



Position Description

A SMALL RURAL HEALTH SERVICE DETERMINED TO ACHIEVE GREAT THINGS

Kerang District Health is a small rural health service offering a broad range of acute, residential aged care, primary and community services to the Gannawarra Shire and surrounding district.

Acute Health services provided include medical, oncology, a 24 hour urgent care centre (UCC) and surgical services such as general surgery, gynaecology, urology and dental.

The health service also provides residential aged care services to 30 residents in 'Glenarm' and provides transitional care to 4 clients either in hospital or in the community.

A variety of primary and community services also come under the KDH banner including a GP clinic, district nursing, centre based and mobile day activities, an exercise program and a men's shed.

VISION AND VALUES

Kerang District Health seeks to improve the health and wellbeing of the community. How we go about our work is as important as what we achieve. Everything we do is underpinned by our core values, **Caring, Accountability, Respect and Excellence**

Organisational Values	Associated Behaviours
C - Caring	We will be person centered, show compassion and empathy
A - Accountability	We will be transparent, trustworthy and responsible for our actions
R – Respect	We will embrace and be considerate of the differences of all people
E - Excellence	We will be dedicated to every person, every time

1. POSITION DETAILS

Title	Chief Executive Officer	Division	Executive
Department	CEO and Board	Location	13 Burgoyne Street, KERANG VIC 3579
Enterprise Agreement (or its successor)	HEER Contract		
Classification	HEER Contract		
Immunisation Risk Category	Category C: Position within a non-clinical setting.		

Position Summary	<p>Under the direction of the Board of Management, the Chief Executive Officer (CEO) leads Kerang District Health in providing a best practice health service that is high quality, cost effective and responsive to Community needs and Government policy directions.</p> <p>The Chief Executive Officer is the chief point of accountability for patient care and outcomes through effective executive leadership and management of KDH. The CEO is accountable to</p>
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	<p>the Board of Management for ensuring that KDH achieve efficient service delivery and high quality health outcomes.</p> <p>The CEO is also accountable to ensure that systems and processes are in place to comply with the Health Services Act 1988 and other relevant Acts and regulations, Hospital By-Laws and all other guidelines, protocols or policies.</p> <p>The functions of the CEO are to manage KDH in accordance with the financial and business plans, strategies and budgets developed by the Board and the instructions of the Board.</p>	
Position Reports to	Direct	Board of Management
	Professional	Department of Health
Number of Reports	Direct	Five (5)
	Indirect	180
Key Relationships	Internal	Board of Management, Executive Team, Department Heads, All KDH staff
	External	Department of Health, Accreditation authorities, Primary Care Networks Local Community Community Agencies Representatives including MPs and Councillors Chief Executive Officers and Boards of neighbouring Health Services Associations including: <ul style="list-style-type: none"> - Victorian Healthcare Association; - Victorian Hospitals Industrial Association; - Local news media - Loddon Mallee Rural Health Alliance (LMRHA)

2. SELECTION CRITERIA

Essential Requirements	<ul style="list-style-type: none"> • Tertiary qualification in Business, Management, Health Administration or Commerce; or considerable experience at an Executive level in a relevant Health facility; • A proven history of executive-level leadership in the health sector that demonstrates achievements in delivering high-quality health services, achieving key performance indicators and achieving budget targets within tight fiscal constraints; • 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; • Proven workforce leadership abilities including: a demonstrated capacity to motivate, engage, influence and empower employees to maximise their contribution to the health service; holding others to account and being held to account for agreed targets; • Demonstrated ability to clearly communicate vision and future strategy and to ensure the vision is effectively translated into clear business goals and objectives; • Detailed knowledge of the Australian Health Industry and current developments in hospitals, residential aged care, primary health and community service sectors;
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	<ul style="list-style-type: none"> • Excellent relationship management with internal and external stakeholders and with an ability to develop partnerships and work in the complex governance environment of Health Services in Victoria; • Detailed understanding of hospital funding and service provision including standards for Accreditation and required performance levels; • Understanding of the role of the Health Service in responding to community needs within a rural and regional community. • Current Drivers Licence • Current Influenza and COVID-19 Vaccination status
Desirable Requirements	<ul style="list-style-type: none"> • Post-graduate qualifications in relevant study; • Executive leadership experience in a Rural Health Service

3. KEY ACCOUNTABILITIES

Key Accountabilities	Demonstrated by / Key Performance Indicators
Key Result Area 1	<p>1. Strategic Management</p> <p>Develop and maintain a strategic planning framework that ensures the organisation plans for the future. In consultation with the Board of Management and all KDH staff, develop and maintain an organisation wide policy manual, strategic plan, business plan, quality improvement plan and risk management plan and ensure the stated objectives are achieved.</p> <p>2. General</p> <p>Provide strategic advice and high-level counsel to the Board of Management to enhance the Board's decision-making through:</p> <ul style="list-style-type: none"> • Attendance at all meetings of the Board of Management and it's sub-committees; • Actioning resolutions of the Board of Management and it's Sub-Committees; • Ensuring the Agenda, Minutes and Reports of all Board meetings and Sub-Committee Meetings are prepared in time to permit their timely consideration at these forums; • Representing the health service at local, state and national meetings and conferences as required; • Maintaining strict confidentiality in relation to confidential matters pertaining to the health service, its clients, patients, consumers and staff.
Key Result Area 2	<p>Performance and Quality</p> <ul style="list-style-type: none"> • Lead and coordinate the interface of all services and ensure that their activities are being directed towards common goals of the health service and that the services are provided to the community with effectiveness, efficiency and compassion; • Ensure the health service operates within budget and remains financially viable, ensuring the security of assets; • Secure adequate funding from both Government and the community to meet the continuing need for operating and capital funds; • Ensure the health service operates within financial compliance as per Board, audit and legal requirements; • Ensure quality systems are in place to guarantee the organisation maintains accreditation within the Australian Council of Healthcare Standards, The Aged Care Standards and Accreditation Agency, The Australian General Practice Accreditation Limited (AGPAL). • Ensure a strong culture of commitment to safety and quality that underpins service delivery;



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	<ul style="list-style-type: none"> Ensure risk, compliance and clinical governance framework operates across KDH and are linked to continuous improvements in health service delivery.
Key Result Area 3	<p>Relationships and engagement</p> <ul style="list-style-type: none"> Leads KDH's engagement within the community, healthcare service providers and relevant stakeholders; Ensure the needs, interests and expectations of clinicians, the community and other stakeholders are included in health service planning; Encourage and foster the development of strategies to support collaboration with other health service providers and key stakeholders; Communicate in a transparent way with the community regarding clinical and financial performance, service priorities and decision-making processes; Ensure openness to complaints from KDH users
Key Result Area 4	<p>Organisational Culture and Workforce Management</p> <ul style="list-style-type: none"> Continue to build and maintain an organisational culture in keeping with KDH's values; Create an employment environment where staff members are treated fairly and equitably and are not subjected to any form of discrimination, bullying or harassment; Provide leadership and support to direct reports, monitor their performance and ensure they receive performance improvement and professional development opportunities; Develop and maintain an efficient and effective organisational structure; Demonstrate a commitment to personal improvement by participating in relevant committees and professional groups and disseminate that learning to other KDH leaders and staff; Improve own performance by seeking feedback, setting goals and participating in annual performance reviews; Ensure the ongoing development of workforce capability through workforce planning to deliver improved and sustainable healthcare outcomes.
Continuous Quality Improvement	<ul style="list-style-type: none"> To recommend/discuss any new resources, processes, or equipment that may be required to maintain and further develop effective programs or treatments with the relevant Executive Director. To participate in Quality Improvement activities within the relevant department, team and organisation as required.
Infection Control	<ul style="list-style-type: none"> Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. The risk minimisation strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
Occupational Health and 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 while at work. 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.



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	<ul style="list-style-type: none"> Comply with the Occupational Health and Safety Act and all KDH O.H. & S. online Policies and Procedures.
Above and Below the Line Behaviour Modelling	All staff are expected to comply with and support the Kerang District Health Above and Below the Line Behaviour model, focusing our behaviours on those that reflect our values; Caring, Accountability, Respect and Excellence.
Performance Appraisal and Goal Setting	A Performance Appraisal and Goal Setting will be conducted annually

Position Requirements	
A satisfactory National Police Check (no older than 3 months) must be provided prior to commencement at KDH)	Required
Evidence of professional registrations	
Evidence of Professional Qualification	Required
Valid Victorian Driver's Licence	Required
Valid Trade Licence	n/a
Satisfactory Working with Children's Check	Preferred
Immunisation Status compliant with KDH Immunisation Policy	Required
Undertake Pre-Employment Check as required per KDH policy	Required

Job Demands List		
<p>Kerang District Health endeavours to provide a safe working environment for all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.</p>		
Frequency Functions		
I	= Infrequent	Activity may be required very infrequently
O	= Occasional	Activity required occasionally, not necessarily all shifts
F	= Frequent	Activity required most shifts, up to 50% of the time
C	= Constant	Activity that exists for the majority of each shift and may involve repetitive movements for prolonged periods
N/A	= Not Applicable	Activity not performed



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Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Physical Demands						
Sitting	Remain seated to perform tasks				✓	
Standing	Remain standing to perform tasks			✓		
Walking	Periods of walking required to perform tasks			✓		
Bending	Forward bending from waist to perform tasks	✓				
Kneeling	Remaining in a kneeling position to perform tasks					✓
Lifting/Carrying	Light lifting and carrying	✓				
	Moderate lifting and carrying	✓				
	Assisted lifting (mechanical, equipment, person assist)					✓
Working at heights	Ascending and descending ladders, stools, scaffolding					✓
Pushing/Pulling	Moving objects, e.g. Trolleys, beds, wheelchairs and floor cleaning equipment	✓				
Reaching	Arms fully extended forward or raised above shoulder	✓				
Crouching	Adopting a crouching posture to perform tasks					✓
Foot Movement	Use of leg and/or foot to operate machinery	✓				
Head Postures	Holding head in a position other than neutral (facing forward)	✓				
Fingers/Hand/Arm movement	Repetitive movement of fingers, hands and arms e.g. computer keyboarding				✓	
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands				✓	
Driving	Operating a motor powered vehicle e.g. use of hospital cars, deliveries, visiting clients, tractor, ride on mower, forklift, bus. Etc.		✓			
Psychosocial Demands						



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Distressed People	Highly emotional people crying, upset, unhappy, depressed, e.g. emergency or grief situations	✓				
Aggressive/Unpredictable people	Raised voices, yelling, swearing and arguing e.g. drug/alcohol, dementia, mental illness	✓				
Exposure to distressing situations	E.g. child abuse, delivering bad news, viewing extreme injuries, viewing deceased	✓				
Environmental Demands						
Gases	Working with explosive or flammable gases requiring precautionary measures					✓
Liquids/Chemicals	Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)					✓
Noise	Environmental/background noise necessitates people raising their voice to be heard					✓
Biological hazards	E.g. exposure to body fluids, bacteria, infectious diseases requiring PPE					✓
Cytotoxic hazards	Handling and/or preparation of cytotoxic materials					✓
Radiation	Working with radiologic equipment					✓

4. STANDARDS TO WHICH PERFORMANCE WILL BE ASSESSED

- Key Performance Indicators
- Demonstrating organisational philosophy in all activities
- Compliance with organisational policy, procedures and practices
- Compliance with goals induction setting within the first six months of employment
- Compliance with position description and goals set at annual performance appraisal
- Contribution to the team and organisation
- Management, peer, client and community feedback.

5. ACCEPTANCE AND AGREEMENT

All Kerang District Health team members must:

- Demonstrate and role model Kerang District Health values.
- Comply with all Kerang District Health Policies and Procedures.
- Comply with the requirements of the National Safety & Quality Health Service Standards.



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- Work in accordance with the Data Accountability Framework to maintain data integrity.
- Complete and maintain all mandatory training relevant to area of practice.
- Participate in Kerang District Health’s performance development process as required.
- Contribute to a safe and healthy working environment.
- Report unsafe work practices in the incident reporting system.
- Promote a no blame culture of safety and wellbeing.
- Maintain working knowledge of emergency procedures and location of emergency equipment.
- Take all reasonable steps to prevent bullying, discrimination and harassment in the workplace.
- Observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- Comply with reasonable direction or duties as requested by their manager

Kerang District Health strongly supports patients in expressing their wishes and values. Clinical staff are encouraged to engage in Advance Care Planning (ACP) discussions with patients.

Kerang District Health has a zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously. For more information refer to Kerang District Health’s Child Safe Policy.

Kerang District Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free from harassment or discrimination.

Kerang District Health is a smoke-free environment.

ACCEPTANCE

I have read, understood and agree that this position description represents the duties, responsibilities and accountabilities expected of me in my employment in this position. I understand Kerang District Health reserves the right to modify position descriptions as required, and I will be consulted when this occurs.

Position Incumbent	
Signed	
Print Name	
Date	

Director	
Signed:	
Print Name:	

Privacy Statement: Information may be collected and stored for the purpose of recruitment and selection. The information will only be used and disclosed for the primary purpose of its collection. Some exceptions exist. These may be obtained from the Human Resources department.