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| <b>POSITION TITLE:</b> | Chief Executive Officer  |
| <b>RESPONSIBLE TO:</b> | Board President          |
| <b>DEPARTMENT:</b>     | Executive                |
| <b>AWARD:</b>          | GSERP                    |
| <b>CLASSIFICATION:</b> | As per award             |
| <b>CONTRACT:</b>       | 5 years or as negotiated |

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### **POSITION STATEMENT**

To lead the organisation in providing a quality, cost effective and community responsive health service under the direction of the Board of Directors.

The Chief Executive Officer is responsible for the effective operation of Orbost Regional Health, for the integration of services to provide a seamless continuum of care to the community, for the general direction of all business and affairs of Orbost Regional Health as a whole, and for advising and making recommendations to the Board of Directors with respect to these activities.

### **RESPONSIBILITIES AND KEY PERFORMANCE INDICATORS (Outcomes)**

The Chief Executive Officer provides leadership, management and direction for all Orbost Regional Health employees. The 9 positions currently reporting directly to the Chief Executive Officer are:

- Director Clinical and Aged Care Services
- Director of Primary and Community Services
- Chief Financial Officer
- Corporate Services Manager
- Director of Medical Services
- Executive Business Support
- Facilities Manager
- Human Resources Manager
- Quality & Safety Manager

The CEO also liaises with:

- Department of Health and Human Services
- Other Health Services' Chief Executives
- Community Agencies and representatives
- Australian Council of Health Standards
- Victorian Healthcare Association
- Victorian Hospitals Industrial Association

- Legal and managerial consultants
- Tertiary institutions
- Media
- Gippsland Health Alliance
- East Gippsland Shire Council
- Gippsland Primary Health Network

The Chief Executive Officer is responsible and accountable to the Board of Directors for the overall performance of Orbost Regional Health. He/she may delegate part of those responsibilities, consistent with sound management and authorised policies and procedures, however accountability for results remains with the Chief Executive Officer.

### **Board of Directors**

- Ensure that the Board is kept fully informed about Orbost Regional Health and all important factors influencing it
- Supply to the Board appropriate advice and information necessary to fulfil its governance role
- Implement all decisions made by the Board
- Ensure that specific policies, procedures and programs are developed, implemented and effectively administered, and that outcomes are achieved
- Develop and recommend to the Board strategic and business plans consistent with the overall objectives of Orbost Regional Health, policy directions of the State and Commonwealth Governments, and the needs of the communities served by Orbost Regional Health.
- Maintain positive working relationships with Board members.

### **Service Development**

- To undertake service planning and development according to multi-purpose service principles
- To ensure that service development is in accordance with identified community needs survey conducted every 3 years.
- To ensure that expansion and contraction of service profiles is in line with budget considerations and Department of Health and human services policy.

### ***Multi-Purpose Service***

- To act as an ambassador for multi-purpose service development in Victoria.
- To ensure that the organisation supports the policies and philosophy of a multi-purpose service.
- To be a member of the Victorian Multi Purpose Service Steering Committee to ensure that the objectives, as documented in the State/Commonwealth Agreement, are met.
- To ensure that a service planning process is undertaken annually and for every three year budget period, as determined by the State/Commonwealth Multi Purpose Service Agreement.
- To represent Orbost Regional Health in a National context as it relates to multi-purpose services.

### **QUALIFICATIONS**

A relevant tertiary qualification, preferably at postgraduate level

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## **HUMAN RESOURCES**

- Employees must comply with and demonstrate the Organisational Behavioural Values  
**Respect, Integrity, Compassion, Excellence, Community**
- All employees of Orbest Regional Health are required to participate in an annual Performance review and planning process, ensuring all documentation is provided for the personnel file.
- Participate in the annual review and planning process, completing an annual performance review which is in line with the strategic objectives of Orbest Regional Health
- During the annual performance review discussion review the annual information updates as listed in attachment 2.
- All employees will undertake an organisational orientation induction program and complete training requirements relevant to position, including mandatory training as listed in attachment 1.
- On an annual basis complete mandatory training as per attachment 1.
- ORH promotes the safety and wellbeing of all children and particularly those from culturally and/or linguistically diverse backgrounds. Working with children checks are required for staff who work with children under 16, and understanding of implementation of safe practices with children including mandatory reporting of child abuse is a requirement of ongoing employment.

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## **ADMINISTRATION**

- Be conversant with Orbest Regional Health policies and procedures and be able to demonstrate how to access relevant policies and procedures using the PROMPT system

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## **OCCUPATIONAL HEALTH AND SAFETY**

- Ensure that work practices are carried out in accordance to the Occupational Health and Safety policies, and the operational policies and procedures of the organisation.
  - Ensure daily tasks are carried out in such manner that minimises risks to patients/residents, other staff members and visitors.
  - Are confidently able to complete a Riskman incident report and report any safety issues immediately to the supervisor and/or Safety Representative.
  - Ensure that infection control guidelines and requirements are known and incorporated into daily work activities.
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## **QUALITY AND SAFETY**

- Demonstrate a commitment to the delivery of quality services.
- Demonstrate a focus on partnering with consumers in the planning, delivery and evaluation of services and care, by actively seeking feedback and engaging consumers in their care planning as appropriate to employee role.
- Ensure all Multi Purpose Service activities are in accordance with the
  - National Safety and Quality Health Service Standards (organisation wide)
  - Community Care Common Standards (Home and Community Care)
  - Department of Human Services Standards (Disability and Homelessness Support)
  - Royal Australian College of General Practitioners Standards (Medical Clinic);
  - Diagnostic Imaging Standards (Radiology).
- Actively participate in the Orbost Regional Health quality program and accreditation processes against the above standards.
- Are confidently able to complete a RiskmanQ quality activity.
- Be able to identify risks and follow the Orbost Regional Health Risk Management Policy and procedure.
- Have processes to monitor and evaluate the performance of the services provided by the work area.
- Be aware of Orbost Regional Health's approach to quality and safety that includes: Risk management, Clinical governance, Patient centred care and Consumer rights and responsibilities, Diversity, Workplace Health, Safety & Wellbeing, Performance reporting and Monitoring, Partnering with Consumers, Quality Improvement and Open Disclosure. Refer Staff Guides located in Prompt.

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## **AUTHORITY AND CONDITIONS**

- All employees of Orbost Regional Health must sign a Confidentiality Statement. This is to ensure that employees shall not at any time, either during the period of employment, or at its completion, divulge either directly or indirectly to any person, confidential knowledge or information acquired during the course of this employment.
- All employees of Orbost Regional Health are required to recognise consumer rights and operate within the Charter of Human Rights.
- Adhere to the level of authority under the Organisation Instrument of Delegation.
- This position carries a Level 2 under the Instrument of Delegation.

I have read, understood and accepted this Position Description.

.....  
**(Employee Name)**

.....  
**Executive Title**

.....  
**Signature**

.....  
**Signature**

.....  
**Date**

.....  
**Date**

*Orbost Regional Health reserves the right to review and amend this document at its discretion.*

### **KEY SELECTION CRITERIA**

#### **Essential Criteria**

The successful candidate for the position will be expected to have:

- Management and leadership experience in either the public or private sector, in health care, with clearly demonstrated achievement of outcomes together with experience in a clinical area.
- Highly developed interpersonal and communication skills required to sustain staff and community commitment to Orbost Regional Health's strategic direction.
- The intellectual rigour and perseverance to ensure best practice standards are met and reviewed regularly.
- Demonstrated resourcefulness and understanding of funding sources.
- The energy, commitment and capacity needed to promote a commercially viable but community-sensitive facility serving a range of stakeholders.
- A relevant tertiary qualification, preferably at postgraduate level.
- Current Police Check, WWC or Working with Aged as relevant
- Drivers Licence

#### **Desirable Criteria**

- Exemplary verbal and written communication skills.
- Ability to lead the multi-purpose team toward meeting organisational objectives.
- Ability to motivate and encourage innovative ideas.
- Demonstration of successful submission writing.

**ORH Position Description - Attachment 1**  
**Organisation wide – Mandatory Training**

| <b>Focus area</b>  | <b>Frequency</b>     | <b>Classification</b> | <b>Staff</b>   | <b>Training Type</b>   | <b>Committee Responsible</b>        |
|--|----------------------|-----------------------|--|--|-------------------------------------|
| <b>Emergency Response</b>  | Orientation & Annual | Mandatory             | All ORH Staff  | Online training  | Emergency Preparedness & Resilience |
| <b>Manual Handling</b>   | Orientation & Annual | Mandatory             | All ORH Staff  | Online training  | OH&S                                |
| <b>No Lift</b>   | Orientation & Annual | Mandatory             | Nursing Staff  | Workshop   | OH&S                                |
| <b>Hand Hygiene</b>  | Orientation & Annual | Mandatory             | All ORH Staff  | Online training  | Infection Control                   |
| <b>Basic Life Support</b>  | Orientation & Annual | Mandatory             | All Nursing Staff                                      | Self-directed learning package- clinical skills practical assessment | Clinical Standards                  |
| <b>Medication Administration General Adult &amp; IV competency</b> | Orientation & Annual | Mandatory             | All Nursing staff (including medication endorsed ENs). | Online training  | Clinical standards                  |
| <b>Falls Prevention</b>  | Orientation & Annual | Mandatory             | All nursing staff                                      | Online training  | Clinical Standards                  |
| <b>Neonatal Resuscitation</b>                                      | Orientation & Annual | Mandatory             | All Midwives   | Online training  | Clinical Standards                  |
| <b>Advanced Life Support</b>                                       | Orientation & Annual | Mandatory             | All ALS responders – grade 5/ ANUMs                    | Self-directed learning package- clinical skills practical assessment | Clinical Standards                  |
| <b>Triage</b>  | Orientation & Annual | Mandatory             | Grade 5 / ANUM   | Online Training  | Clinical Standards                  |
| <b>Blood Safe</b>  | Orientation & Annual | Mandatory             | All Nursing Staff                                      | Online Training  | Clinical Standards                  |
| <b>Aseptic Technique</b>   | Orientation & Annual | Mandatory             | All Nursing & Medical Staff                            | Learning package & competency assessment                             | Infection Control                   |

**ORH Position Description – Attachment 2**  
**Organisation wide – Orientation & Annual Information Update**

| <b>Focus area</b>                                     | <b>Frequency</b>      | <b>Classification</b> | <b>Staff</b>  | <b>Training Type</b> |
|---|-----------------------|-----------------------|---------------|----------------------|
| <b>Workplace Health, Safety &amp; Wellbeing</b>       | Orientation & Annual  | Info Update           | All ORH Staff | Manager Discussion   |
| <b>People &amp; culture</b>                           | Orientation & Annual  | Info Update           | All ORH Staff | Workshop             |
| <b>Diversity</b>                                      | Orientation & 2 years | Info Update           | All ORH staff | Manager Discussion   |
| <b>Clinical Governance</b>                            | Orientation & annual  | Info Update           | All ORH staff | Manager Discussion   |
| <b>Resource Management</b>                            | Orientation & 2 years | Info Update           | All ORH staff | Manager Discussion   |
| <b>Risk Management</b>                                | Orientation & Annual  | Info Update           | All ORH staff | Manager Discussion   |
| <b>Quality Improvement</b>                            | Orientation & Annual  | Info Update           | All ORH staff | Manager Discussion   |
| <b>Partnering with Consumers</b>                      | Orientation & Annual  | Info Update           | All ORH staff | Manager Discussion   |
| <b>Performance Reporting and Monitoring</b>           | Orientation & 2 years | Info Update           | All ORH staff | Manager Discussion   |
| <b>Patient Rights &amp; Responsibilities</b>          | Orientation & Annual  | Info Update           | All ORH staff | Manager Discussion   |
| <b>Emergency management &amp; Business Continuity</b> | Orientation & Annual  | Info Update           | All ORH staff | Manager Discussion   |
| <b>Review &amp; Planning Process</b>                  | Orientation & 2years  | Info Update           | All ORH staff | Manager Discussion   |
| <b>Environmental sustainability</b>                   | Orientation & 2years  | Info Update           | All ORH staff | Manager Discussion   |