



HRS

Chief Executive Officer

Seymour Health



Seymour Health

Our Vision

To be known for quality, integrated community health services that meet the changing community needs

Our Mission

Understanding our community – supporting a healthy community by engaging and informing the community in decisions and information about their health

Responsive services – providing local access to quality health services that improve health outcomes

Building Partnerships – developing respectful partnerships that enhance the work of the organisation

Investing in our workplace – supporting staff to provide consistent best quality care for our community

Being sustainable – ensuring that our organisational resources are well managed to provide services into the future

Our Values

Respect
Accountability
Honesty, Integrity and Trust
Support
Open and Transparent Communication



Seymour Health

Seymour Health is a small rural health service, with the primary site located in Seymour. The Seymour Health catchment covers the Shires of Mitchell, Murrindindi and Strathbogie and has a population of approximately 14,000 residents.

Seymour Health has an annual budget of \$21 million with 240 staff providing a wide range of services including:

- 30 bed acute ward
- Surgical Services including specialist orthopaedics, ENT, gynaecology, urology, gastrointestinal and general surgery for same day, overnight and multi-day stay patients
- Urgent Care Centre with more than 6000 presentations annually
- Renal dialysis, Cancer services,
- Palliative care; a sub-regional service
- Dental services; a sub-regional service
- 30 bed high care aged residential care facility
- Community services, including District Nursing, Planned Activity Group
- Sub-Acute Ambulatory Services including Occupational Therapy, Physiotherapy, Podiatry, Cardiac and Pulmonary rehabilitation, Welfare, Exercise groups, Hospital Admission Risk Program (HARP), Dietician and Diabetes Education.
- Support services including administration, food, hotel and maintenance services.
- Private pathology and medical imaging services are available on site.



Seymour Health

Key financial and service performance reporting

Service and activity data	2017-18	2016-17	2015-16
Admitted patient separations			
Acute			
Same day	2,328	2,381	2,463
Overnight stay	585	818	768
Unqualified newborn	-	-	8
Nursing home type - DVA	-	-	-
Palliative care	26	31	-
Total separated patients	2,939	3,027	3,239
Admitted patient days			
Acute			
Unqualified newborn	5,261	5,073	5,824
Nursing home type - DVA	-	-	17
Palliative care	327	309	-
Total patient days	5,588	5,282	5,941
Total acute WBS	1,340.8	1,354.7	1,527.8
Separation per available bed	98	101	108
Occupancy rate: admitted patients - acute beds	51.02	48.24	54.26
Organisation data			
Inpatients treated			
	2,939	3,027	3,239
Daily average occupancy (acute beds)	15.31	14.47	16.38
Average stay in days	1.92	1.74	1.82
LCC attendances	5,819	5,914	6,055
Births	-	-	1
Surgical procedures	1,337	1,374	1,383
District nursing			
Occasions of service			
	5,872	6,355	7,680
Hours of service (HACC only)	4,196	5,100	5,739
Number of clients seen	227	-	-
Residential aged care			
Bed days - nursing home resident (inc. respite)			
	10,717	10,426	10,783
Food services			
Meals prepared			
	51,335	49,672	52,879
Planned activity group			
Attendances			
	1,417	2,218	1,747
Hours of service (HACC only)	8509	8,486	11,054
Number of clients seen	43	40	35
Health Independent Programs Sub-Acute Ambulatory (SACS)			
Client contacts			
	5,471	6,407	5,377
Group sessions	325	329	201
Home-based rehabilitation	218	179	134
HARP (Hospital Admission Risk Program) contacts	1,675	1,843	1,540
HARP new referrals	122	131	145
Post-acute care completed episodes	690	639	625
Post-acute care client contacts	4,604	3,865	4,403
Lower Home services			
Palliative care contacts			
	5,710	4,725	4,201
Dental services			
Attendances			
	3,876	2,901	3,048
Treatments	8,076	6,838	-
Emergency treatments and vouchers	1,115	666	344

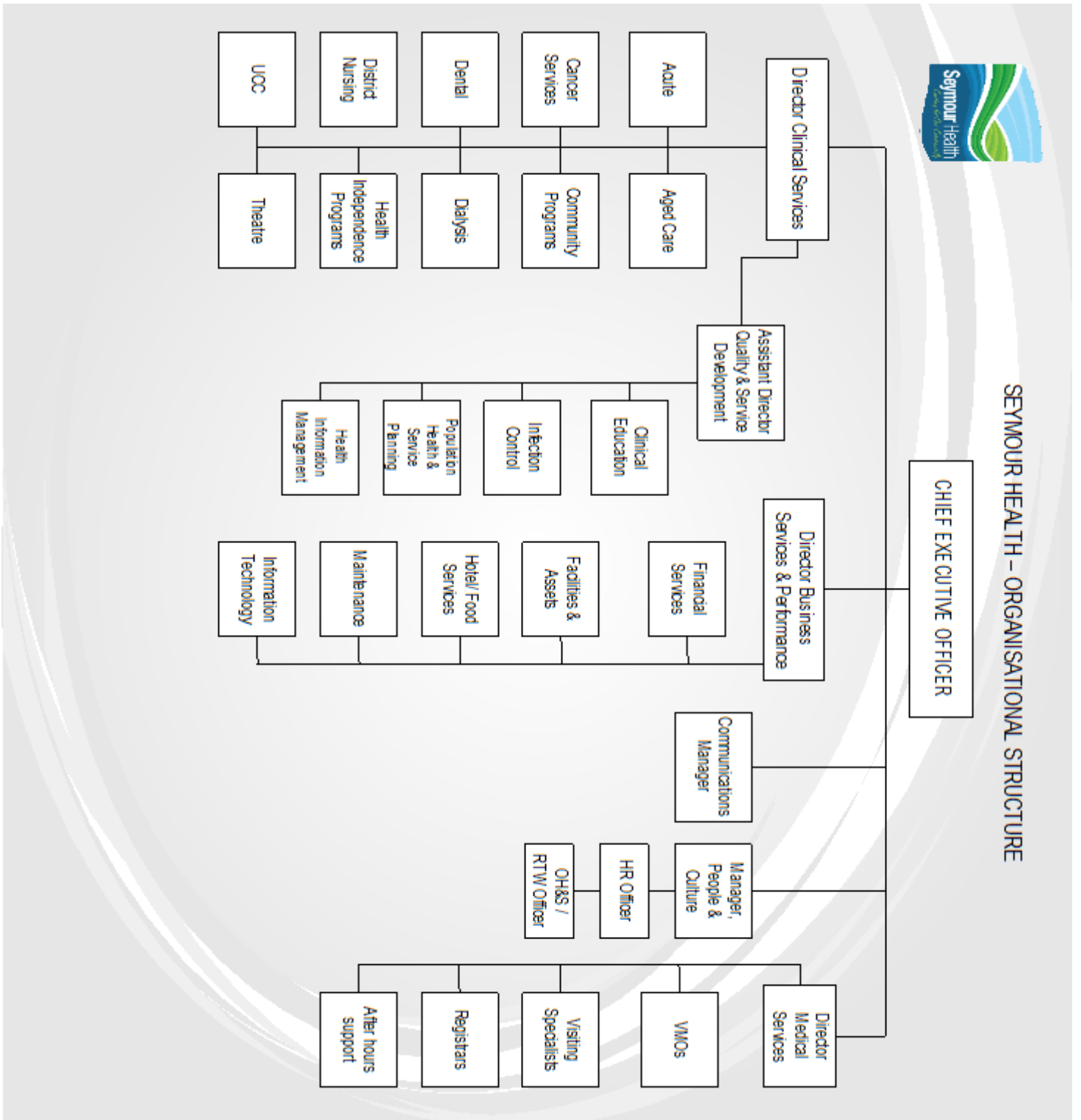
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Workforce data

Labour category	JUNE current month FTE		JUNE YTD FTE		JUNE head count	
	2017	2018	2017	2018	2017	2018
Nursing	65.24	73.82	68.35	68.40	523	120
Administration and Clerical	24.23	24.64	22.47	24.85	26	37
Medical Support	3.23	3.44	3.54	3.22	5	5
Hotel and Allied Services	24.71	26.56	26.29	25.76	41	42
Director Medical Services	0.33	0.33	0.32	0.32	1	1
Ancillary Staff (Wood Health)	14.84	13.53	14.03	13.71	25	25
Total	133.57	141.91	134.00	136.26	232	230



Organisational Structure



SEYMOUR HEALTH - ORGANISATIONAL STRUCTURE



Chief Executive Officer

Purpose of the role

The Chief Executive works in partnership with the Board to implement the vision, mission and strategic direction of the health service, as determined by the Board. A high priority within the strategic direction of Seymour Health and the Board is that the health service provides high quality safe care that meets the health needs of the community. This is a key responsibility of the Chief Executive.

The Chief Executive is responsible for providing strong, reflective leadership and direction to ensure that the resources of the health service are well managed and sustainable. These resources include: the staff that provide the service. The Chief Executive should promote and embed a positive inclusive culture that both supports and ensures staff responsibility and accountability

The Chief Executive is responsible for ensuring that organisation's systems and processes include stakeholders, consumers and the community engagement and participation.

Key Performance Indicators

The Key performance indicators relate to the implementation of the health service strategic directions and goals, CEO position description, the Statement of Priorities and other legislative, regulatory requirements that apply under the Health Services Act and endorsed policy directions from the Department of Health and Human Services.

The Key Performance indicators are monitored on a bi-annual basis in the formal CEO performance and appraisal process.

The key performance indicators are:

- Quality and safety governance, compliance and quality improvement
- Strategic directions development implementation and reporting
- Risk management development implementation, monitoring and reporting
- Financial management and performance
- Capital development planning, strategy development and implementation and resourcing
- Workforce planning, development and sustainability
- Partnership development – local, sub-region and regional

The detail and performance measures are to be negotiated on appointment, reviewed annually and approved by the Board.



Key Selection Criteria

Minimum Qualifications

Tertiary qualifications in a relevant discipline (health, management)

Post graduate clinical and/or management qualifications

Greater than 5 years' leadership experience in a health or health related field

Desired

Greater than 5 years in a leadership position and experience in a health or health related sector including

1. Understanding and practical knowledge of the governance systems and process in the health sector and the ability to build a mutually respectful and productive partnership with the Board
2. Clear knowledge and understanding of the clinical governance systems and processes required in a complex health service including the ability to actively respond to clinical risks.
3. Ability to implement, monitor and report on the strategic direction of the organisation
4. Ability to develop and lead a culture of staff engagement and performance that promotes positive patient safety consistent with the organizational values
5. Strategic and practical experience of workforce management including knowledge of HR and IR processes
6. Strong financial management with a thorough understanding of the funding mechanisms including the monitoring and reporting requirements from state and Commonwealth departments
7. Strategic and practical understanding of the key role of the health service in supporting a healthy community
8. Demonstrated ability to develop and sustain multiple stakeholder and community partnerships that improve the health of the community across the catchment
9. Demonstrated ability to manage workloads and priorities to deliver the required outcomes for the health service and the community.



Remuneration

The Board of Management will negotiate a competitive remuneration package with the successful applicant. A three (3) year Public Health Service/Hospital Chief Executive Officer contract with a Total Remuneration Package (TRP) in the range of \$140,299 to \$219,913 (Group 4, Cluster 2) will be negotiated with the successful applicant.

The TRP is inclusive of:

- Base Salary
- Superannuation
- Motor vehicle

Other benefits:

Salary packaging available

How to Apply

Applications should include a:

- Covering Letter that includes a response to the Key Selection Criteria
- Current CV
- Completed Application Form (available on the HRS web site).

Applications can be lodged online via the HRS web site or by email at hrsa@hrsa.com.au

Applications Close: 6 December, 2019

Further Information

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Health Recruitment Specialists
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