

POSITION DESCRIPTION

Position:	DIRECTOR OF NURSING
Time Fraction:	40 hours per week
Reports to:	Chief Executive Officer
Award:	<i>Nurse and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 – 2020 and subsequent Agreements as may be approved in accordance with Fair work legislation during the course of employment</i>
Department:	Nursing
Position Tenure:	As Contracted

OUR MISSION:

To promote and enhance the health and wellbeing of the people of the East Gippsland High Country

STRATEGIC PILLARS AND KEY OBJECTIVES:

Healthy Community

Reach out to our local rural community in the planning and delivering of our services

Quality Care & Safety

Deliver first class care to our clients, community and key stakeholders

People & Culture

Build a highly engaged and skilled team of health care professionals and volunteers with a commitment to creating a culture of achievement and service excellence

Sustainable Services

Develop a fully sustainable health care service model to fund future growth and investment in new markets and emerging technologies

Effective Governance

Create a comprehensive and accessible governance framework that ensures compliance with our legislative, ethical and statutory obligations

Collaborative Partnerships

Invest in strategic partnerships and alliances that allow us to achieve better outcomes for our service

OUR VALUES – WE CARE

WELLBEING

Maintain a healthy balance of work, rest and play

EMPATHY

Show compassion and understanding for the perspectives and experiences of others

CREATIVITY

Encourage new ideas, explore ways to innovate

ACCOUNTABILITY

Act with integrity. Take responsibility for our decisions and actions

RESOURCEFULNESS

Be responsive in overcoming challenges and changing circumstances

EXCELLENCE

Expect, recognise and reward excellence

At ODH we are an equal opportunity employer offering a totally smoke free workplace

Key Selection Criteria

Omeo District Health is an equal opportunity employer. ODH has adopted a common set of values across the organisation and developed associated behaviours around these values. Selection will be based on assessing demonstrated performance of the skills, knowledge, behaviours and other personal qualifications relevant to the role.

Essential

- Current AHPRA Division 1 Registered Nurse registration in the State of Victoria and at least ten years' full time equivalent post registration experience
- At least 5 years' senior management level experience in the delivery of Nursing Services within an integrated complex healthcare environment across Primary Care (General Practice), Acute, Urgent Care, Aged Care and Community-based services
- At least 5 years' experience in Gerontological Nursing
- Proven ability to provide leadership as part of the executive leadership team and work effectively in an executive team environment
- Comprehensive knowledge and commitment to health system, safety, quality, risk management, change management, improvement systems, innovation and best practice
- Demonstrated organisational ability, interpersonal and leadership skills with a proven track record of working effectively with a wide range of professionals and the community to achieve superior outcomes
- Demonstrated ability to problem solve complex issues, to appropriately confront issues, to motivate others as individuals and as a group and to nurture a learning environment
- Demonstrated strategic planning ability
- Understanding of contemporary health service delivery issues
- A commitment to the provision of person-centered health care
- Demonstrated Knowledge, experience and commitment to Quality Improvement, including a sound knowledge of the ACHS National Quality and Safety Standards, the Aged Care Standards and AGPAL accreditation processes
- Strong change management skills
- Demonstrated knowledge and expertise in State and Federal funding and business management, including Primary Care, Aged Care, Transitional Care Program, Commonwealth Home Support Program (CHSP) as well as Small Rural Health Service Funding. An understanding and ability to show flexibility in relation to National Disability Insurance Scheme (NDIS) implementation and changes
- Demonstrated in-depth knowledge of Aged Care funding and revenue maximization methodology as related to Aged Care
- Knowledge of contemporary human resource management issues including workplace health and safety, equal opportunity and antidiscrimination
- Experience in industrial relations management and negotiation
- Have a sound understanding of regulatory and legislative requirements applicable to healthcare and in particular client care services
- Demonstrated commitment to Occupational Health and Safety
- Proven track record in the development of clinical guidelines, and policies and procedures
- Strong fiscal management skillset: Budget Development and monitoring experience
- Proven track record in successful submission writing
- Demonstrated ability to work with confidential and sensitive information
- Demonstrated computer literacy
- Current Victorian Driver licence
- Current National Police Check

Desirable

- Post Graduate qualifications in Management or undertaking Health or Business Administration studies
- Post Graduate qualifications in Gerontological Nursing or any other relevant nursing discipline
- RIPERN qualification

Position Summary

The Director of Nursing Services (DON) is a combined administrative and clinical role, directly responsible to the Chief Executive Officer, and shall be responsible for the provision and delivery of leadership and quality clinical care services to patients' /care recipients/clients within primary care, acute care, aged care, urgent care and community care at ODH. The role has a governance component which ensures excellence in nursing practice and standards throughout the organisation.

Key Responsibilities and Duties

The DON will be self-motivated and have the ability to gain the acceptance of a wide range of people. The role requires a responsible person with strong clinical skills, professional attitude, a high level of motivation, flexibility and willingness to provide excellent service with minimal supervision.

The DON whilst predominantly an administrative role is required to assist in a clinical capacity intermittently and will perform nursing functions in accordance with his/her educational preparation and in keeping with Nursing and Midwifery Board of Australia National Competency standards for nurses, The Code of Ethics for Nurses in Australia and The Code of Professional Conduct for Nurses in Australia.

Nurses with a RIPERN qualification will work in collaboration with the VMO. Practice will be at an advanced level and in accordance with RIPERN endorsement and scope of practice.

To work within the philosophy, guideline and policies of the hospital.

The DON will participate in Quality improvement activities including undertaking audits, policy review, development of policy or clinical guidelines or actively contributing to formal education delivery within the organisation.

The DON role is a senior leadership role and assumes responsibilities for the smooth and competent function of the organisation within hours. Advanced decision making and problem solving skills are a key component of this role.

- Undertake the role of Acting Chief Executive Officer at times of leave absence of the Chief Executive Officer
- The role comprises a full time administration component and assistance in a clinical capacity as demand determines.
- The role provides oversight and management of all bed-based services
- Responsibility for maintenance of drugs and poisons and radiological licensing requirements.
- Ensure ODH Nursing Services operate within and comply to all legislative and EBA requirements
- Ensure appropriate levels of nursing staffing and resourcing exists across all shifts
- Ensure all requirements applicable to Nursing Services within the Statement of Priorities and the ODH Strategic Plan, and other applicable documents as identified from time to time, are addressed in a timely manner
- Foster a culture of innovation, continuous quality and safety improvement
- Coordinate the formulation of budget, budget policy and business planning for ODH, monitor financial allocation for staff salaries and general expenses for area of responsibility. Be conversant with relevant funding systems applicable to area of responsibility. Take responsibility for the efficient management of expenditure and ensure that strategies are developed and implemented to manage budget variances
- Assist in the development of, and delivery against, the annual Statement of Priorities and the Strategic Planning processes
- Assume responsibility for ensuring funding opportunities are maximized and implemented in line with the strategic direction of the health service

- Submit a monthly report to the Board of Management through the Chief Executive Officer and attend regular and special meetings of the Board of Management as an active participant as required
- Represent ODH at community, regional and statewide forums and be an advocate for ODH matters affecting service needs and care provision
- Ensure Nursing Services comply with all documentation and reporting obligations
- Embrace and implement innovation in the delivery of ODH Nursing Services
- Ensure all accountability requirements by funding bodies are fulfilled in a timely and efficient manner
- Ensure credentialing and clinical competency of all nursing staff is maintained and that all nursing staff work within the identified scope of practice
- Ensure all Nursing Services staff undertake annual performance review including the development of annual KPI's and professional development objectives for all nursing staff
- Promote the monitoring of workload and productivity across Nursing Services
- Ensure Nursing Services has a process for the identification and management of risks, including but not limited to, clinical practice, staff management, financial and service delivery; maintain currency of the risk register
- Ensure all staff are able to access information that is current and consistent with leading practice standards
- Ensure that all medical equipment which is the property of the health service remains secure and in good working order. Any emergency repairs should be carried out, as necessary and a report on these and any other defects should be given to the Chief Executive Officer as soon as possible

Organisational Keys

Customer Service

- Deliver services that reflect the Organisation's mission statement and values with a strong focus and commitment to customer service and person-centred care
- Maintain an innovative approach to the delivery of care, keeping abreast of care advances and current best practice
- Actively seek new program and funding opportunities in client care that is cognisant in meeting with demonstrated community care needs and ODH strategic direction.
- Ensure that care is delivered and evaluated in accordance with ODH policies and procedures and that care coordination and discharge planning initiatives ensure continuation of quality care and service

Privacy, Dignity & Confidentiality

- Recognise and respect each Care Recipient's/Patient's/Client's right to privacy, dignity and confidentiality
- Demonstrate a commitment to and understanding of the Information Privacy Principles concerned with empowering individuals to manage, as far as practicable, the collection, use and dissemination of personal information about themselves

Team Contribution

- Demonstrate commitment to co-operation and a team approach, while exhibiting a positive, strong personal contribution to maximising the performance outcomes of the relevant program / area and ODH as an organisation

Legislation, Regulations and Standards

- Comply with the requirements and compliance responsibilities of relevant legislation, regulations and standards where they directly impact on the service activity and delivery of care

- Be conversant with the By-Laws, Regulations, Instrument of Delegation and organisational structure of ODH

Occupational Health and Safety

- Ensures that work practices are carried out in accordance to the Occupational Health & Safety policies of the organisation
- Promotes a safe working environment by identifying and reporting hazards.
- Select and engage the members of the client care team in accordance with the staff establishment levels of ODH
- Establish a pattern of delegated authority and responsibility within the client care teams
- Ensure the completion of rosters within the approved staff establishment, and the allocation of duties in accordance with established work schedules to ensure that ODH meets with care objectives and agreed targets
- Ensure the development and maintenance of care competencies within statutory and ODH guidelines

Infection Control Statement

- Ensure that ODH Infection Control policies and procedures are in place and that staff members comply with these guidelines
- Liaise with the Infection Control Nurse on all matters relating to general ODH hygiene and staff health issues.
- All employees of ODH will assess the risk of any potential infectious incident, both staff and client generated and utilise the appropriate actions as outlined in the Policy Manual
- All employees of ODH will report any infectious risks or incidents to their supervisor

Quality and Safety Activities

- Actively participates in the organisation's quality program
- Assists in the evaluation of effectiveness of services being delivered

Professional Development

- Ensure an annualised education plan developed and implemented for care staff to ensure the maintenance of competency and safe practice standards
- Participates in annual performance review and development program
- Maintain knowledge required for the performance of the position
- Attend ODH Mandatory Education Training annually
- Assess staff performance/competence to ensure appropriate development/and or corrective action is instigated creating a well skilled productive workforce
- Ensure that an annual performance development review of all staff in area of responsibility is conducted with appropriate feedback given
- Maintain a co-operative and consultative approach to industrial relations matters and at all times endeavour to promote effective and harmonious working relations both within the care team and with external care providers

Risk Assessment / Job Analysis

Under Occupational Health and Safety, potential risks associated with this position are detailed below. Employee familiarity and compliance with emergency procedure codes apply to all areas of the organisation.

Aspects of Normal Workplace	Frequency
<u>Work Environment</u> <ul style="list-style-type: none"> • Manage demanding and changing workloads and competing priorities. • Work a flexible roster spanning all shifts with the possibility of extended hours. • Sitting at the computer or in meetings for extended periods of time. • Work in a team environment and at times independently. • Work in locations geographically separated from the main facility. • Single beds for patients. All beds are fully electric. There is no requirement to lift bed heads or foot ends. Height adjustment is via a button. • Exposure to Substances. Hazardous substances are part of the hospital workplace (eg. blood). Protective equipment and procedures are in place to prevent contact. 	Continual Infrequent Continual Continual Infrequently Occasionally Occasionally
<u>Work Activity</u> <ul style="list-style-type: none"> • Undertake administrative tasks including intensive computer / keyboard work, filing, writing, participating in meetings, concentrating for long periods of time (regular, daily basis) • Use of technology including photocopiers, telephones including mobiles, fax, overhead projectors, televisions, video, electronic white boards, drill presses and guillotines. • Undertake manual handling of equipment (eg, lifting, pulling, pushing, transferring, twisting) on a daily basis. • Participation in hazard identification and improvement strategies. 	Continual Continual Occasionally
<u>Work relationships</u> <ul style="list-style-type: none"> • Work within a team environment • Professional interaction with medical nursing and admin staff • Interact with colleagues and other hospital staff • Interact with members of the public • Interact with patients and relatives 	Continual Continual Continual Regularly Regularly

Performance Review:

Six months after commencement of employment, then annually thereafter. Interim reports are completed after every six months or less, as determined by the Department Line Manager and Chief Executive Officer.

I,

Agree to undertake the duties as specified in the position description, and accept the appointment in accordance with the responsibilities stated above. My signature acknowledges confirmation of the terms and conditions offered.

As an occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of the organization's policies and procedures.

Signature: _____ Date:/...../.....