

Position Description



Position Title:	Director Clinical Services
Department:	Acute & Residential Aged Care
Position Commencement Date:	TBA
Relevant Industrial Award:	<i>Victorian Nurses and Midwives (Victorian Public Sector) Enterprise Agreement 2016-2020</i>
Classification	RN G7 DON
Employment Type:	Permanent Full Time, 80 hours per fortnight (ADO inclusive)
Performance Review:	A six month probationary period will apply to this position. Incumbents will be required to attend a probationary review meeting 3-6 months from commencement.
Health Service Overview	
<p>Hesse Rural Health (Hesse) is a small rural health service (SRHS) and a key integrated rural health care provider located within the three local government areas of Surf Coast, Colac Otway and Golden Plains. The organisation provides a broad range of services which include: Aged Residential including Dementia Specific Care, Sub-Acute Hospital, Urgent Care, Community Health, Health Promotion, District Nursing, Allied Health, Palliative Care, Home Care Packages, Planned Activity Groups, Facilitated Play Groups and Occasional Child Care.</p> <p>Services operate from sites at Winchelsea, Beeac, Rokewood and Bannockburn. Hesse provides a community based, multi-disciplinary team approach to the identified health needs of the population and aims to promote the wellbeing of the rural community it serves.</p>	
Position Summary	
<p>The Director Clinical Services (DCS) has direct operational responsibility for clinical services provided in Acute, Residential Aged Care, Urgent Care and Palliative Care. The position is accountable for all professional and clinical matters as well as ensuring best practice service delivery. The DCS is an active member of the Executive team and shares in the responsibility for providing leadership across the organisation. The role works closely with all other members of the Executive to build clear strategic directions and achieve overall efficient and effective integrated service delivery. The role is pivotal to the development of a compassionate organisational culture that espouses Hesse's values of Inclusiveness, Person Centredness, Integrity, Excellence and Creativity.</p>	
Organisational Relationships	
Reports to:	<i>Chief Executive Officer</i>
Key Internal Contacts:	Manager Primary Care, Manager Workforce and Service Development, Acute & Residential Care Manager, Quality Co-ordinator, General Services Co-ordinator, District Director of Medical Administration, Staff & Volunteers
Key External Contacts :	Visiting Medical Officers, Barwon South West Health Services, Health Professionals, Victorian and Commonwealth Government Departments, Academic Institutions, Community Organisations, Families and Carers

Specialist Skills, Knowledge, Roles & Responsibilities
<ul style="list-style-type: none"> • Lead and support HRH to deliver the organisation's vision for safe, quality care, facilitating and ensuring effective staff and consumer involvement. • Provide leadership to implement and evaluate a care delivery environment that integrates the organisation's residential, acute and urgent care services alongside primary care and community programs within the Hesse Clinical & Quality Governance Framework. • Manage, develop, influence and lead a multi-disciplinary team inclusive of GPs (VMOs) and allied health professionals in the delivery of clinical outcomes ensuring a seamless service to patients, residents, clients and other key stakeholders. • Establish effective working relationships and demonstrate decision making on organisational matters at the Executive level ensuring timely, clear and concise reporting reflective of the integrated business functions of HRH. • As part of the Executive Team communicate effectively with the Board of Directors and participate in Board meetings and relevant subcommittees to facilitate effective clinical and corporate governance accountabilities. • Ensure internal organisational committees and team meetings engage staff and clinicians to enhance workforce commitment and organisational understanding. • Participate in opportunities for collaborative service development at local, sub-regional and regional levels as relevant to Hesse as a leading public sector small rural health service provider. • In consultation with the Executive Management team, and program coordinators participate in budget preparation and meet internal organisational accountability requirements in the review of income and expenditure management. • Ensure the Health Service is staffed with appropriately qualified personnel within the allocated budget to meet service and public sector nursing ratio requirements. • Draw upon management and leadership skills to foster productive, open cultures and promote multidisciplinary teamwork. • Ensure staff are clear about their roles and responsibilities, are supported with resources, and opportunities for skill development, and are able to participate in the review of the care they provide. • Exercise a leadership role in managing industrial disputes and major change, in liaison with the Workforce Manager, CEO and other Managers/Co-ordinators as appropriate. • Undertake effective management of staff issues, such as complaints and grievances and seek advice as required when undertaking performance management. • Deputise for the Chief Executive Officer as required.
Specific Quality and Safety Accountabilities
<ul style="list-style-type: none"> • Ensure the evaluation of care effectiveness in accordance with patient/resident rights, goals and wishes. • Ensure clinical policies, procedures and work practices reflect and comply with National Safety and Quality Health Service Standards (NSQHS) and Aged Care Quality & Safety Commission (ACQSC) standards. • Develop and support quality and safety champions and ensure staff are supported to actively pursue high quality care for every consumer.

<ul style="list-style-type: none"> • Ensure robust and transparent reporting is informed by qualitative and quantitative clinical data and is shared for clinical workforce learning. • Ensure an understanding of appropriate clinical service provision at a public SRHS level relative to size, scope of practice, community need and DHHS guidance. • Understand the challenges and complexity of providing consistently high quality care and support clinicians through a culture of safety, transparency, accountability, teamwork and collaboration. • Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response where safety is compromised and report significant events to the CEO. • Ensure incident review or other risk investigations are undertaken and reported in accordance with defined time frames. • Strive for excellent care outcomes using best practice evidence, standards of clinical practice and professional experience and actively participate in academic level research projects at the agency or inter-agency level.
<p style="text-align: center;">Other Relevant Requirements</p>
<ul style="list-style-type: none"> • Employment is subject to a satisfactory national Police Check and Working with Children Check. • All staff must complete a Statutory Declaration in keeping with the requirements of the <i>Aged Care Act 1997</i> relevant to any relevant overseas incurred convictions. • A current Victorian driver's license is compulsory. Loss of license or any license infringement must be reported to management immediately. • The completion of a pre-existing injury or illness declaration is a requirement of appointment. • All employees of Hesse are bound to work in accordance with: the policies and procedures of Hesse, the relevant industrial agreements and <i>Fair Work Act 2009</i> that provides the terms and conditions of the appointment, relevant Scope of Practice and professional codes of conduct, the Hesse Employee Code of Conduct and the Victorian Code of Conduct for Victorian Public Sector Employees.
<p style="text-align: center;">Key Selection Criteria</p>
<ul style="list-style-type: none"> • KSC 1. Current Registration as a Registered Division 1 Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) • KSC 2. Relevant tertiary / post graduate qualifications in health service management or advanced clinical practice • KSC 3. Contemporary knowledge and experience in a senior management or executive role in a hospital or residential aged care setting • KSC 4. Demonstrated understanding and experience of clinical governance and application of quality systems that meet externally applied standards such as NSQHS, ACQS or other as relevant • KSC 5. A leadership style that is values driven with a proven ability to develop strong, effective relationships and partnerships with key stakeholders • KSC 6. Demonstrated understanding and application of change management processes • KSC 7. A commitment to consumer centred models of care connecting community and wellbeing

<ul style="list-style-type: none"> • KSC 8. Strategic business leadership skills which includes demonstrated experience in project planning and delivery of intended outcomes • KSC 9. The ability to manage human capital and physical resources within a financial and economic framework • KSC 10. Current Victorian Driver's Licence
Organisational Values
<ul style="list-style-type: none"> • Inclusiveness – <i>we welcome everyone</i> • Person Centredness – <i>we are committed to finding what's important to the individual</i> • Integrity – <i>we undertake accountable and transparent practice</i> • Excellence – <i>we strive to be the best we can be</i> • Creativity – <i>we aim to provide innovative leadership into the future</i>
Occupational Health and Safety
<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Comply with safety instructions in their work environment and to familiarise themselves with OHS policy and procedures. • Be familiar with all emergency evacuation procedures and as necessary undertake the fire warden role relevant to workgroup. • Take responsibility for their own health and safety and exercise consideration of work practices that may impact upon others within the workplace. • Seek guidance about new or modified work procedures. • Ensure any hazardous conditions are eliminated or minimised and that near miss incidents and injuries are reported to Line Manager.
Infection Control
<p>An effective, integrated organisation wide infection control program is dependent upon the support, recognition, motivation, commitment and integrity of every staff member. All staff members have a responsibility to maintain infection prevention and control knowledge levels commensurate with the requirements of the position and to adhere to the organisation's infection control prevention policies and procedures.</p>
Education
<p>Hesse is committed to professional development and continuous learning. All staff have a responsibility to undertake their own professional development and actively participate in the education of others. This may involve colleagues, health professionals from other disciplines or educating students. Inter-professional education is strongly encouraged and supported and is integral to a small rural health service.</p>
Mandatory Competencies
<p>All staff must undertake compulsory training for their workgroup as outlined according to the annual Compulsory Training Table.</p>

Health and Wellbeing
The health and wellbeing of employees is an organisational priority for and it is an expectation that employees recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals. A culture of trust that promotes positive mental health and wellbeing through respect, supportive leadership, employee participation, positivity and shared decision making is expected.
Confidentiality
Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or Hesse employees. Staff must understand and accept that in accessing verbal, written or electronic personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information. Failure to comply with this agreement may result in disciplinary action.
Special Requirements
Nil noted

Incumbent Statement

I, _____ have read, understood and accept the above Position Description.

Signed: _____ Date _____

Copy to staff member: Yes No

Manager Authorisation:

Name: _____

Signature: _____

Date: _____