



HRS

# Director of Clinical Services

Alexandra District Health



# Alexandra District Health

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## **Our Vision:**

To be recognised as a leader in rural health service provision, through consumer engagement and workforce development.

## **Our Mission:**

"Provision of quality integrated Health Services that meet the needs of our community"

## **Our Strategic Plan:**

### **Alexandra District Health will strive to be:**

1. An organisation that is fit for the future
2. A workforce that is fit for the future
3. A community that is fit for the future

## **Our Corporate Values**

Alexandra District Health has adopted the following values as prescribed by the State Services Authority.

Section 7 of the Public Administration Act 2004 states that public officials should demonstrate:

- **Responsiveness**
- **Integrity**
- **Impartiality**
- **Accountability**
- **Respect**
- **Leadership**
- **Human Rights**



# Alexandra District Health

## Profile

### BOARD OF MANAGEMENT

**Chair** - Carol Staley

**Vice Chair** – Lorna Gelbert

**Board Members** – Megan Buntine, Paul Denham, Geoff Hyland, Cheryle Royale, Ali Wastie.

### EXECUTIVE

**Chief Executive Officer** – Debbie Rogers

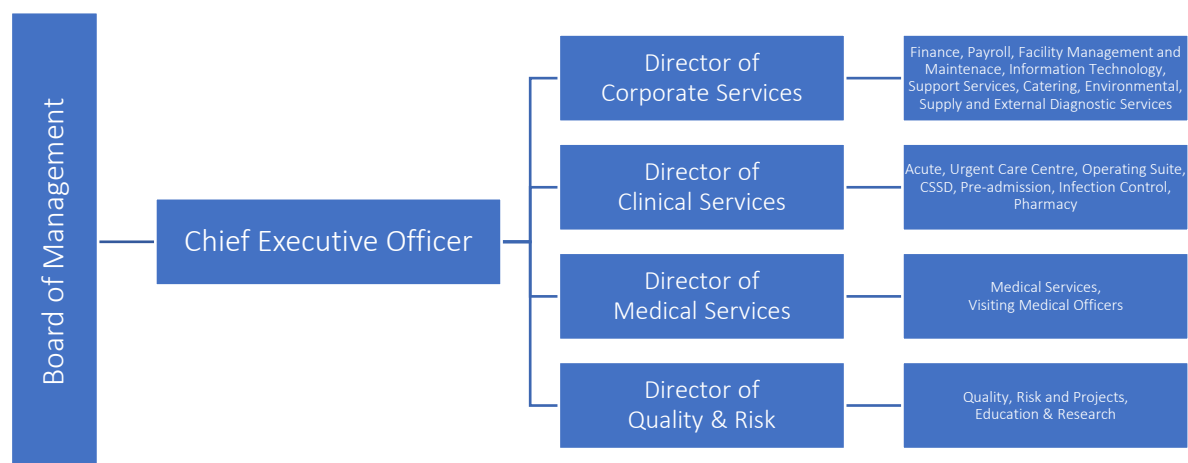
**Director of Corporate Services** – Andrew Lowe

**Director of Clinical Services** – Vacant

**Director of Medical Services** – Dr Campbell Miller

**Director of Quality & Risk** – Claire Palmer

### EXECUTIVE FUNCTIONS STRUCTURE



### WORKFORCE DATA

	June 2017	YTD June 2017	June 2018	YTD June 2018
Admin/Clerical	11.33	10.43	12.92	11.15
Ancillary/Allied Health	8.34	7.07	6.59	6.61
Hotel/Allied	9.92	10.71	9.60	9.55
Medical Officers	0.31	0.53	0.21	0.38
Medical Support	1.17	2.25	1.13	1.35
Nursing	23.32	23.89	24.73	23.14
Sessional Clinical	0.00	0.07	0.13	0.13
	<b>54.39</b>	<b>54.95</b>	<b>55.31</b>	<b>52.30</b>



## OUR SERVICES

Alexandra District Health provides both inpatient and out-patient services including:

### Acute Services

- 25 Acute Beds
- 3 urgent care cubicles

### Perioperative Services

- 6 day surgery beds
- Preadmission clinic
- Ear, Nose and Throat
- Endoscopy - Gastroscopy and Colonoscopy
- Ophthalmology
- General Surgery
- Gynaecology
- Orthopaedic
- Urology

### Medical Imaging Services

- Xray
- Ultrasound
- Echocardiography

### Primary Care Services

- Childbirth and Parenting Education
- Asthma Management
- Cardiac Rehabilitation Program
- Chronic Wound Management Clinic
- Continence Management Clinic
- Counsellor
- Diabetes Education
- Dietetics
- District Nursing
- Podiatry
- Occupational Therapy
- Personalised Exercise Programs
- Physiotherapy
- Psychologist
- Pulmonary Rehabilitation Program
- Speech Pathology
- Womens Health Clinic

Private Outpatient Consultations: General Surgeon, Gynaecologist, Ear, Nose and Throat Surgeon, Orthopaedic Surgeon, Gastroenterologist, Urologist, Ophthalmologist, Cardiologist, Paediatrician, Nephrologist.



# Key Statistics

**Service performance can be summarised for 17/18 as follows:**

- Accreditation – met
- Hand Hygiene – 86.2% (vs. 80% target) – as at Q3, 1718
- Immunisation – 92% (vs. 75% target) – as at Q1, 1718
- Safety culture among healthcare workers – 95% (vs. target 80%) – as at Q1, 1718

**Victorian Healthcare Experience Survey – as at Q2, 1718:**

- Overall rating of care – 100% (vs. target 95%)
- Transition of care index – 95.9% (vs. target 75%)
- Perception of cleanliness – 96.1% (vs. target 70%)



# Director of Clinical Services

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## Position Statement

The role of the Director Clinical Services is to:

- Provide strategic direction to Alexandra District Health clinical services and primary health streams
- Strategically manage the performance of the clinical services areas including targets, budgets, people, resources, planning to ensure compliance and quality service delivery
- Monitor and report on the performance of the clinical and primary health program areas and report to the executive, Board and funding bodies as required
- Develop and maintain local sub-regional and regional partnerships and networks to improve service performance and take advantage of potential funding and service growth opportunities
- Provide high level leadership and management to program managers to ensure program performance is of the highest standard
- To work in partnership with the executive team to deliver on the strategic priorities of the organisation.

The Director Clinical Services is responsible for

- The performance of the clinical and primary health program areas including performance against funded targets, financial and budget performance, clinical indicators performance and any other key performance measures that may apply from time to time.
- Monitoring and reporting on program performance, including providing regular reports to management, executive and Board
- Ensuring that program areas meet internal and external reporting, accountability and compliance requirements,
- Management, monitoring and accountability of program area managers through accountability meetings, supervision and appraisals.
- Ensuring that program area managers have the appropriate support and training for them to perform their roles effectively.
- Ensuring that the culture and performance of staff in clinical areas are consistent with organizational values and expectations
- Developing and maintaining partnerships with funding bodies and other key service partners
- Working in partnership with the executive team to implement the strategic directions of the organization, Department of Health and Human Services requirements (e.g. Statement of priorities), the EQuIP National accreditation program and other quality initiatives.



# Key Selection Criteria

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## Essential

- Current registration with NMBA through AHPRA as a Registered Nurse
- Relevant tertiary qualifications in Business, Management or Health Service Administration (or similar)
- Victorian Driver's Licence
- Substantial knowledge of, and experience in, public sector health services at a senior management level, including health administration, hospital planning and organisation, financial management and broad understanding of community health
- Management experience across a range of clinical and community programs strategic management and clinical leadership experience in a rural or regional health service

## Desirable

- Membership of relevant professional organisations e.g. ACN, AICD, ACHSE
- Knowledge of health service needs and demands in rural / regional settings
- Knowledge and experience with the general practice workforce and clinics
- Understanding of the aged care sector
- Experience in a similar executive management position



# Remuneration

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The role is full time.

The Total Remuneration Package for the role is \$130,000 (negotiable) which is inclusive of your base salary and superannuation at 9.5%.

The ability to include a motor vehicle in the package is also an option.

Additional benefits may include:

- Salary packaging (including Remote Area Housing).

## How to Apply

Applications should include a:

- Covering Letter
- Current CV
- Statement addressing the Position Requirements and Key Selection Criteria; and
- Completed Application Form (available on the HRS web site).

Applications can be lodged online via the HRS web site or by email at [hrsa@hrsa.com.au](mailto:hrsa@hrsa.com.au)

**Applications Close: 30 July, 2018**

## Further Information

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Director  
Health Recruitment Specialists  
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