

Melinda Junge

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Objective:

To achieve Fulfillment and satisfaction from my academic career, by always seeking challenges and opportunities to improve my skills and techniques, and the teaching and guidance of other Health Care Professionals under my direction.

To mentor coach and develop to foster continual learning and development and professional growth.

To provide exceptional care to the elderly community by ensuring the highest standards of care

Experience

Buckland Aged Care

Facility Manager – 150 bed high Care Residential facility

Oct 22 – Current

Oversee daily operations, leadership and management - 320 staff

Accreditation –Feb 2023 – All MET

NDIS accreditation – Jan 2024

Leading the team and managing staff performance

Recruitment – Including Labour Market agreement and off shore traineeship of care staff

Built a positive and inclusive work environment - Culture change

Maintaining policy and procedures to uphold regulatory standards

Manage budget and resources effectively P & L

Oversee a 24/7 roster and workforce planning – “Human force”

Manage WHS and Return to work

Implementation of clinical governance framework

Risk mitigation

Oversee compliance activities/auditing and benchmarking (QPS)
Lee Care clinical System
Trends data analysis
Managements of Complaints handling and investigation
Human Force Rostering
Monthly reporting to Board of Directors

IRT Group

Senior Clinical Manager SWS, QLD, ACT -Acting BM Feb 22 – October 22

Responsible for the clinical oversight of 5 aged care sites in the portfolio -Sydney /ACT
Collaborate within the executive leadership team and external stakeholders
Conducting audits and Gap analysis
Incident investigation –collate and analyze accidents incidents near misses and undertake actions to minimize these in consultation with Care managers
Leading High Risk case management with site Managers
Report directly to Business manager
Identifying and mitigating potential risk related to clinical practice and consumer care
Lead and chair local QUM committee and Clinical Governance
Implement continuous improvement initiatives and maintain all Continuous improvement plans at x 5 sites.
Assisting with Complaints management and investigation process
Ensure compliance with the Aged Care Quality Standards
Working with staff to develop and implement policies and procedures
Successful Accreditation with New Standards at x 3 sites

IRT Berala on the Park

Facility Manager / Acting BM

July 2019-February 22

Oversee daily operations, leadership and management - 200 staff Develop and implement Quality Improvement processes and activities Oversight of financial management and responsible for the implementation and development of organisational policies/procedures and practices. Incident management and investigation

Responsible for the effective leadership a 125-bed multicultural residential aged care facility, under the supervision of a Business Manager. This role included planning of and admission to residential aged care, oversight of clinical care and services by a large cohort of multicultural staff, human resource management, and financial management Oversight of ACFI –AN-ACC care finding model

Annual performance reviews for employees

Develop and implement Quality improvement activities

Utilising systems such as Bassware, MOA (Benchmarking and auditing), Concur, EmpLive (rostering), Protecht-(reporting system SIRS etc) , Coupa (accounts payments receivables) ,Power BI (organizational data tool) and platinum clinical documentation system .Assisting with transition to the new Aged care Quality Standards. Completing of self-assessment tool on psychotropic medications, completion of restraint audit, completion of new Continuous Improvement plan and self-assessment - July 2019- current. Member of the services and supports Committee within IRT

IRT Berala on the Park**Acting Care Manager****July 2019-August 22**

Managing a 125-bed multicultural residential aged care facility, under the supervision of a Business Manager. This role included planning of and admission to residential aged care, oversight of clinical care and

services by a large cohort of multicultural staff, human resource management, and financial management , which I am in the learning phase

Utilising systems such as Bassware, MOA, Concur, EmpLive, Protecht, platinum clinical documentation system Assisting with transition to the new Aged care Quality Standards. Completing of self-assessment tool on psychotropic medications, completion of restraint audit, completion of new CI plan and self-assessment tool -July 2019. Holding LLT meeting

IRT Berala on the Park

Care Coordinator (Deputy)

September 2018-July 2019

Filling in as Acting Care Manager as required

125 residents

Assisting to managing a 125 bed residential aged care facility, under the supervision of Care Manager .The role included planning of and admissions to residential aged care, oversight of clinical care and services, Infection control coordinator. Admissions and Quality. Oversight of care staff, registered nurses, performance appraisals of clinical team. Stock control and overseeing ordering of continence aids and medical supplies- Bunzyl. MOA benchmarking audits , EmpLive usage , use of Platinum clinical documentation system Working on the floor as clinical Registered as required Achievements – 3 years accreditation

IRT Berala on the Park, (Berala on the Park prior to take over by IRT)

Registered Nurse and Clinical Nurse Advisor

December 2013-September 2018

In charge RN on weekends, 3 months full time as a clinical nurse Advisor providing assistance with Care

Planning /documentation and support to Care
Manager and BM .

Lee care and platinum clinical documentation system

Berala on the Park

Registered Nurse - casual

Jan 2011 – 2013

Registered Nurse

In charge RN on weekends – 125 residents

Columbia Care – Willowood center

Deputy Director of Nursing

January 2016 – September 2018

90 residents

Assisting to managing a 90 bed residential aged care facility, under the supervision of a Director of Nursing. The role included planning of and admission to residential aged care, oversight of clinical care and services, Infection control coordinator, ACFI submissions, admissions and Quality manager. Oversight of 169 care staff, registered nurses and lifestyle team, Educator, performance appraisals of clinical team. Stock control and budgeting continence aids and medical supplies- Bunzyl. MOA benchmarking, EmpLive and rostering , I care clinical documentation system – super user and educator on same

Achievements: 3 years accreditation

Hardi Aged Care – Guildford Nursing Home

Assistant Facility Manager

September 2014 – December 2015

96 residents

ACFI claims, care planning and assessment ,
education and Quality management Direct
supervision of 96 care staff Oversight of 140 care staff,
registered nurses and lifestyle team Educator,
performance appraisals of clinical team. Stock
control and budgeting continence aids and medical
supplies- Bunzyl Infection control coordinator and RTW
coordinator

Use of MANAD clinical documentation system

Achievements: 3-year accreditation with no
recommendations

St Dominic's Hostel

Care Manager

January 2009 – September 2014

50 residents

Only Registered on site responsible for clinical care of
residents and supervision of care staff.

Devised all policies and procedures for the
organization

Quality management reviews and set up of quality
system/ Clinical governance

Infection control coordinator and RTW planner

Use of MANAD clinical documentation system

Achievements: 2 successful accreditations for 3 years

Minchinbury Manor

Quality Manager /Educator/Acting Deputy Director of Nursing

May 2004-December 2008

100 residents

Quality System and reviews , auditing and policy/procedure implementation and scheduling of review Infection control coordinator

Achievements – Accreditation 3 years

St Hedwig Village

Deputy Director of Nursing

September 2002 – May 2004

Nursing home , hostel and retirement village 300 beds

Care planning and assessment, education and Quality management Direct supervision of 260 staff performance appraisals of clinical team. Stock control and budgeting continence aids and medical supplies

Qualities:

Excellent communication skills verbal and written

Ability to function exceptionally well in team and lead by example

Problem solving skills

A Born Educator – ability to mentor staff and assist with professional development and upskilling staff

Ability to achieve Goals within set timeframes

Ability to foster a culture of Best Practice by leadership and support

Work within the legislative requirements at all governmental levels (ACQSC - standards, NDIS , NSW health, commonwealth and local council and all aged care legislation

Strong analytical, problem-solving skills

Motivated and empathetic leadership style with the ability to build a collaborative team environment

Demonstrated knowledge of the Aged Care Quality Standards, Aged care reform

Ability to implement and maintain systems that ensure compliance

Education

Bachelor Health Science – Nursing

University of Western Sydney

December 1991-1992

Diploma of Nursing

University of Western Sydney

December 1991

Return to work Coordinator

Procare June 2015

Diploma of Palliative care and EOL care

PACE NSW 2015

Diploma of Community Coordination

Work train NSW 2015

Certificate 4 in Frontline Management and leadership

Worktrain NSW 2014

Certificate 4 in Management and team leadership

Job Quest Penrith 2013

Train the Trainer

Job Quest -2004

Work Health and Safety Train the Trainer

Workcover and ACSA 2012

Referees'

Ethan Bidner

Previous Business Manger IRT Northern Region
(Direct manager)
Ph: 0432119805
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Pamela Cassar

Previous Senior Clinical Manager Acting BM Northern
Region
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Margaret Smithson

Previous Care Manager IRT Woolwich and IRT Berala
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Pamela Moore

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Stacey Hall

Willowood – Director of nursing
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