

Position:	CHIEF EXECUTIVE OFFICER
Classification:	GSERP Classification
Department:	Executive
Reports to:	Board of Directors
Service Profile - SHDH	<p>Swan Hill District Health is a sub-regional referral hospital servicing a large, but sparsely populated area of Northern Victoria and South Western New South Wales. The rural city of Swan Hill has a population of 10,000 people with the hospital servicing a catchment population estimated at 35,000.</p> <p>Swan Hill District Health is one of four major hospitals in the Loddon Mallee region and provides a wide range of acute inpatient, community rehabilitation, aged residential, domiciliary and primary care, dental services and General Practice, including outreach programs to several small outlying communities.</p> <p>Campuses include: Jacaranda Lodge Nursing Home located approximately 27km from the main Health Service campus in Nyah West. Logan Lodge is our Residential Aged Care facility located on the main campus. Smaller units include Counseling and headspace.</p> <p>The Swan Hill Primary Health Medical Clinic is attached to the main campus and supports the hospital medical services and provides an opportunity to strengthen the medical workforce and services provided to the community and surrounding smaller health services. In 2018/19 there will be a University School of Rural Health Swan Hill building on the current intake of 17 fourth year medical students.</p> <p>Telehealth services include GeriConnect, tele-fracture and tele-oncology clinics and Endocrinology telehealth with Royal Flying Doctor Service. In 2018/19 other telehealth possibilities including tele-obstetrics, tele-cardiology and tele-psychiatry will be explored.</p>
Position Summary:	<p>As determined by the Health Service Act, the Board of Directors are responsible and accountable for the overall operation and development of the Health Service, in accordance with legislation and the Health Service's Constitution and By-laws.</p> <p>The Chief Executive Officer is responsible, directly to the Board, for the total operational and financial performance of the Health Service and for compliance with its legal and statutory obligations.</p>
Responsibilities:	<p><u>Principal Accountabilities:</u></p> <p><u>Service Provision:</u></p> <ul style="list-style-type: none"> In collaboration with the Board of Directors, Senior Management Group and, where appropriate, the Department of Health, develop and implement services, facilities and resources which provide the highest possible standard of health care to the Swan Hill and District community.



- Within known constraints, plan Swan Hill District Health's ongoing role in the light of changing and emerging health care needs and legislation.
- Ensure all services, facilities and resources are maintained in a manner which permits maximum utilisation within budgetary limits.

Finance:

- Organise and control the preparation of the annual Operating Budget.
- Lead negotiations with the Department of Health on budget allocations and the Health Service Agreement.
- Develop Capital expenditure proposals and submissions.
- Establish suitable controls to optimise budgetary compliance.
- Ensure that all aspects of the Health Service's Administration provide for the most efficient use of resources and control of assets.

Leadership:

- Provide the leadership to staff necessary to maintain high morale, to allow the Health Service to operate smoothly, and to encourage cost efficient high quality patient care.
- Work within the community to enhance the Health Service's image and to maximise the response of the community to specific financial needs.
- Ensure the Health Service's obligations and responsibilities under the Health Service Agreement are met wherever possible.
- Demonstrating and ensuring adherence to the SHDH values.
- Support redesigning care.

Reporting:

- Report to the Board of Directors matters that impact on the strategic direction and governance of the Health Service.
- Report to the Board of Directors on the performance of the Health Service against established benchmarks.

Safe Practice and Environment – Occupational Health and Safety:

- Provide and maintain so far as is practicable a working environment that is safe and without risk to health. Take care of your own Health and Safety and the Health and Safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with Occupational Health and Safety legislation and Swan Hill District Health policies and promote a working environment that is congruent with these expectations.

- Comply with all state legislative requirements in respect to the Occupational Health and Safety Act 1985 and the Accident Compensation (Workcover) Act 1992.

Quality:

- Swan Hill District Health is accredited by the independent Australian Council on Healthcare Standards (ACHS) in recognition of their achievement of acknowledged benchmarks and the commitment to continuous improvement in the provision of healthcare standards.
- Full accreditation under the EQulP National Standards is expected.
- Similarly, full accreditation status by the Aged Care Standards Agency has been attained and is expected to be maintained throughout the Aged Care Campus locations at Swan Hill and Nyah.
- Active participation in Quality Improvement Activities which meet the requirements of the ACHS Evaluation and Quality Improvement Program (EQulP) is expected and encouraged.

Development:

- To provide leadership in identifying and securing a funding commitment to commence the redevelopment of new healthcare facilities within the context of the Swan Hill District Health Strategic Plan.

The Chief Executive Officer is expected to identify current and emerging trends in health management and provision of health care services.

He/she is to remain informed and knowledgeable of Government and Health Department policies and directions, particularly as they relate to the delivery of rural health services.

It is expected that the Chief Executive Officer will become involved in the review and development of health policy and the health system through active participation in the review and development process as opportunities present.

Ongoing education, through either formal education and/or participation in appropriate continuing professional development programs is seen as important in the achievement of the above.

Key Selection Criteria

- KSC 1** Relevant tertiary qualifications in health administration with eligibility for membership of the Australian College of Health Service Executives at Associate Fellow or Fellow status.
- KSC 2** Demonstrated skills and expertise in health service administration and planning, human resource management and financial management at a senior level.
- KSC 3** Proven ability to advocate effectively for the health service. An established track record that demonstrates excellent relationship management and with a high ability to work comfortably in the



	<p>complex governance environment of Health Services in Victoria</p> <p>KSC 4 Excellent understanding of principles of evaluation, clinical governance and risk management in a health service as well as a sound understanding of Public Health Governance and experience working with a Board of Management.</p> <p>KSC 5 Proven workforce leadership abilities including: a demonstrated capacity to motivate, engage and maximise the performance of the Executive Team; support colleagues in their contribution; holding others to account and being held to account for agreed targets; and motivating, empowering and influencing others.</p> <p>KSC 6 Demonstrated ability to clearly communicate vision and future strategy and to ensure the vision is effectively translated into clear business goals and objectives.</p> <p>KSC 7 Participation in a formal Continuing Professional Development Program.</p>
Infection Control:	<ul style="list-style-type: none"> • Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of patients, clients, residents, staff, visitors and the general public. • The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, protocols, procedures and guidelines.
Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.
Person Centered Care:	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p>
Just Culture:	<p>All staff are expected to support a Just Culture in which reporting is actively encouraged, with an emphasis on learning from issues that arise as opposed to blaming those involved.</p>
Privacy and Confidentiality:	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services.</p> <p>In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose</p>

	<p>of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	<p>RESPONSIBILITIES</p> <p>It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Review:	Completion of Performance Guidance and Development Plan on a yearly basis.
Date Written	December 2018
Reviewed:	
Employees Name:	
Employees Signature:	
Managers Name:	
Managers Signature:	