



Position:	Director – Clinical Services
Classification:	
Responsible Care Areas:	Acute; Residential Aged; Emergency; Perioperative; Maternity; Cancer; Renal; Rehabilitation; Transitional; GEM, Palliative; HITH; DNS, Infection Control
Reports to:	Chief Executive
Position Summary:	<p>The Director of Clinical Services has overall responsibility for the planning, co-ordination, management, monitoring and evaluation for efficient and effective delivery of clinical operations relating to the delivery and flow of care services.</p> <p>All care is patient/resident/client centered and complies with contemporary practice and statutory requirement, is evidence based and meets professional standards.</p> <p>The Director of Clinical Services will have demonstrated clinical and management experience and expertise and the capacity to facilitate positive relationships between clinical staff, patients/residents carers and the wider community.</p> <p>Extensive knowledge of and experience in health services planning is an essential component of this role.</p>
Responsibilities:	<p><u>Key responsibilities:</u></p> <ul style="list-style-type: none">• Ensures that all Clinical Services comply with National, State and Health Service Policies and Guidelines.• Participate in planning of health service facilities, services, staffing and equipment.• Demonstrating and ensuring adherence to the Swan Hill District Health values.• Support the development and implementation of innovative models of care.• Review procedures relating to the co-ordination of clinical services to ensure maximum efficiency in support of the overall function of the health service.• Participate in review of organisation budget position and development of appropriate strategies to meet financial and service targets.• Delegate authority and responsibility to enable staff to have autonomy, flexibility and accountability for decisions taken.• Implement sound resource management principles, policies and practices within the division.• Undertake performance planning and review of direct reports• Ensure the development of a clinical services structure that contributes to organizational effectiveness and promotes opportunities for career paths.• Ensure working relationships are defined and communication processes are developed to facilitate prompt resolution of grievances.• Monitor plans and specific programs to ensure agreed targets are achieved.• Work collaboratively with managers to monitor the use of human and physical resources.• Encourage clinical services to participate in research projects and

	<p>implement evidence based practice.</p> <ul style="list-style-type: none"> • Meet reporting requirements of Chief Executive Officer • Facilitate case and experience review of patient, client and resident care • Assist clinical Staff with preparation of statements pertaining to Medico-Legal matters. • Ensures the Clinical Services Division meets National Standards Accreditation requirements and the Aged Care Quality Agency. <p><u>Professional:</u></p> <ul style="list-style-type: none"> • Comply with professional code of ethics. • Function in accordance with relevant legislation. • Promote an environment which is conducive to learning and supportive of patients and staff. • Function as an effective role model. • Use and promote effective communication and interpersonal skills. • Maintain an active involvement in professional organisations. • Maintain current professional knowledge and skills for clinical competency. <p><u>Generic:</u></p> <ul style="list-style-type: none"> • Comply with Occupational Health & Safety, Confidentiality and Infection Control policies and procedures. Demonstrate a commitment to best practice and participate in quality improvement activities.
Key Selection Criteria	<ul style="list-style-type: none"> • Current registration or eligibility for registration as a Registered Nurse, div. 1 with the Nursing Midwifery Board of Australia. • Tertiary management qualification relevant to the position. • Demonstrated record of significant achievements in a senior management role. • Proven interpersonal, negotiation, advocacy and communication skills. • Ability to monitor and evaluate performance management and identify opportunities to realise enhanced performance. • Capacity to lead a dynamic and multidisciplinary team. • Knowledge and understanding of health economic reforms applicable to area of responsibility.
Infection Control:	<ul style="list-style-type: none"> • 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"> • Demonstrated a commitment to best practice. • Be responsible for your own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. • Participation in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • Be familiar with and follow Health Service-wide and specific Department Policies & Protocols. • Support the achievement of accreditation under all accreditable programs of SHDH.
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>

Privacy and Confidentiality:	<p>SHDH is committed to protecting 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 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: 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. • 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.
Reviewed:	Reviewed: September, 2019
Managers Name:	
Managers Signature:	
Employees Name:	
Employees Signature:	