

Position Title:	Director of Clinical Services
Directorate/Team:	Executive
Classification/Award:	Applicable Classification / Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 – 2020 and subsequent agreements.
Date Written:	June 2018
Version updates:	
Approved by:	Chief Executive Officer

ALEXANDRA DISTRICT HEALTH

Alexandra District Health is the major health service organisation within the Shire of Murrindindi and has a long and proud history in health related service provision to the area, providing inpatient and outpatient services including specialist medical services, operating theatre services, radiology, pathology and district nursing. In addition the hospital delivers community health services including a wide range of allied health and health promotion services.

ORGANISATIONAL RELATIONSHIPS

Reports to: Chief Executive Officer

Manages/Coordinates: Acute Services Manager and Primary Care Manager

KEY RESPONSIBILITIES AND DUTIES

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 EQulP National accreditation program and other quality initiatives.

SPECIALIST SKILLS AND KNOWLEDGE

The Director Clinical Services is required to be an APHRA registered and experienced nurse capable of providing high level leadership and management across the range of clinical areas at Alexandra District Health.

The Director Clinical Services will work closely and collaboratively with the:

- Acute Services Manager to provide clinical leadership to nursing and other clinical staff in the clinical program areas; and the
- Primary Health Manager to provide leadership to staff in the program area

Key knowledge areas

- Demonstrated ability to manage the delivery of health care services within the public health care environment, with particular emphasis on continuous improvement processes to ensure all services within ADH remain accredited and provide positive patient outcomes.
- Demonstrated knowledge of human, financial/economic and physical resource management issues.
- Demonstrated sound knowledge of contemporary human resource management issues at both the broad and the specific level.

Key skills/abilities

- Demonstrated strategic and operational leadership skills to facilitate development of strategic/business plans relevant for the ongoing viability of the health service.
- Proven ability to negotiate the acceptance of new initiatives and in liaising with senior personnel in the health industry and government sector.
- Demonstrated success in leading organisational change.
- Demonstrated success in involving community and sustaining community support in health service development
- Demonstrated ability to establish standards, guidelines and principles in relation to the responsibilities of the position.
- Proven ability in building and maintaining a culture of positive workplace relations and partnership, enabling the strengths, capabilities and experience of others to contribute to achieving organisational goals.
- High level communication skills, both verbal and written.

MINIMUM QUALIFICATIONS AND EXPERIENCE

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 a 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

MANDATORY COMPETENCIES

The Director of Clinical Services is required to meet the mandatory clinical and non-clinical competencies under the Alexandra District Health mandatory competencies program. Unless the Director of Clinical Services is able to produce evidence of successfully completing a mandatory competency, the Director of Clinical Services will be required to successfully complete the competencies within the first three months of commencing the position. As per Alexandra District Health clinical requirements each employee is required to successfully complete mandatory clinical competencies annually.

ORGANISATIONAL VALUES

Alexandra District Health staff work with each other according to the Values listed below, which are prescribed by the State Services Authority and the behaviours these values require when carrying out business.

These values are:

Responsiveness:

- Providing frank, impartial and timely advice to the Government
- Providing high quality services to the Victorian Community
- Identifying and promoting best practice

Integrity

- Being honest, open and transparent in their dealings
- Using powers responsibly
- Reporting improper conduct
- Avoiding real or apparent conflicts of interest
- Striving to earn and sustain public trust of a high level

Impartiality

- Making decisions and providing advice on merit and without bias, caprice, favoritism or self-interest
- Acting fairly by objectively considering all relevant facts and fair criteria
- Implementing Government policies and programs equitably

Accountability

- Working to clear objectives in a transparent manner
- Accepting responsibility for their decisions and actions
- Seeking to achieve best use of resources
- Submitting themselves to appropriate scrutiny

Respect

- Treating others fairly and objectively
- Ensuring freedom from discrimination, harassment and bullying
- Using their views to improve outcomes on an ongoing basis

Leadership

- Actively implementing, promoting and supporting these values

Human Rights:

Public Officials should also respect and promote the human rights set out in the Charter of Human Rights and Responsibilities Act 2006 by:

- Making decisions and providing advice consistent with human rights
- actively implementing, promoting and supporting human rights

It is expected that staff will also work according to these Values when working directly with other staff, clients and members of the community.

OCCUPATIONAL HEALTH & SAFETY

All staff are expected:

- to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures. In addition, staff have the following responsibilities:
- to take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace..
- to seek guidance about new or modified work procedures.
- to ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to the supervisor.

If the role includes people management duties, these include the requirement to manage the health and safety of people under your control and support the actions contained in Alexandra District Health OH&S policies

KEY SELECTION CRITERIA

Essential:

- APHRA Registration for a Registered Nurse
- Demonstrated ability to work within an executive management team and to meet the individual and corporate accountabilities
- Capacity to provide strategic and operational leadership of a health service that provides a range of community, primary and acute based health services within a local community
- Strategic and operational knowledge of health services funding and the legislative compliance and performance measures that are required to comply with funding agreements
- Demonstrated high level ability to monitor, analyse and report on program performance, direction and future opportunities
- Demonstrated capacity to supervise program managers within a values based accountability and responsibility framework
- Demonstrated knowledge of relevant legislation including the Health Practitioners Act, Drugs, Poisons and Controlled Substances Act, Health Services Act , OH&S
- Demonstrated knowledge of quality, safety and risk management standards that apply to the planning , delivery and evaluation of health services including EQUIP National, Aged Care and Home Care accreditation standards
- The ability to work both personally and professionally within the values of the organization

Desirable:

- Post Graduate clinical or management qualifications that would enable the position to provide enhanced clinical and/or management leadership.

SPECIAL REQUIREMENTS

- New staff will be required to satisfactorily complete a Police Records Check prior to commencing employment.
 - New staff will be required to have a Working with Children’s Check, if it is required for staff who work in that particular work unit.
 - Employees are required to advise Alexandra District Health of any changes that may affect the current Police Records check status, and advise Management immediately.
 - Should your role require you to drive a Alexandra District Health vehicle, a current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to the Alexandra District Health Management immediately.
 - A completion of pre-existing injury or illness declaration will be required prior to appointment to the position.
-
- All employees of Alexandra District Health are bound to work according to the policies and procedures of Alexandra District Health, the Industrial Agreements that provide their terms and conditions of employment, any Scopes of Practice and professional codes of conduct established for your profession, the Code of Conduct for Victorian public sector employees and the provisions of the Fair Work Act, as amended from time to time.
 - All employees are required to familiarise themselves with these Policies and Procedures, Agreements, Scopes of Practice, Codes of Conduct and the relevant provisions of the Fair Work Act particularly those which relate to working harmoniously with other staff.

I acknowledge:

- That I have read and fully understand the Position Description of the position.
- I agree that I accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- That ADH may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by: _____

_____ (Date)

(Print Name)