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| **POSITION:** | Executive Director: Nursing and Midwifery |
| **REPORTS TO:** | Chief Executive Officer |
| **CLASSIFICATION:** | As per EBA (NM9C) or by negotiation. |
| **AWARD:** | *Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2022-2026 and subsequent agreements.* |

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| **Maryborough District Health Service** |
| Maryborough District Health Service (MDHS) has been operating in Maryborough for more than 160 years and has a proud history of providing high quality services to the local community.  The main campus is located in Maryborough with other services delivered from the Avoca and Dunolly campuses  MDHS employs over 450 staff and is one of the largest employers in the region.  MDHS serves the Local Government Areas of Central Goldfields and Pyrenees Shires and provides a comprehensive range of services to a population of around 15,000 people.   |  |  |  |  | | --- | --- | --- | --- | | **Clinical Services** | **Acute – Medical/Surgical** Amherst – 28 inpatient beds Dunolly – 2 inpatient beds | **Allied Health Support for Inpatient Care** | **Central Sterilising Department** | | **Dialysis** 6 chairs | **Drug & Alcohol Detoxification** | **Maternity Services** | | **Palliative Care** | **Theatre – Same Day & Overnight** | **Post-Acute Care** | | **Pre-Admission Clinic** | **Urgent Care Centre**  4 cubicles | **Medical Imaging** | | **Aged Care** | **Residential**  Wattlerise – 45 high care beds  Avoca – 29 high and low care beds  Dunolly – 19 high and low care beds | **Respite Care** Avoca – 1 respite bed | **Transition Care Program** Dunolly – 4 beds | | **Community Services** | **District Nursing** | **Chronic Disease Management** | **Oral Health Services** | | **Housing** | **Occupational Therapy** | **Physiotherapy** | | **Speech Pathology** | **Dietetics** | **Community Health** | | **Health Promotion** | **Social Support** | **Alcohol & Drug** | | **Support Services** | **Administration** | **Building Services** | **Emergency Management** | | **Health Information** | **Hotel Services** | **Human Resources** | | **Quality & Risk** | **Staff Education** | **Student Management** | | **Finance** | **Occupational Health & Safety** | **Procurement & Supply** | |

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| **Our Vision** | |
| Changing the healthcare story with our community | |
| **Our Purpose – Connecting our community to GREAT healthcare** | |
| Connecting our community to care | * Integrating care across the continuum * Developing innovative and consumer-centred models of care * Leveraging technology to connect care and services |
| Purposeful partnerships | * Connecting with our community and consumers * Developing strategic and productive partnerships |
| Our Team | * Implementing a staff personal development program * Improving mental health and wellbeing for all staff * Becoming an employer of choice |
| Sustainability | * Completing a successful hospital redevelopment * Maintaining sustainable business as usual during hospital redevelopment * Delivering safe care and services every day and ensuring quality if is a focus before, during and after transition to the new hospital |
| **Our Values** | |
|  | We are consistently honest, trustworthy and accountable |
|  | We are fair, honest and caring to those we work with and meet |
|  | We reflect the highest standards of service and care |
|  | We do what we say we are going to do; we support each other and hold each other to account. |
|  | We share the same vision and work together to achieve our goals; we behave in a way that demonstrates our shared commitment to our values |

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| **The Position** |
| Reporting to the Chief Executive Officer, the Executive Director: Nursing and Midwifery (EDNM) is responsible for the effective and efficient leadership, support and direction of Acute, Community and Residential Services. As an integral part of the executive team the EDNM will ensure our team are supported to enact the MDHS Vision, Purpose and Strategic Direction within the overarching clinical governance framework of an integrated health service. The EDNM is also responsible for Quality Systems, supported by a team of associate directors, the quality and safety team and the MDHS leadership team to lead all aspects of quality systems, and accreditation compliance across all of MDHS. |
| **Specific Responsibilities** |
| The EDNM responsible for the professional, strategic and business leadership of Clinical and Midwifery Services within MDHS, as well ensuring the residential communities are welcoming to our community providing holistic support. This position is also directly responsible for the coordination and facilitation of the quality framework across all aspects of MDHS.  The incumbent will display the following core attributes: professional integrity and confidence, an innovative and inquiring mind, an overarching desire for business improvements, and the desire to progress development of the acute and residential services workforce through advancing practice and models of care.   1. **Specific Responsibilities:**  * Without negotiation, the EDNM will uphold and maintain the highest level of clinical and professional standards including: * Leading clinical and midwifery services. * Establishing and maintaining clinical governance and quality improvement systems. * Consumer Experience and Co-design. * Workforce. * Strategic and business planning. * Statutory reporting & financial management and maintenance of performance targets. * Accepting accountability and responsibility for their own actions within their scope of practice. * Lead clinical services across acute, residential and community health services delivering safe and compassionate healthcare. * In conjunction with executive and leadership teams, actively lead clinical governance programs, including oversight of the embedded clinical improvement program. * Embraces consumers as the core component of the service and the strategic planning and governance systems. * Provide corporate leadership across MDHS to ensure compliance with Activity Targets. * Co-ordinate service and business planning and assessment annually and as required against MDHS Strategic Directions, identified community need and Government requirements, using partnership and integrated service approaches and seeking opportunities for strategic funding and service grow. * Progress leadership development through active involvement in the MDHS Leadership Development Program (LDP) and innovative business improvement strategies that promote the MDHS vision, values and strategic direction throughout MDHS and within the community. * Operate within the clinical and corporate governance, and risk management frameworks. * Undertake activities that ensure MDHS Models of Care reflect contemporary practices and service integration including: * Lead the ongoing development and implementation of the Montessori Philosophy into MDHS Residential Communities. * Ensures all clinical based services adhere to contemporary and evidence based clinical frameworks. * Undertake workforce development strategies and actions to support current and future service needs. * Facilitate ongoing service improvement and strategic positioning of MDHS by leading innovative and collaborative decision making within the health service. * Support managers to review programs, systems, processes and practices. * Ensures all clinical managers develop quality improvement plans based on opportunities for clinical improvements. * Embed a focus on succession planning and development across clinical services. * Responsible for forwarding, in consultation with the CEO and Directors, any incidents that have the potential to end in litigation, including all adverse clinical outcomes, to VMIA. * Operate proactively and comprehensively to manage HR and IR issues in a manner that averts issues while progressing improvements and efficiencies. * Develop and effectively manage budgets across multiple cost centres, whilst anticipating and managing financial and commercial risks with utilisation of the finance management team as required. * Critically evaluates internal and external financial reporting requirements for residential services community and acute services * Exhibits strong knowledge of legislation and financial models for both residential, community and acute clinical service programs. * Actively lead clinical risk management and review in conjunction with the Clinical Risk Manager and relevant clinicians, including clinical and corporate reviews, and root cause analysis (RCA) processes as required. * Support the quality team to prepare and appropriately circulate reports highlighting audit results including RCA and clinical reviews as required to ensure all staff, Visiting Medical Officers and Specialists with MDHS have a clear understanding of the processes and achievements within MDHS. Provide feedback to clinicians on recommendations * Establish/maintain data capture and reporting to meet statutory performance and reporting requirements, and to ensure data integrity. * Objectively use information to drive innovative practice to create strategic opportunities for the health service. * Operate in a professional and collegiate manner as part of the MDHS Executive team. * Maintain Executive professional development activities to support MDHS Strategic Directions. |

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| **Organisational Responsibilities** |
| **Organisational Values**  Each staff member must demonstrate and uphold the mission and values of MDHS. This includes accepting accountability and responsibility for their actions, demonstrating a commitment to ongoing education and professional development, and working within current scope of practice.  **Promise Statements**  MDHS employee’s behaviour and actions will align with the organisations promise statements. Our promise to each other and to the wider community is that we will:   * Seek to understand you as a person, not a condition. * Care for you with compassion and kindness. * Treat you fairly and respectfully on every occasion. * Keep you safe, informed with open, honest communication.   **Equal Opportunity, Workplace Behaviours & Code of Conducts**  MDHS endorses the Victorian State Government Code of Conduct. Each staff member has the right to equal opportunity and a work environment free from any form of workplace harassment and bullying. Each staff member must adhere to MDHS Policies in this regard and participate in education and training.  Each staff member must demonstrate an understanding of appropriate behaviours when engaging with children, according to MDHS’ Child Safety Policy and Child Safety Code of Conduct.  **Quality Improvement**  Each staff member is required to participate in MDHS’ Quality Improvement programs to encourage excellence of care and ensure effective and safe use of resources.  This includes participation in appropriate staff development, training and education as required by MDHS and sharing knowledge with other staff members.  **Risk Management**  Each staff member has a duty to take a proactive role in contributing to the identification, management and reporting of risks, including near misses and hazards. Staff members who identify a risk are required to take first line action to minimise the risk and to then report it to their direct line manager for further management. All staff members are required to report any incidents that occur during the course of their duties.  **Occupational Health & Safety**  Each staff member has the right to a safe working environment and should advise their direct line manager of any risk or condition likely to result in accident or injury. Each staff member has the responsibility to take reasonable care of their own health and safety, to co-operate with OH&S policies, and to participate in appropriate safety education and evaluation activities.  **Infection Control**  Each staff member is responsible for minimising the risk of patients, residents, clients, visitors and other staff members acquiring or being exposed to infections arising from activities within the health care environment. Staff members are to support risk management strategies by adhering to the Infection Control Policy Manual Guidelines.  **Confidentiality**  Each staff member must comply with the principles of confidentiality relating to patients, residents, clients and other staff members.  Failure to observe this requirement may be regarded as misconduct warranting termination and incur liability to penalty pursuant to Section 141 of the Health Services Act, 1988.  **Pre-Employment Security Screening**  All new staff members are required to undergo a criminal history check prior to commencement and then again every three years.  A valid Employee Working With Children Check is also required for all positions.  A NDIS Screening Check is required for this position.  **No-Smoking Policy**  To ensure a healthy and safe work environment for our staff, volunteers, patients, residents, clients and visitors, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle. |
| **Key Selection Criteria** |
| **Qualifications / Experience**   1. Post-graduate qualifications in Management. 2. Registration with the Australian Health Practitioners Regulation Agency (AHPRA)   **Specialist Expertise**   1. Developed knowledge of and experience with Activity Based Funding and Residential Funding. 2. Working knowledge of health accreditation standards inclusive of National Standards and Aged Care Quality Standards. 3. Practical, analytical and logical problem-solving skills, with the ability to undertake business and performance analysis and implement relevant strategies in response to findings. 4. Ability to set standards, targets and objectives, and to achieve those by influencing the performance of others. 5. Demonstrated ability to effectively build a team and manage staff. 6. Proven ability to operate and enhance the culture of no blame. 7. Proven relevant experience including the ability to embed excellence within the organisation.   **Personal Qualities**   1. Highly developed verbal and written communication skills. 2. Capacity to work independently and as an effective team member, ensuring the delivery of agreed outcomes within specific timeframes. |

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| **Additional Information** |
| * All MDHS staff are required to carry out lawful directions as outlined above or delegated to them. The work to be performed – and where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association – is set out in this position description. * This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. * This Position Description may be amended and activities added or removed.as the need arises. Any such amendments will be made in consultation with the relevant staff member/s. * A Performance Review will be conducted at 30-days, three months and six months and then annually. The purpose of performance reviews is to facilitate communication between a staff member and their direct line manager to discuss and review tasks, goals, expectations and progress. * All staff members are required to participate in mandatory corporate training. |
| **Acceptance** |
| I understand, agree to and accept the role as outlined in this position description.   |  |  | | --- | --- | | Staff Member’s Name (please print) |  | | Staff Member’s Signature |  | | Date |  | |