staff training
- Previous experience working with complex clients with disabilities with ability to develop effective solutions to identified problems to achieve positive outcomes
- The ability to work effectively as part of a team environment and influence staff of all levels in risk

management and compliance requirements

- The ability to demonstrate appropriate conduct in a range of situations aligned with the organisation's principles, behaviours and competencies and legislative requirements
- Demonstrated understanding of legislation and common law affecting nursing practice
- Experience providing high level, acute clinical care in the paediatric setting.
- Evaluate staff competency by direct observation, peer review, orientation and employee input, documenting this in the appropriate system.
- The ability to prioritise, organise and complete work within set timeframes
- Experience writing and delivering training programs in line with industry standards
- Demonstrated understanding of relevant legislation, e.g., WHS, Medication Management, AHPRA Codes and Guidelines, Food Safety and Hygiene Standards , Infection Prevention and Control Guidelines for Practice.

Qualifications/Licenses

- Hospital Based Diploma or Diploma Applied Science (Nursing) with relevant experience
- Hospital Based Diploma or Diploma Applied Science (Nursing) plus Post Basic Certificate
- Bachelor of Applied Science (Nursing) with relevant experience
- Cert IV in Workplace assessment and Training
- Current Driver's Licence
- Senior First Aid
- Working with Children Card

Behavioural Capabilities

- **Personal effectiveness | Achieve results** | Demonstrated ability to coach and support teams to achieve the results committed to. Accepts responsibility for ensuring team goals are achieved. Ability to manage changing circumstances and potential challenges.
- **Personal effectiveness | Being culturally competent** | Demonstrated understanding and appreciation of cultural differences and diversity in the workplace. Ability to manage cultural and individual differences effectively and appropriately to guide the work and behaviours of teams.
- **Team effectiveness | Collaborating** | Proven track record as an approachable leader, supporting and building positive and constructive relationships within teams. Valuing diversity and supporting cultural differences within teams.
- **Team effectiveness | Communicating** | Demonstrated capability to communicate clearly and concisely ensuring messages are understood by all within the team using a range of communication techniques. Ability to express ideas clearly, listen effectively and provide feedback constructively.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct

- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters