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| **Position Title:** | Director of Clinical Services |
| **Directorate/Team:** | Executive |
| **Classification/Award:** | Contract  |
| **Date Approved:**  | November 2021 |
| **Approved by:** | Chief Executive Officer  |
| **ALEXANDRA DISTRICT HEALTH** |
| Alexandra District Health is the major health service organisation within the Shire of Murrindindi and has a long and proud history in health related service provision to the area, providing inpatient and outpatient services including specialist medical services, operating theatre services, radiology, pathology and district nursing. In addition, the hospital delivers community health services including a wide range of allied health and health promotion services. |
| **ORGANISATIONAL RELATIONSHIPS** |
| **Reports to**: Chief Executive Officer **Manages/Coordinates:** ManagerAcute and Urgent CareManager Perioperative ServicesManager Training and Development |
| **KEY RESPONSIBILITIES AND DUTIES** |
| The role of the Director Clinical Services is to provide strategic direction to Alexandra District Health clinical services and training & development streams. The Director Clinical Services will work closely and collaboratively with the:* Manager Acute and Urgent Care and Manager Perioperative Services to provide clinical leadership to nursing and other clinical staff in the clinical program areas; and the
* Manager Training and Development to provide leadership in the program area.

The Director Clinical Services is responsible for:* Strategic management of performance of the clinical services areas including targets, budgets, people, resources, and planning to ensure compliance and safe service delivery
* Development and maintenance of local sub-regional and regional partnerships and networks to improve service performance and take advantage of potential funding and service growth opportunities
* Providing high level leadership and management to the program managers to ensure program performance is of the highest standard
* Ensuring performance within the program areas including performance against funded targets, financial and budget performance, clinical indicators performance and any other key performance measures that may apply from time to time
* Monitoring the reporting of program performance, including the provision of regular reports to management, executive and Board
* Ensuring that program areas meet internal and external reporting, accountability and compliance requirements
* Ensuring effective management, monitoring and accountability of program area managers through accountability meetings, supervision and appraisals
* Ensuring that program area managers have the appropriate support and training for them to perform their roles effectively
* Ensuring that the culture and performance of staff within the program areas are consistent with organisational values and expectations
* Development and maintenance of partnerships with funding bodies and other key service partners
* Working in partnership with the executive team to implement the strategic directions of the organisation, Department of Health requirements (e.g. Statement of priorities), the National Safety and Quality Health Service Standards - Accreditation program and other quality initiatives
* Ability to undertake higher duties as required
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| **SPECIALIST SKILLS AND KNOWLEDGE** |
| **Key knowledge areas:*** Demonstrated ability to manage the delivery of health care services within the public health care environment, with particular emphasis on continuous improvement processes to ensure all services within ADH remain accredited and provide positive patient outcomes
* Demonstrated knowledge of human, financial/economic and physical resource management issues
* Demonstrated sound knowledge of contemporary human resource management issues at both the broad and the specific level

**Key skills/abilities:*** Demonstrated strategic and operational leadership skills to facilitate development of strategic/business plans relevant for the ongoing viability of the health service
* Proven ability to negotiate the acceptance of new initiatives and in liaising with senior personnel in the health industry and government sector
* Demonstrated success in leading organisational change
* Demonstrated success in involving community and sustaining community support in health service development
* Demonstrated ability to establish standards, guidelines and principles in relation to the responsibilities of the position
* Proven ability in building and maintaining a culture of positive workplace relations and partnership, enabling the strengths, capabilities and experience of others to contribute to achieving organisational goals

High level communication skills, both verbal and written**Desirable:**1. Membership of relevant professional organisations e.g. ACN, AICD, ACHSE
2. Knowledge of health service needs and demands in rural / regional settings
3. Knowledge and experience with the general practice workforce and clinics
4. Understanding of the aged care sector
5. Experience in a similar executive management position
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| **KEY SELECTION CRITERIA** |
| 1. Current registration with the Nursing and Midwifery Board of Australia
2. Substantial knowledge of public sector health services at a senior management level, including health administration, hospital planning and organisation, financial management and broad understanding of community health programs
3. Knowledge of health service needs and demands in rural / regional settings
4. Experience in a similar executive leadership position
5. Capacity to provide strategic and operational leadership of a health service
6. Strategic and operational knowledge of health services funding and the legislative compliance and performance measures that are required to comply with funding agreements
7. Demonstrated high level ability to monitor, analyse and report on program performance, direction and future opportunities
8. Demonstrated capacity to supervise program managers within a values-based accountability and responsibility framework
9. Demonstrated knowledge of relevant legislation including the Health Practitioners Act, Drugs, Poisons and Controlled Substances Act, Health Services Act, OH&S
10. Demonstrated knowledge of, safety, quality and risk management standards that apply to the planning, delivery and evaluation of health services including National Safety and Quality Health Service Standards (Accreditation)
11. Ability to plan strategically and demonstrated experience in leading a team and implementing change
12. Well-developed communication and organisational skills
13. Relevant post graduate tertiary qualifications in Business, Management or Health Service Administration (or similar) desirable.
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| **MANDATORY COMPETENCIES** |
| The employee will meet the mandatory clinical and non-clinical competencies under the ADH mandatory competencies program. The employee will be required to show evidence of successfully completing the ADH mandatory competencies, within the first six weeks of commencing the position. It is expected at ADH that each employee must successfully complete mandatory competencies at least annually (where relevant).Participate in the annual performance appraisal process.  |
| **ORGANISATIONAL MISSION, VISION AND VALUES** |
| **MISSION:** Great healthcare, locally. **VISION:** Partner with our community so together we create excellence in rural healthcare.**VALUES:** Alexandra District Health staff work with each other according to the ADH values “**ADH CARES”.** The detail of these values is listed below and the behaviours expected against these values required when working for or representing ADH. These values include: Accessible:* create a welcoming environment for all
* be responsive to community needs, inclusive of diversity
* provide information in a form that is easy to understand
* be responsive and creative to the changing needs of our community

Dedicated:* go the extra mile for the people who attend our health service
* take pride in everything we do
* strive to do our best each and every time
* take action and find a solution to a problem

Holistic* consider the treatment of the whole person, considering mental and social factors, rather than just symptoms of a disease
* consider all aspects of a person’s health care journey
* strive to provide a complete service within our capabilities
* Work collaboratively to reach a desired goal

Compassionate* be sympathetic and show care to patients, visitors and staff
* have empathy and make every effort to understand individual needs
* involve people in the decisions that affect them
* put ourselves in someone else’s shoes

Accountable* take responsibility for our actions
* ensure knowledge and adherence to ADH policy and procedures
* ensure we make decisions based on all relevant facts
* manage our resources to ensure an efficient health service

Respect* value the worth of each and every person
* consider the views and ideas of others
* treat others how we expect to be treated
* maintain the privacy and confidentiality of others

Excellent:* continuously strive to do better, learning from our mistakes
* be innovative in evidence-based healthcare
* strive to inspire and empower others
* do our best, each and every time

**Safe:*** Ensure a safe health service for all patients, staff and visitors
* report issues of concern of risk and take action
* work within our scope of practice
* provide an inclusive environment for all.
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| **OCCUPATIONAL HEALTH & SAFETY** |
| All staff are expected:* to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures. In addition, staff have the following responsibilities:
* to take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace.
* to seek guidance about new or modified work procedures.
* to ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to the supervisor.

If the role includes people management duties, these include the requirement to manage the health and safety of people under your control and support the actions contained in Alexandra District Health OH&S policies |
| **SPECIAL REQUIREMENTS** |
| * All staff will be required to satisfactorily complete a Police Records Check prior to commencing employment.
* All staff will be required to have a Working with Children’s Check
* All Employees are required to advise the ADH People and Culture Department of any changes that may affect the current Police Records check status, and advise Management immediately.
* Where an employee is required to drive a motor vehicle, each employee shall hold a valid driver’s licence.
* A completion of pre-existing injury or illness declaration will be required prior to appointment to a position.
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| * All employees of ADH are bound to work according to the policies and procedures of Alexandra District Health, the Industrial Agreements that provide their terms and conditions of employment, any Scopes of Practice and professional codes of conduct established for your profession, the Code of Conduct for Victorian public sector employees and the provisions of the Fair Work Act, as amended from time to time.
* All employees are required to familiarise themselves with these Policies and Procedures, Agreements, Scopes of Practice, Codes of Conduct and the relevant provisions of the Fair Work Act particularly those which relate to working harmoniously with other staff.
* ADH is committed to promoting a culture of trust, integrity and honesty in the services it provides to its community, and in the administration of those services. To achieve the best health and wellbeing for its community, ADH needs to be able to provide support and services without fraud or corruption and reducing the ability or resources to achieve this goal.
* All employees must comply with legislation, policies and lawful instructions in the performance of their work. All employees must report to their Manager, CEO or the People and Culture Department any workplace behaviour that violates any law, rule or regulation, or represents corrupt conduct, mismanagement of public resources, or is a danger to public health or safety, or to the environment.
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I acknowledge:

* That I have read and fully understand the Position Description of the position.
* I agree that I accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
* I understand that the information provided is a general outline and may not encompass every aspect of the position.
* That ADH may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
* I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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