

Chief Executive Officer

Yea & District Memorial
Hospital



About Yea & District Memorial Hospital

Yea and District Hospital is committed to enhancing the health status of the community it serves through the achievement of clinical excellence and the provision of high quality health services.



Our Vision

An exceptional rural health service serving and engaging our local community



Our Mission

To provide coordinated services that enhance the health and wellbeing of the community.



Our Values

Yea & District Memorial Hospital is committed to:

- Integrity
- Respect
- Accountability
- Responsiveness
- Impartiality



Our Objectives

- To provide to persons, entitled under the Act, medical care, nursing assistance, and / or other support.
- To aid persons affected by disease or injured as a result of accident.
- To provide facilities for the treatment of both public and private patients as required. To provide specific services that meet the needs of the frail, aged and disabled persons in our community.



About Yea & District Memorial Hospital

Yea and District Memorial Hospital is a multidisciplinary healthcare provider that offers care directly to the community while also facilitating access to a range services offered by third party providers.

What we offer:

- A four bay Urgent Care Centre (UCC) operating under a nurse-led model of care, with approximately 600 presentations per year.
- A 10 bed acute care ward.
- An adjoining residential aged care facility, Rosebank Nursing Home and Hostel with 10 high care and 15 low care beds.
- Yea Community Health operates from the hospital owned and managed The Grace Bennetts Centre and provides diabetes education, dietetics and psychology services, paediatric speech pathology.
- Yea District Nursing Services provides in-home nursing care to the west side of the Murrindindi Shire.
- The Grace Bennetts Centre also has space for a private medical clinic, staffed by General Practitioners (who are accredited to provide services in the acute ward, residential aged care and urgent care), allied health services such as podiatry and physiotherapy and pathology collection services.
- Yea and District Memorial Hospital works in partnership with other agencies to provide services to the people of Yea and surrounding areas in the western part of Murrindindi Shire which has a combined catchment of some 7,000 people.
- The hospital is a major employer in the local area and works in partnership with the local community whose past generosity and continuing support contributes to the long-term viability of the hospital and the services it provides.

NSQHS Accreditation due January 2022. Aged Care Accreditation due November 2021

For additional information please refer to the Yea & District Memorial Hospital website at <https://yeahospital.org.au/>

to view the:

- Financial Performance Report,
- The Quality Account,



Financial and Service Performance

Five Year Financial Summary

For The Year Ended 30 June 2020

Summary of the financial results for the year

	2020 \$'000	2019 \$'000	2018 \$'000	2017 \$'000	2016 \$'000
OPERATING RESULT*	276	333	181	2	168
Total revenue	6,549	6,152	5,797	5,611	5,401
Total expenses	(6,825)	(6,434)	(6,232)	(6,074)	(5,724)
Net result from transactions	(276)	(282)	(435)	(463)	(323)
Total other economic flows	(12)	(41)	(5)	29	(13)
Net result	(288)	(323)	(440)	(434)	(336)
Total assets	19,021	19,094	18,064	18,803	18,380
Total liabilities	(5,553)	(5,337)	(4,928)	(6,177)	(5,320)
Net assets/Total equity	13,468	13,757	13,136	12,626	13,060

* The Operating result is the result for which YDMH is monitored in the Statement of Priorities.

Reconciliation of Net Result From Transactions and Operating Result

	2020 \$'000	2019 \$'000	2018 \$'000	2017 \$'000	2016 \$'000
NET OPERATING RESULT*	276	333	181	2	168
Capital purpose income	143	89	142	189	146
Specific income	-	-	-	-	-
COVID 19 State Supply Arrangements - Assets received free of charge or for nil consideration under the State Supply	7	-	-	-	-
State supply items consumed up to 30 June 2020	(7)	-	-	-	-
Expenditure for capital purpose	14	(28)	(110)	(2)	(18)
Specific expenses	-	-	-	(2)	-
Depreciation and amortisation	(710)	(656)	(613)	(618)	(614)
Impairment of non-financial assets	-	-	-	-	-
Finance costs (other)	-	(20)	(35)	(33)	(5)
Net results from transactions	(277)	(282)	(435)	(463)	(323)

*The Net operating result is the result for which YDMH is monitored in the Statement of Priorities.



Staffing Profile

Workforce Data

Yea & District Memorial Hospital adheres to the public sector employment principles. Together with our organisational values they define the working environment we offer to our employees. We strive for a workplace culture underpinned by strong and collegial relationships, where employees feel supported to safely raise their concerns and are provided with opportunities to develop both personally and professionally.

Yea & District Memorial Hospital Values:

INTEGRITY – We are honest and fair in our dealings with our clients, our staff and our community. We are truthful in our communications and do so in a way that is clear and easy to understand. We strive to ensure that we all act in accordance with our beliefs.

RESPECT – We respect the rights, dignity and independence of our clients. We demonstrate empathy, kindness and understanding. We are mindful that we are caring for people who may be vulnerable and fearful and we work closely with them and their families to build trust.

ACCOUNTABILITY – We recognise that we are accountable to our community and operate within the framework specified by the Victorian government. We hold ourselves responsible for our actions and never lose sight of the responsibility that we hold in our role as a provider of health care to our community. We value feedback and use this to learn and improve.

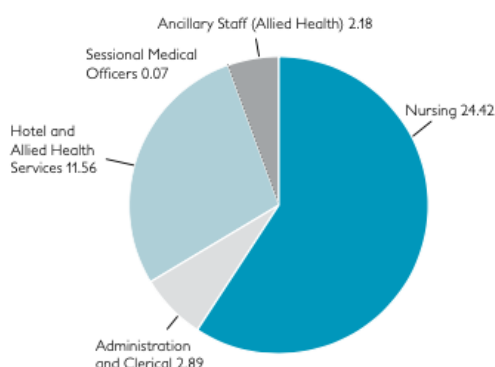
RESPONSIVENESS – We are flexible and responsive to the needs of individuals. We know and understand our community as a whole and the individuals within it. We use this knowledge to tailor our care to meet their needs in a timely way. We collaborate in a way that allows us to work together to meet the health needs of the community.

IMPARTIALITY – We provide evidence-based health services designed to best meet the needs of clients in all circumstances. We are an inclusive organisation that values uniqueness of an individual. We welcome and value diversity as a means to help us develop and broaden our understanding.

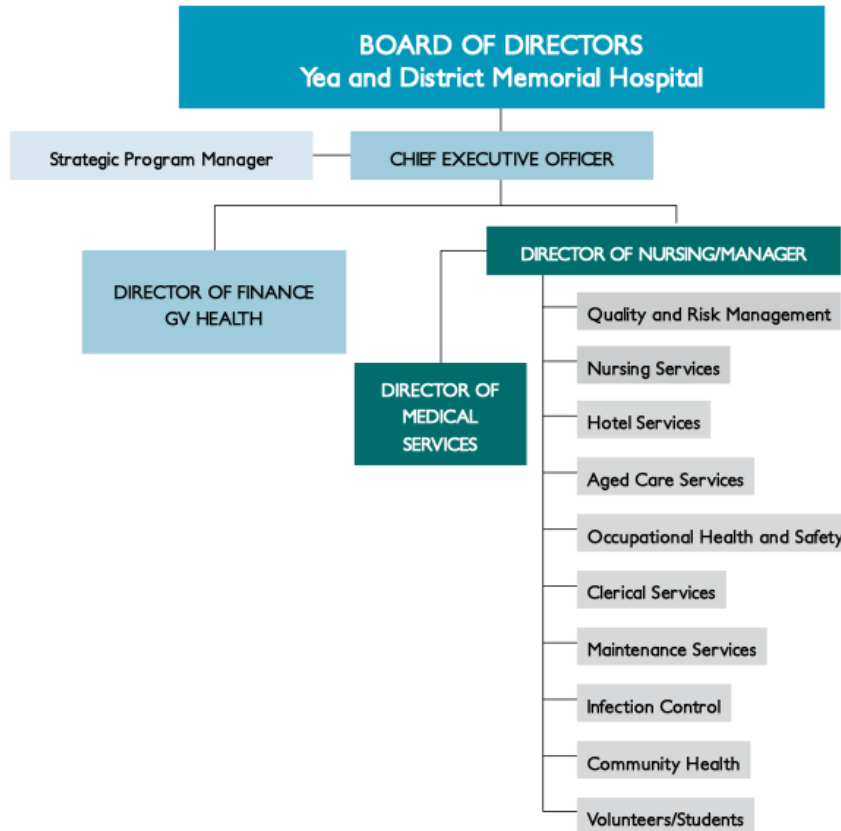
All employees have been correctly classified in workforce data collections

Labour Category	JUNE Current Month FTE		Average Monthly FTE	
	2019	2020	2019	2020
Nursing	23.30	24.30	22.68	24.42
Administration and Clerical	2.93	3.06	3.36	2.89
Hotel and Allied Services	11.95	8.89	11.68	11.56
Sessional Medical Officers	0.11	0.01	0.07	0.07
Ancillary Staff (Allied Health)	1.51	4.32	1.44	2.18
Total	39.80	40.58	39.23	41.24

The FTE figures required in the table above are those excluding overtime. These do not include contracted staff (e.g. Agency nurses, Fee-for-Service Visiting Medical Officers) who are not regarded as employees for this purpose. The above data should be consistent with the information provided in the Minimum Employee Data Set.



Organisational Structure



Strategic Directions



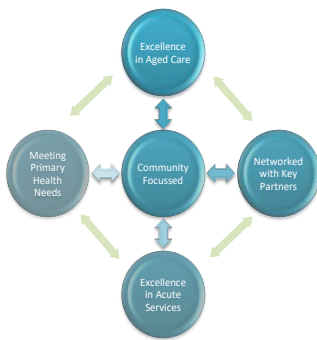
Strategic Directions 2019 - 2024

Our Vision

An exceptional rural health service serving and engaging our local community

Our five strategic priorities are:

1. Community focussed
2. Excellence in Aged Care
3. Excellence in Acute Services
4. Meeting primary health needs
5. Networked with key partners



Each of these priorities is enabled by:

- The support, connections and understanding of our community and their needs
- People within our organisation – board, staff and volunteers
- The Partners with whom we seek to collaborate
- The quality and range of Infrastructure and resources
- Sound governance practices

1. Our Services

Directions:

- Enable the Yea community to have access to a wide range of services to promote, retain and optimise health and wellbeing
- Transform to a health and wellbeing hub for our community that is recognised as best practice
- Deliver, broker and advocate for the best mix of centre-based and home-based services for our community
- Partner with individuals to meet their health and wellbeing needs

Strategies:

- Transform to a health hub for our community that is recognised as best practice
- Exceptional aged care defined and implemented
- Appropriate services for our community
- Clear service standards to meet the needs of our community and state and federal obligations
- Services delivered locally where possible

2. Our Community

Directions:

- Increase participation and two-way communication with our communities so that they are informed, and engaged with our services and our service direction
- Build community confidence and skills to improve own health and make informed choices about health services

Strategies:

- Enhanced communication with our community so they are informed and engaged
- Community members take active responsibility to improve their health
- Understand our social and cultural profile and tailor services accordingly
- Increase volunteer involvement and contribution

3. Our People

Directions:

- Develop, attract and sustain a valued workforce that provides safe, quality care and health promoting programs for our community
- Nurture diverse staff and volunteers who are valued and encouraged to fulfill their potential

Strategies:

- A skilled relevant workforce
- Staff members feel valued and appreciated
- Succession planning in place for key positions
- A workplace where employees feel safe

4. Our Infrastructure and Resources

This pillar supports the primary pillars of the Strategic Plan – that is our services, our people, our partnerships and our community.

Directions:

- Invest in necessary capital development to support the health and wellbeing hub for our community, and support new models of care
- Maintain current infrastructure to support safe and quality care
- Continue to provide prudent financial management for organisational stability and sustainability

Strategies:

- 5-year financial plan
- Operating within financial capacity
- Updated Master Plan to meet our future needs
- Infrastructure (buildings and IT) that supports safe and quality care

5. Our Partnerships

Directions:

- Foster deeper collaboration and partnerships to deliver safe, reliable, effective and more sustainable health services for our community

Strategies:

- Better Health Murrindindi partnership in place
- Strategic partnerships defined and in place

6. Our Governance

Directions:

- Maintain YDMH as a well-recognised, efficient, effective and well-regarded organisation (sound corporate governance)
- Align with Safer Care Victoria Clinical Governance Framework (sound clinical governance)

Strategies:

- Sound strategic planning and direction
- Effective working relationship between the Board and the Executive
- Skills-based Board appointments
- Sound corporate governance processes in place
- Certainty and continuity of executive leadership level
- Effective clinical governance and oversight of risk
- Regular review/reflection of governance performance



Chief Executive Officer

POSITION SUMMARY

The Chief Executive Officer (CEO) is accountable for delivering the health care services offered by and through YDMH, contributing to the development, and leading implementation of YDMH strategy, leading YDMH staff and organisational culture, representing YDMH within government and the community and ensuring YDMH remains compliant at all times with the regulatory environment in which it operates.

PURPOSE AND SCOPE

The CEO has overall responsibility for executive and senior leadership and driving a values-based and client- focused culture. This includes operational management and implementation of health service strategies in accordance with legislation, and policy and funding guidelines.

The CEO reports to the Chair of the Board of Directors and serves as a link between YDMH, the Department of Health and health care consumers and the Board of Directors.



Key Selection Criteria

MANDATORY

KSC 1 Tertiary qualifications in commerce, business management or health (preferably with post-graduate qualification in business and health service management or administration).

KSC 2 Extensive leadership and senior management experience in the health sector (including membership of a relevant professional organisation).

KSC 3 Excellent understanding of principles of evaluation, clinical governance and risk management in a health service as well as a sound understanding of Public Health Governance and experience working with a Board of Management.

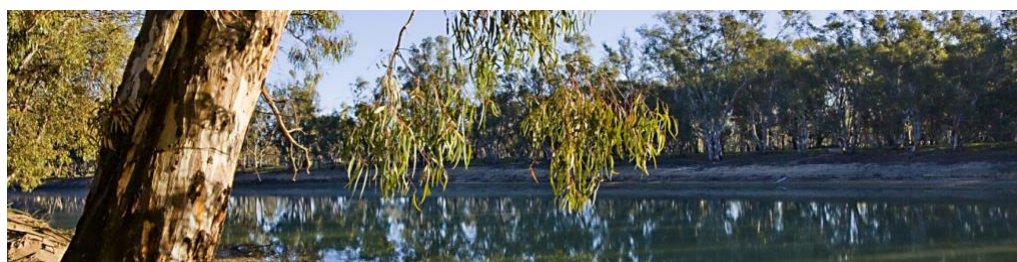
KSC 4 Strong leadership skills with a proven ability to successfully lead organizational change, manage and motivate staff, promote the creation of a positive workplace culture and develop teams of high performers.

KSC 5 Demonstrated understanding of the health service industry, experience of Commonwealth and State health policies and programs and a detailed familiarity with Commonwealth and State health funding systems.

KSC 6 A track record of success in the financial management of a health service, combined with operational ability to maximise an on-going balanced financial position.

KSC 7 High level interpersonal skills including the ability to build and maintain rapport and effective relationships with a broad range of stakeholders.

Please refer to the Position Description for a more detailed account of the role accountabilities and responsibilities



Remuneration

The role is part time

- It is anticipated an appointment will be made on a substantial part-time basis, with a minimum of a 0.6EFT equivalent basis. There is some flexibility as to the fractional nature of the appointment.
- The employee will be appointed in accordance with the Department of Health's Health Executive Employment and Remuneration Policy and Guideline Rates.
- Salary Packaging is available for permanent and fixed term employees, in accordance with prevailing legislation and YDMH Policy.

Hours of duty will be flexible, through agreement with the Board Chair, but in aggregate will equate to the fractional term of appointment.

Location: Yea & District Memorial Hospital, 45 Station St, Yea, 3717

How to Apply

Applications should include the following information and be emailed to: hrsa@hrsa.com.au

1. Covering Letter that includes a statement addressing the Key Selection Criteria
2. Current CV
3. Completed Application Form (Available on the HRS web site)

Applications Close: 26 September, 2021

Further Information

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Director
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