



# Position Description

**DESIGNATION:** Director Clinical Services

**REPORTS TO:** Chief Executive Officer

**CLASSIFICATION:** As per EBA

## Purpose of Position

The Director Clinical Services is responsible for the effective and efficient leadership and management of Acute and Residential Aged Care Services in accordance with Heywood Rural Health's (HRH) Vision, Values and Strategic Directions and Business Plan, and within the overarching framework of an integrated health service.

## Key Activities

This position is responsible for the professional, strategic and business leadership of Clinical Services within HRH, as well as ensuring the residential communities are welcoming to our community providing holistic support.

The incumbent will display the following core attributes: professional integrity and confidence, an innovative and inquiring mind, an overarching desire for business improvements, and the desire to progress development of the acute and residential services workforce through advancing practice and models of care.

### 1. Specific Responsibilities

- Fulfill the role of Director of Nursing.
- Ensure a safe working environment by proactively managing risks and resolving issues while progressing improvements and efficiencies
- Without negotiation, the incumbent will uphold and maintain the highest level of clinical and professional standards.
- Provide robust accountability for clinical service performance across all residential and acute areas.
- As a member of the Leadership Team, actively lead clinical governance programs, including oversight of the embedded clinical improvement program.

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- Embraces consumers as the core component of the service and the strategic planning and governance systems.
- Co-ordinate service and business planning and assessment annually and as required against HRH's Strategic Directions, identified community need and Government requirements , using partnership and integrated service approaches and seeking opportunities for strategic funding and service growth.
- Lead the ongoing development and implementation of the Montessori Philosophy into HRH's residential communities.
- Progress innovative business improvement strategies that promote the Vision and Values, and strategic direction throughout HRH and within the community.
- Operate within the clinical and corporate governance, and risk management frameworks.
- Undertake activities that ensure HRH's Models of Care reflect contemporary practices and service integration.
- Ensures all clinical based services adhere to contemporary and evidence based clinical frameworks.
- Undertake workforce development strategies and actions to support current and future service needs.
- Develop and ensure strong culture accountability of clinical staff by valuing the importance of customer services, quality improvements and robust review of clinical indicators
- Support managers to review programs, systems, processes and practices.
- Embed a focus on succession planning and development across clinical services.
- Operate proactively and comprehensively to manage HR and IR issues in a manner that averts issues while progressing improvements and efficiencies.
- Develop and effectively manage budgets across multiple cost centres, whilst anticipating and managing financial risks with utilisation of the monthly finance information and data.
- Critically evaluates internal and external financial reporting requirements for residential services.
- Exhibits strong knowledge of legislation and financial models for both residential and acute clinical service programs.
- Establish/maintain data capture and reporting to meet statutory performance and reporting requirements, and to ensure data integrity.
- Objectively use information to drive innovative practice to create strategic opportunities for the health service.
- Support clinical and residential governance programs.
- Operate in a professional and collegiate manner as part of HRH's Leadership Team.

## **2. Organisational Responsibilities:**

- Participate in team/departmental meetings and other organisational meetings as required.
- Participate in staff development and training as required.
- Maintain accurate records, statistics and reports as requested.
- Participate in service development if required.

## **Quality Improvement**

Employees are required to participate with the organisation in the Quality Improvement program to encourage excellence of care and ensure effective and safe use of resources.

This includes participation in appropriate courses of training required by the Health Service and to share knowledge with other staff members.

## **Risk Management**

Each employee has a duty to take a proactive role in contributing to the identification, management and reporting of risks, including near misses and hazards. Employees who identify a risk are required to take first line action to minimise the risk and to then report it to their direct line manager for further management. All employees are required to report any incidents that occur during the course of their duties.

## **Occupational Health & Safety**

Each employee has the right to a safe working environment and s/he should advise the supervisor of any risk or condition likely to result in accident or injury. Each employee has the responsibility to take reasonable care of their own health and safety, to co-operate with the HRH's OH&S policies and to participate in appropriate safety education and evaluation activities.

## **Equal Opportunity, Workplace Bullying & Harassment**

HRH endorses the Victorian State Government Code of Conduct. Each employee has the right to equal opportunity and a work environment free from any form of workplace harassment and bullying. Each employee must adhere to HRH's Policies in this regard and participate in education and training.

## **Infection Control**

Each employee has the responsibility to minimise the risk of acquisition or exposure of infections to patients, residents, visitors and health care workers, arising from activities within the health care environment. Risk management strategies are to be supported by all staff in adhering to the Infection Control Policy Manual Guidelines.

## Confidentiality

The employee has a responsibility to adhere to HRH's Policies, as a condition of employment. They are required to maintain confidentiality with reference to all matters relating to the Health Service and patients of the Health Service, both internally and externally.

Failure to observe this requirement may be regarded as misconduct warranting termination and incur liability to penalty pursuant to Section 141 of the Health Services Act, 1988.

## Key Selection Criteria (KSC)

KSC	Description
1	Current (or eligibility for) unconditional AHPRA registration as a Registered Nurse and current national Police Check
2	Post graduate qualification in Management is desired.
3	Developed knowledge of, and experience with multipurpose funding models and Residential Aged Care Funding.
4	Working knowledge of National Standards and the Australian Residential Quality Agency Accreditation Standards
5	Practical, analytical and logical problem-solving skills, with the ability to undertake business and performance analysis and implement relevant strategies in response to findings
6	Highly developed verbal and written communication skills
7	Ability to set standards, targets and objectives and to achieve those by influencing the performance of others
8	Capacity to work independently and as an effective team member, ensuring the delivery of agreed outcomes within specific timeframes.
9	Demonstrated ability to effectively build a team and manage staff.
10	Proven ability to operate and enhance the culture of no blame.
11	Proven relevant experience including the ability to embed excellence within the organization
12	Excellent knowledge and proven application of quality, safety and risk management principles

## Other Relevant Information

- Statements included in this position description are intended to reflect in general the duties and responsibilities of the position.
- Management may alter this Job Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- Probation Period is six (6) months from commencement. A Performance Review will be undertaken three (3) and five (5) months from commencement then annually, taking account of the key roles and responsibilities outlined in this position description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead.

## Authorizations

Employee \_\_\_\_\_