

# ROBINVALE DISTRICT HEALTH SERVICES POSITION DESCRIPTION



<b>POSITION TITLE:</b>	Director of Nursing
<b>AREA OF RESPONSIBILITY</b>	Robinvale Main Campus & Riverside Campus
<b>REPORTS TO:</b>	Chief Executive Officer
<b>DIRECT REPORTS:</b>	NUM- Main Campus, NUM Riverside Campus
<b>AWARD:</b>	Nurses and Midwives ( Victorian Public Health Sector) (Single interest Employers) Enterprise agreement 2016-2020
<b>CLASSIFICATION:</b>	ZH4
<b>VALUES DRIVEN CARE:</b>	<p><b>Everything we do is about caring for our community</b></p> <p><b>Collaboration</b></p> <ul style="list-style-type: none"> <li>• We work together in a positive, supportive manner</li> </ul> <p><b>Respect</b></p> <ul style="list-style-type: none"> <li>• We interact with others as we would expect them to interact with us</li> </ul> <p><b>Professionalism</b></p> <ul style="list-style-type: none"> <li>• We deliver services with integrity, honesty and competence</li> </ul> <p><b>Care</b></p> <ul style="list-style-type: none"> <li>• We provide a standard of service and support which we would expect for ourselves</li> </ul> <p><b>Commitment</b></p> <ul style="list-style-type: none"> <li>• This means that we are dedicated to sustained promotion and success of the organisation</li> </ul>
<b>POSITION STATEMENT:</b>	<p>The DON is directly responsible for the overall functions of all sub-acute/Urgent Care, Renal, Infection Control, Education, all aspects of Residential Aged Care at RDHS, continuous quality improvement and, ensuring that best practice standards are maintained across the organisation.</p> <p>As a member of the Executive Team the Director of Nursing will actively participate in the strategic development of the organisation, provide leadership and foster cooperation across all areas of responsibility.</p>
<b>TERMS &amp; CONDITIONS OF EMPLOYMENT</b>	As per Letter of Appointment
<b>ESSENTIAL CRITERIA:</b>	<ul style="list-style-type: none"> <li>• Bachelor qualified Registered Nurse Div. 1 with current registration listed with the Australian Nursing and Midwifery Board</li> <li>• Demonstrated Management and Leadership skills</li> <li>• Extensive and varied clinical nursing experience</li> <li>• Sound knowledge of applicable Accreditation Standards &amp; Guidelines</li> <li>• Highly developed written and communication skills</li> <li>• Current Driver's Licence</li> <li>• Police Check (Clear)</li> <li>• Working With Children's Check (Clear)</li> </ul>
<b>DESIRABLE CRITERIA:</b>	<ul style="list-style-type: none"> <li>• Rural health experience in senior management role.</li> <li>• Experience in Residential Aged Care services</li> </ul>

	<ul style="list-style-type: none"> <li>• TAE qualification</li> </ul>
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<b>KEY RESPONSIBILITIES:</b>	<p><b>Organisational</b></p> <ul style="list-style-type: none"> <li>• Comply with regulatory requirements of relevance including RDHS policies and procedures/guidelines.</li> <li>• Support systems that provide safe, high quality care that increases patient experience and patient centred care.</li> <li>• To comply with RDHS Employee Code of Conduct.</li> <li>• To ensure that RDHS Infection Control guidelines are fully implemented</li> <li>• Demonstrate awareness and understanding of diversity and culture</li> <li>• RDHS has a responsibility to maintain current policy; it is the responsibility of all staff to be aware of current policy.</li> </ul> <p><b>Professional</b></p> <ul style="list-style-type: none"> <li>• Provide direction, support and leadership to all Nursing staff in the main campus sub-acute, UCC and Renal Dialysis service units.</li> <li>• Provide direction, support and leadership to all staff across all aged care campuses.</li> <li>• Provide leadership to ensure compliance with local, state and federal regulations and nursing practice standards.</li> <li>• Understand and manage the delegation of responsibility for achieving full compliance with all relevant areas of legislation ensuring adequate documentation and reporting is maintained.</li> <li>• Ensure understanding and adoption of RDHS values by staff in all areas of responsibility with attention to customer service, teamwork and community relations.</li> <li>• Ensure the coordination and management of activities within a framework of continuous quality improvement, ensuring realistic utilisation of resources.</li> <li>• Maintain the integrity and development of the MANAD IT system</li> <li>• Liaise with RDHS Director of Medical Services for all matters relating to VMO credentialing and performance related matters pertaining to the main campus sub-acute / UCC and renal dialysis service units.</li> <li>• Is responsible to ensure that the Drugs and Poisons plan is implemented and adhered to and ensures the recording and safekeeping of all drugs in accordance with the statutory requirements for RDHS.</li> <li>• Participate in the strategic planning processes to provide better programs, services, facilities and access for patients, residents and clients.</li> <li>• Assist in the development of organisational policies and procedures to reflect current practices.</li> <li>• Participate in the development of business plans, operational budget and annual capital plan for Clinical and Residential Aged Care areas of responsibility</li> <li>• Monitor performance against these plans and budget.</li> <li>• Maintain appropriate staffing levels and skill mix, through participation of staff recruitment and development in collaboration with the relevant NUM.</li> <li>• Ensure staffing rosters are fair and equitable at all times and that it is within the business allocated budget.</li> <li>• Assist in the management of grievances and disciplinary issues across areas of responsibility in accordance with RDHS policies and procedures.</li> <li>• Coordinate employee performance appraisal system in conjunction with the People &amp; Culture Department.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Participate collaboratively in a weekly nursing executive huddle to advance nursing services ongoing development.</li> <li>• Maintain and support a culture of continuous improvement and business excellence, recognising achievement and innovation.</li> <li>• Prepare, monitor and deliver an annual plan for all health service staff education.</li> <li>• Other duties as directed.</li> </ul> <p><b>Management:</b></p> <ul style="list-style-type: none"> <li>• Provide input into key strategic directions, including the Robinvale District Health Services Strategic Plan, the Annual Report of Operations, Quality of Care Report and other initiatives, as requested.</li> <li>• Manage Main and Riverside campus Nursing Service's resources effectively.</li> <li>• Reporting to the Board on key areas of responsibility via the Dashboard.</li> <li>• Assist the Executive team of RDHS to develop strategies and opportunities for service enhancement and development.</li> <li>• Advise the Chief Executive Officer on matters relating to areas of responsibility</li> </ul>
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<p><b>OCCUPATIONAL, HEALTH, SAFETY, AND ENVIRONMENTAL (OHSE):</b></p>	<p>All RDHS employees will:</p> <ul style="list-style-type: none"> <li>• Ensure that they take reasonable care to protect their own health and safety, and the health and safety of others.</li> <li>• Use any equipment provided for health and safety purposes.</li> <li>• Obey reasonable instructions given by RDHS in relation to health and safety at work.</li> <li>• Help RDHS meet our duty of care, such as by undertaking hazard inspections.</li> <li>• Comply with all RDHS OHSE policies and procedures</li> <li>• Ensure they do not interfere with or misuse anything provided in the interests of health and safety.</li> </ul> <p><b>Section 21 of the Occupational Health &amp; Safety Act 2004</b>, requires an Employer to provide and maintain, so far as is reasonable and practicable, a safe workplace for all employees and ensure that no employee is placed at risk of injury while performing the duties and responsibilities required by their position.</p> <p>To comply with this obligation, Robinvale District Health Services requires all candidates/employees to have the mental and physical capacity to safely perform the inherent requirements of the position they are applying for (or have been appointed to).</p> <p>If a risk is identified and fitness to safely perform the duties of the position needs to be determined, Robinvale District Health Services with the agreement of the candidate/employee, will arrange an independent medical assessment to determine capacity to safely perform the inherent requirements of the position to minimise the risk of injury or aggravation of any pre-existing condition the candidate/employee may have.</p>
<p><b>PUBLIC SECTOR VALUES:</b></p>	<p>As an RDHS employee the following Public Sector Values will be your values:</p> <ul style="list-style-type: none"> <li>• <b>Responsiveness</b> – being aware, open, sensitive &amp; approachable</li> <li>• <b>Integrity</b> – be honest &amp; truthful</li> <li>• <b>Impartiality</b> – be fair, neutral &amp; independent</li> <li>• <b>Accountability</b> – be responsible &amp; liable for your actions</li> <li>• <b>Respect</b> – be respectful of everyone, including yourself</li> <li>• <b>Leadership</b> – be a leader by example</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Human Rights</b> – understand that everyone has a right</li> </ul>
<b>INFECTION PREVENTION AND CONTROL:</b>	Each employee has a responsibility to implement infection control guidelines of relevance to the position
<b>WORKPLACE HARRASSMENT AND BULLYING:</b>	<ul style="list-style-type: none"> <li>• Each employee has the right to a workplace free from any form of harassment or bullying</li> <li>• Each employee has a responsibility to comply with Robinvale District Health Service's policy and participate in education and training</li> </ul>
<b>IMMUNISATION REQUIREMENTS:</b>	All staff working at RDHS will require to have proof of immunisation against specific diseases and will require to undergo annual influenza vaccinations. In addition, those staff who are contracted to work at NSW Health facilities will be required to meet the immunisation requirements for NSW Health.
<b>PERFORMANCE APPRAISAL:</b>	Conducted as per schedule.
<b>TRAINING:</b>	As per organisation Annual Training Calendar
<b>DELEGATED AUTHORITY:</b>	This position has delegated authority under the Instrument of Delegations.

I, \_\_\_\_\_ (*print name*) acknowledge that I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description and that I understand the implications if I do not follow the Quality Management System.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_