



WWHS

## West Wimmera Health Service

### Position Description

<b>Position:</b>	<b>Executive Director of Clinical Services</b>
<b>Location:</b>	Based at Nhill but may be required to work across all sites as mutually agreed upon
<b>Reporting to:</b>	Chief Executive Officer
<b>Division:</b>	Clinical Services
<b>Industrial Agreement:</b>	Victorian Public Health Sector Executive Remuneration Policy
<b>Level:</b>	Dependent on skills, qualifications and experience as per Award

#### Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service. We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometre region, which is home to nine rural townships: Nhill, Goroke, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

#### Our Values

##### Total Care

Delivering care that is safe, effective and person-centred, always

##### Safety

Providing a safe workplace and services free from avoidable harm

##### Unity

Working well together in a great place to work

##### Accountability

Doing the right thing by our stakeholders and ourselves

##### Innovation

Using our imagination - if there's a better way we will find it

## Our Strategic Directions

Strategy one	Empower our community to live their best life
Strategy two	Invest in population health
Strategy three	Build partnerships for healthier communities
Strategy four	Harness technology and innovation
Strategy five	Strengthen our workforce capacity

## Position Relationships:

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none"> <li>• Employees</li> <li>• Managers</li> <li>• Executive Directors</li> <li>• Visiting Medical Officers</li> <li>• Specialists</li> <li>• Radiographers</li> <li>• Pharmacists</li> <li>• Patients</li> <li>• Residents</li> <li>• Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Department of Health and Human Services</li> <li>• Safer Care Victoria</li> <li>• Aged Care Quality and Safety Commission</li> <li>• Patient and Resident families</li> <li>• Community</li> <li>• AHPRA</li> <li>• Employee Representative Organisations</li> <li>• Employee Unions</li> </ul>

## Position Overview:

The Executive Director of Clinical Services assumes full functional responsibility for acute hospital inpatient and residential aged care related clinical services provided out of the Service's Nhill, Jeparit, Kaniva, Rainbow, Natimuk and Rupanyup campuses.

Specifically, the Executive Director of Clinical Services is to:

- Lead the clinical services team (comprised of residential aged care, acute hospital and surgical care, and ancillary hospital services) to provide safe, effective and patient-centred care at all times.
- Participate as an effective team member within the executive team at West Wimmera Health Service.
- Provide appropriate and responsive direction to the Clinical Operations Manager.
- Advise and monitor on personnel functions within the Clinical Division in collaboration with the management team and other relevant departments across all campuses.
- Develop and monitor all aspects of the Clinical Services Division budget in collaboration with the Executive Director of Finance and Administration.
- Ensure that quality systems related to all relevant quality and safety accreditation requirements are in place and monitored, in collaboration with the Executive Director of Quality and Safety.
- Ensure the application of the Service's Risk Management Framework so that relevant risks are identified, assessed and appropriately controlled.

## **Key Selection Criteria:**

### **Essential:**

1. Demonstrated track record of delivering care that is safe, effective and person-centred, always.
2. Excellent communication, report writing and organisational skills.
3. Working knowledge of financial management imperatives in a clinical setting.
4. At least 5 years experience in a senior leadership role.
5. Sound understanding of quality improvement and accreditation systems.
6. Worker screening clearance – police check, working with children check and DWES (Disability Worker Exclusion Scheme check) (Current Flu Vaccination)
7. Registered Nurse with APHRA registration.
8. Current Victorian Driver's License.

### **Desirable:**

9. Relevant management qualifications and/or willingness to undertake further study.

### **Key responsibilities:**

- To effectively and efficiently oversee the safe, effective and person-centred provision of clinical services throughout West Wimmera Health Service.
- To act as the principal advisor to the Chief Executive Officer on all matters relating to the provision of clinical services across the Service.
- To enhance organisational capability to address current and future clinical needs of clients.
- To strengthen relationships with internal and external stakeholders, including Visiting Medical Officers, to enhance the organisation's capacity to meet the need of the community and ensure business viability.

### **Statement of duties:**

#### **Professional Practice:**

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role and actively promote compliance to any such standards and legislation.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attend all required staff meetings and trainings.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.
- Liaise and work closely with all other Executive Directors to ensure an organization-wide approach to appropriate health service delivery.
- Strengthen the personal and professional growth of staff through the development of an innovative and learning culture.
- Advise and monitor development of policies and protocols that promote recruitment and retention of staff to the organisation.
- Align staff performance and operational systems to ensure delivery of the West Wimmera Health Service Strategic Plan.

- Develop an appropriate system of administration and control of clinical practice that enables policies to be implemented through delegation of responsibilities.
- Promote professional and personal development programs for all staff.
- Be aware of changing trends in all aspects of patient and residential care.
- Ensure staff are appropriately trained and educated to provide safe, effective and patient-centred care.
- To monitor all personnel functions within the Clinical Services Division across all campuses.
- Ensure appropriate recruitment of staff to facilitate succession planning within the Clinical Services division.
- Ensure review, amendment as required, and approval of Clinical Services Division policies, procedures and protocols on a timely basis.
- Ensure annual staff appraisals for all Clinical Services staff are conducted in a timely manner.
- Ensure that personnel recruitment and replacement is coordinated in collaboration with the Executive Team.
- Implement the Service's disciplinary policies and procedures as necessary.
- Any other associated duties as delegated by the Chief Executive Officer from time to time.

#### **Quality, Safety and Risk Management:**

- Ensure compliance at all times, with mandatory education competencies by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for personal safety and the safety of patients, residents, visitors, volunteers and colleagues.
- Participate in relevant quality improvement activities in collaboration with the Executive Director of Quality & Safety
- Lead the Clinical Services Division's compliance with all aspects and expected outcomes of Accreditation Standards, in particular the Aged Care Quality Standards, National Safety and Quality Health Service Standards and the Diagnostic Accreditation Scheme.
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.
- Understand and maintain working knowledge of West Wimmera Health Service's emergency procedures.

#### **Communication:**

- Maintain a professional and friendly approach in all interpersonal communication with all stakeholders.
- Ensure effective and open lines of communication with other relevant team members, customers, volunteers and WWHS management staff.
- Maintain confidentiality in accordance with relevant privacy and health records policies and legislation.

#### **Appraisal:**

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly.

**Certification**

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

<b>Authorised by the Chief Executive Officer</b>	
<b>Name:</b>	
<b>Signature:</b>	<b>Date:</b>

<b>Position Incumbent Name:</b>	
<b>Signature:</b>	<b>Date:</b>