

Integrity – Collaboration – Acceptance – Respect – Enthusiasm

Position:	CHIEF EXECUTIVE OFFICER
Classification:	GSERP Classification
Department:	Executive
Reports to:	Board of Directors
Service Profile - YDHS	<p>Yarram and District Health Service (YDHS) is a multipurpose health service providing acute, aged residential and primary care services. Based in Yarram, some 220 kilometres south east of Melbourne on the South Gippsland Highway, the township, is in the Shire of Wellington and services an area of approximately 1,840 square kilometres and a catchment population of 5,305.</p> <p>The Health Service originally commenced operation as the Yarram and District Hospital until 1993 when the hospital name was changed to Yarram and District Health Service to reflect its evolution into a small rural health service, more appropriately positioned to meet the needs of the wider community.</p> <p>The acute service program comprises 20 acute inpatient beds, 3 dialysis chairs and a 24-hour, nurse led, Urgent Care Centre. There are two residential aged care facilities which comprise a total of 60 beds inclusive of 12 dementia specific low care beds and 18 high care beds.</p> <p>In addition, a wide range of community and primary care services are offered at YDHS. The Integrated HealthCare Centre, currently under construction and incorporating a new GP Medical Clinic, will greatly enhance the capacity of YDHS to meet the growing needs of the community.</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. The position works in collaboration with the Board to set goals for the organisation and is responsible for:</p> <ul style="list-style-type: none"> - the achievement of those goals, measured through performance against established benchmarks and key performance indicators; - the management and maintenance of the organisation's infrastructure and facilities; - resource management both physical and human within the organisation and the managing of relationships between the organisation and its external environment; and - the management of internal and external control and review processes.

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Responsibilities:

The Board

- Provide timely, accurate and astute strategic advice and information and reports to the Board, based on a sound assessment of
 - a. opportunities and risks
 - b. strengths and weaknesses
 - c. limitations imposed by law, relevant regulations and board policy
- Maintain appropriate corporate governance and high standards of Board support (conduct of meetings, oversight of papers etc) to assist the Board to meet its obligation and Key Performance Indicators.
- Ensure that decisions of the Board are executed promptly and effectively.

Delivery of quality, safe, accessible and coordinated healthcare

- Plan YDHS's ongoing role in light of changing and emerging health care needs and legislation and review the Strategic Plan on at least a triennial basis.
- Manage the provision of health services as per the Statement of Priorities and Government Policy objectives.
- Develop and implement policies in keeping with the Health Service's vision, core values, statutory and regulatory requirements.
- Implement appropriate systems that ensure quality and safety are practiced and all accreditation requirements are achieved.

Engaging the Community

- Promote the best image of the Health Service and its activities, ensuring that Health Service initiatives receive good media coverage.
- Develop and maintain positive, co-operative relationships with the Department of Health and Human Services, community leaders, community organisations and neighbouring health services.
- Facilitate a process of identification of community needs and aspirations and actively promote consumer involvement through mechanisms that contribute to service planning and quality enhancements.

Financial and Legal

- Lead the negotiations with the DHHS on budget allocations and the Health Service Agreement
- Ensure prudent and effective financial management in compliance with Board and legal requirements and that YDHS financial statements are prepared and audited in accordance with relevant accounting standards and statutory requirements.
- Provide sound financial management of Health Service assets.
- Perform the statutory function of the CEO as required by the Health Services Act and other Legislation.

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Human Resources Management

- Motivate staff to work to their full potential and encourage all staff to have a clear understanding of the mission and vision of the Health Service.
- Establish practices that ensure that Equal Opportunity and Occupational Health and Safety requirements are met across all areas of YDHS.
- Oversee the development and effective implementation of employment agreements, enterprise agreements and employee relations policies that encourage a positive industrial relations environment.
- Establish an organisation structure and workforce that is designed to efficiently and effectively meet its objectives and budget indicators.
- Encourage and provide opportunities for staff to develop their skills, knowledge and attitudes.

General

- Oversee the current capital works projects and develop proposals for future capital expenditure needs of YDHS.
- Ensure the development and implementation of annual Business Plans to achieve the Strategic Plan.
- Introduce technology which can improve customer service, productivity and efficiency.
- Maintain active participation in relevant professional and industry associations; undertaking professional development activities as appropriate.

Risk Management

- Lead YDHS' s risk management, supported by the Audit and Risk Committee, to ensure risk is managed effectively to achieve the best outcomes for YDHS.
- Manage YDHS's risk management processes, by implementing a risk management framework and incorporating risk management into all strategic functions.
- Implement a clinical governance framework that supports clinicians in providing safe, high quality care.

Key Selection Criteria

- KSC 1** Tertiary qualifications in commerce, business management or health (preferably with post-graduate qualification in business and health service management or administration).
- KSC 2** Extensive leadership and senior management experience in the health sector (including membership of a relevant professional organisation).
- KSC 3** 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.
- KSC 4** Strong leadership skills with a proven ability to successfully lead organizational change, manage and motivate staff, promote the creation of a positive workplace culture and develop teams of high performers.

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	<p>KSC 5 Demonstrated understanding of the health service industry, experience of Commonwealth and State health policies and programs and a detailed familiarity with Commonwealth and State health funding systems.</p> <p>KSC 6 A track record of success in the financial management of a health service, combined with operational ability to maximise an on-going balanced financial position.</p> <p>KSC 7 High level interpersonal skills including the ability to build and maintain rapport and effective relationships with a broad range of stakeholders.</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>YDHS are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to YDHS'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:	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>

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<p>Safety:</p>	<p>RESPONSIBILITIES 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 YDHS O.H. & S. online Policies and Procedures.
<p>Review:</p>	<p>Completion of Performance Guidance and Development Plan on a yearly basis.</p>
<p>Date Written</p>	<p>March 2019</p>
<p>Reviewed:</p>	
<p>Employees Name:</p>	
<p>Employees Signature:</p>	
<p>Managers Name:</p>	
<p>Managers Signature:</p>	