

POSITION TITLE: Chief Executive Officer/Director of Nursing

RESPONSIBLE TO: A Board of Directors. Members of the Board of Directors serve in a voluntary capacity.

OBJECTIVES:

To provide for the healthcare needs of the community by delivering high quality, well co-ordinated and efficient healthcare services.

RESPONSIBILITIES:

- Responsible and accountable to the Board for managing and directing the organisation to achieve the objectives of Nagambie HealthCare.
- Ensure the optimum and effective use of assets and human resources.
- Provide cost effective clinical services and level of care to a high quality.
- Represent Nagambie HealthCare in negotiations with Department of Health, other Government Bodies and key stakeholders.
- Develop and review policy and plans, organise and control major functions relating to the operation and administration of the organisation.
- Direct the policy and operations of the organisation for the achievement of short- and long-term planning and policy objectives.
- Establish organisational plans, objectives, policies and programs incorporating KPI's, standards and targets. Analyse economic, social, technical, legal and other data or trends to ensure that the services Nagambie HealthCare align with community needs.
- Oversee the preparation of the annual business plans, consolidated budgets, required reports and forecasts and for presentation to the Board.
- Appraise the activities of the organisation according to the strategic goals and objectives of the organisation. Consult with Management Team and staff with focus on inclusiveness and transparency of operations
- Support and encourage staff members to undertake professional development and maintain currency of practice in line with their position descriptions and professional accountabilities.
- Oversee the Risk Management Program (clinical and non-clinical) to minimise risk at Nagambie HealthCare in consultation with the Board
- Provide scheduled risk management and regulatory compliance reports to the Board as per the governance schedule
- Develop and mentor the Management Team to ensure that a high level of competence and capability is maintained within the Nagambie HealthCare.
- Oversee and support the quality improvement and accreditation programs at Nagambie HealthCare.

- Oversee Nagambie HealthCare's clinical governance obligations with provision of transparent reporting to the Board through maintenance and monitoring of the accountability report
- Promote the Nagambie HealthCare at conventions, seminars and official occasions.
- Liaise with community to ensure needs are being serviced.
- Within approved delegations level, authorise funds to implement policies, programs and business strategies.
- Provide overall direction and management of enterprises, including personnel, technological resources and assets.
- Select or approve the selection and training of senior staff. Establish lines of control and delegate responsibilities to staff.
- Ensure all the organisation's activities comply with relevant Acts, legal demands and ethical standards.

KEY SELECTION CRITERIA

Qualifications:

- Division One Nurse Registered with AHPRA
- Tertiary qualifications in Nursing
- Relevant postgraduate qualification/s and or technical qualifications.
- Membership of relevant professional college/organisation.

Experience:

- Substantial and proven experience in the leadership and management of a health service provision organisation. A background in health service management, governance and strategic planning.
- Detailed knowledge of the health industry, private health services, hospitals, residential aged care, primary health and community services sectors.
- Excellent understanding of management issues in complex organisation, principles of health service evaluation, risk management, quality and safety.
- A proven record of sound financial management, human resources management, clinical governance principles and Australian health care systems and regulations.
- Demonstrate advocacy skills in public or private sector.
- Sound understanding of public health governance and experience working with a Board of Directors.

Accountabilities and Responsibilities:

Key accountabilities and responsibilities are reviewed by the Board of Directors each twelve months. These accountabilities and responsibilities form the position's performance indicators and are used as a basis for annual performance appraisals of the Chief Executive Officer/Director of Nursing.

Accountabilities and Responsibilities

AR 1: Board and Administration Support

Maintains open and effective communication with the NHC Board members.

Provides comprehensive orientation to the Health and Aged Care policy environment and supports ongoing education opportunities to the Board.

Facilitates relationships between the Board, legal counsel, accounting and audit organisations.

Manages the accounting and audit organisation of operational matters.

Facilitates relationships between the Board and Government/Regulatory Bodies.

AR 2: Community and Public Relations

Ensures that through communication and interpersonal skills, consistently presents a strong positive and positive image of the health service to relevant stakeholders.

Is actively involved in the community through speaking engagements, community forums, educational offerings and other opportunities to communicate NHC's Vision and Values.

AR 3: Quality and Risk

Manages Quality and Risk governance frameworks and maintains management systems and processes drive safe service delivery outcomes.

Maintains open and informative communication with the board regarding organisational risk management strategies and quality improvement activities.

Ensures compliance with local, State and Federal regulations as they apply to health and aged care service provision.

Ensures a systematic and proactive approach for identifying, managing, reporting and responding to known clinical and service delivery risks.

AR 4: Strategic Planning

In collaboration with the Board develops/maintains short-term and long-term strategic plan for the health service.

Remains current with general industry conditions and their potential impact on the health services policies and directions.

Ensures that the strategic plan is articulated both internally and externally, and effectively delegates key activities to ensure timely execution of strategic planning initiatives.

AR 5: Delivery of Healthcare Services

Ensures the responsible management of the design, marketing, promotion, delivery, risk management and quality of all health service initiatives delivered to the community.

Ensures that policies and practices effectively support sound and safe patient and resident care, and that the delivery of healthcare services provides the highest level of positive experience to the patient and resident.

AR 6: Human Resources Management

Manages function of the health service through appropriate delegation and establishes formal means of accountability for those assigned duties.

Ensures effective management of the human resources of the health service according to policies and procedures that fully conform to current laws and regulations.

Ensures annual capability reviews for all health service staff.

Ensures workforce capability development to meet the service delivery requirements of NHC.

Maintains currency of knowledge in relevant industrial industry standards and practices.

AR 7: Financial Management

Recommends yearly budget for Board approval and ensures prudent management of the health services resources within those budgeted guidelines according to regulatory requirements.

Delivers financial end of year result on or better than budget.

Oversees the negotiation of professional, consultant and service contracts.

Ensures that appropriate internal management controls are established and maintained.

Oversees the preservation of the asset value of NHCs capital investments.

Ensures regulatory prudential compliance requirements.

Ensures the strategic and budgeted replacement/reinvestment in capital and infrastructure.

Oversees fundraising planning and implementation through direct guidance from the Board.

Supports and enhances fundraising efforts.

Gains additional funding through activities such as approaching donors and benefactors, along with submitting proposals and grant applications > **\$100 pa.**

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Ensures that policies and practices effectively support sound and safe