



KOOWEERUP REGIONAL HEALTH SERVICE POSITION DESCRIPTION

Position Title:	Director of Nursing
Award Classification:	Campus DON of Group 8D Campus – NM8D
Award/Agreement Name:	Nurses and Midwives (Victoria Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020-2024
Current Effective Date:	January 2022
Implemented:	June 2016
Reports To:	Chief Executive Officer

1. ORGANISATIONAL INFORMATION

Kooweerup Regional Health Service (KRHS) is located in the southern section of the Cardinia Shire in Victoria. The Health Service provides a range of services including Acute Medical, Early Parenting, Palliative Care, Emergency Respite and Aged Care through its Hostel and Nursing Home. Ambulatory Care Services are provided including: District Nursing, Allied Health, Home based Aged Care. A range of HACC / CHSP, Community Education and Health Promotion Activities in partnership with other agencies are also undertaken. Consulting Rooms for Visiting Specialists and a General Practitioner Clinic are also onsite.

Our Vision

- A healthier community.

We Value

- Accountability.
- Integrity.
- Respect and Individual Care.
- Professionalism.
- The development of a partnering between ourselves, the Community and Government.

Kooweerup Regional Health Service strives to make it easier for people to access our services and understand health information. Staff are regularly informed about health literacy, including the importance of using plain language when speaking or writing to consumers.

Our work at KRHS is based on respectful relations, equality, diversity and inclusion. As an Equal Opportunity Employer KRHS does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, disability, national origin. All employment is decided on the basis of qualifications, merit, and business need.

2. POSITION SUMMARY

Reporting to the Chief Executive Officer (CEO), the Director of Nursing (DON) is an executive position that is responsible for the leadership, management and strategic development of the residential aged care (including Respite and Transition Care Program), acute care and education programs, as well as the professional leadership of Nurses and Midwives at KRHS.

As a member of the Executive Management Team, the DON will work collaboratively with the CEO and other Executive members to provide a high level of leadership, strategic planning and organisational decision making in line with the strategic direction, vision and purpose of KRHS.

The DON is operationally responsible for the efficient and effective management of the following functions/departments:

- Residential Care (including Aged Care & Community Respite and Transition Care Program)
- Acute
- Nursing Administration
- Education, Learning and Development (inclusive of Graduates/Students)
- Palliative Care
- Infection Control
- Pharmacy
- Emergency

3. QUALIFICATIONS, TECHNICAL SKILLS AND EXPERIENCE

Mandatory

- Bachelor qualified Registered Nurse with current registration listed with the Australian Health Practitioner Regulation Agency (AHPRA)
- Senior Management experience
- Extensive and varied clinical nursing experience

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- Valid NDIS Worker Screening Check and Clearance
- Advanced understanding and familiarity with health care Accreditation Frameworks and their relationship to the business of the health service.
- Current Driver's Licence.

Desirable

- Post graduate qualifications, preferably at Masters level, in health management

4. KEY SELECTION CRITERIA

- Significant, recent experience in health service leadership and people management, including motivational team development and change management
- Demonstrated clinical leadership, with sound knowledge of current best practice in residential and community aged care, acute and transition care settings
- Demonstrated knowledge of relevant legal, ethical and compliance requirements of a small rural health service
- Demonstrated knowledge of relevant statutory obligations and experience in policy development to ensure safe, high-quality care
- High level strategic planning skills with experience in implementation of strategic priorities
- Demonstrated experience in effective financial management at a Directorate level
- High level interpersonal communication skills and significant stakeholder management experience
- Highly developed organisational skills and demonstrated ability to think strategically, establish work priorities and manage time.
- Demonstrated commitment to professional development, encompassing quality improvement

5. KEY RESPONSIBILITIES

Corporate/Organisational Development

- Contribute to the development of a positive culture of high quality safe and adaptable care that creates better consumer outcomes
- Provides leadership for change processes and co-ordinated responses to emerging service and workforce needs.
- Actively participate in Board of Management Meetings and relevant Sub Committees.
- Positively promote KRHS to internal and external stakeholders
- Contribute to development, implementation of and reporting against the KRHS Operational, Quality and Risk Management Plan (OQR)

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- Facilitate timely achievement of all strategies for the Strategic Plan relevant to the position
- Conduct departmental meetings as required; actively participate in required meetings and committees as per Committee Structure
- Represent KRHS at relevant external meetings as required.
- Perform other duties reasonably required as directed.

Human Resources Management

- Ensure staffing profile and resource management to provide safe high-quality care and positive consumer experience.
- Build leadership capacity of direct reports.
- Cultivate productive working relationships by valuing individual differences and diversity; facilitating cooperation and partnerships and guiding / coaching people.
- Actively drive a performance-based culture that aligns with the KRHS Vision, Purpose and Values.
- Develop capability of direct reports to ensure effective staff management in accordance with relevant KRHS Strategic Objectives as well as relevant policies, procedures and legislative requirements.
- Lead the management of nursing services, particularly in relation to credentialing, workforce planning and performance management and reviews
- Develop & maintain effective lines of communication with team members including conducting meetings with staff.
- In conjunction with direct line managers, proactively manage recruitment and retention in line with agreed budget parameters, having consideration for appropriate skill mix and patient safety and care.
- Provide leadership in the management of staff performance through provision of feedback (both formal and informal) and the formal Performance Development Review process ensuring timely investigation and resolution of inappropriate behaviour, incidents and complaints by staff.
- Ensure all staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination.

Quality and Risk

- Facilitate appropriate clinical governance of all aspects of Nursing at KRHS and other clinical services within Directorate.
- Facilitate a positive risk culture
- Ensure consumers are represented in all aspects of service planning and development and Quality activities.
- Actively develop, implement and promote a culture of continuous Quality Improvement at KRHS.
- Ensure Directorate's compliance with the relevant quality standards, including the ongoing review and monitoring/auditing of systems

and procedures to ensure they align with the relevant quality standards to support accreditation processes.

- Actively participate in the maintenance of relevant policies and procedures to ensure best practise.

6. LEADERSHIP AND MANAGEMENT

All employees will act according to corporate policies, delegated authority (as per KRHS Instrument of Delegation) and instructions of the governing body which reflect the values and goals of the organisation.

Employees will adhere to all legislative requirements and health service policies, ensuring effective and appropriate service provision.

7. OCCUPATIONAL HEALTH AND SAFETY

Each employee has the right to a safe working environment. Each employee has the responsibility 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
- comply with safety instructions in their work environment and to familiarise themselves with KRHS OH&S procedures
- participate in appropriate safety education and evaluation activities and seek guidance about new or modified work procedures.
- 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 your direct reports and support the actions contained in KRHS OH&S policies.

8. TRAINING AND DEVELOPMENT

All staff have a responsibility to undertake their own professional development and actively participate in the education of others. Each employee is required to successfully complete mandatory competencies in line with the Compulsory and Core Training Policy.

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. Inter-professional education is strongly encouraged and supported and is integral to a small rural health service.

9. SAFETY AND QUALITY

KRHS is assessed under the National Safety and Quality Health Service Standards and the Aged Care Quality Standards. To remain committed to Quality and Safety in Healthcare it is required that staff actively participate in continuous improvement through Quality Improvement Activities within the Healthcare Service. Staff are required to contribute to the development and maintenance of the KRHS Risk Management Framework and apply the framework to identify, evaluate and minimise exposure to risk.

KRHS ensures consumer safety through working together in partnership towards the delivery of comprehensive care. Comprehensive care is the coordinated delivery of total health care required or requested by a consumer. This care is aligned with the consumer's expressed goals of care and identified healthcare needs, this also considers the impact of the patient's health issues on their life and wellbeing and is clinically appropriate.

10. INFECTION CONTROL

An effective, integrated organisation-wide Infection Control Program is dependent upon the support, recognition, motivation, commitment and integrity of every staff member. All staff members have a responsibility to maintain infection prevention and control knowledge levels commensurate with the requirements of the position description and to adhere to the organisation's Infection Control Prevention and Control policies and procedures at all times.

11. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. All KRHS employees are required to comply with the provisions of the Health Information – Use and Disclosure, Privacy Policy and the Privacy/Confidentiality of Use of Patient/Resident Information Policy. Staff are bound by the Information Privacy and Data Protection Act 2014 and the Health Records Act 2001.

12. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity Policies and Procedure of the Health Service. Discriminatory practices, including sexual harassment are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

13. SUSTAINABILITY

KRHS is a member of the International Hospitals Health Promoting Network and Global Green and Healthy Hospitals. We have adopted a philosophy of environmental sustainability to reduce our ecological footprint and integrate consideration of the environment into all our decision making and activities.

All staff have a responsibility to use resources responsibly and sustainably.

14. PERFORMANCE DEVELOPMENT

A Performance Development Review will occur three months from commencement and then annually on the basis of the duties and responsibilities outlined in this Position Description and as per agreed targets and objectives. Objectives (including training and development needs) will be developed annually, documented, discussed and agreed with your Manager.

Where relevant you are to provide evidence that your AHPRA / professional body education requirements have been met at your review.

15. HEALTH PROMOTION

It is every staff member's responsibility to ensure that consumers are able to access services and support that are underpinned by a primary health and health promotion approach.

Where appropriate, you will contribute to the health services Health Promotion initiatives including participation in health education and health promotion activities to support a social inclusion/social model of health approach.

16. CODES OF CONDUCT AND VALUES

KRHS employees are required to observe the Victorian Public Sector Commission Code of Conduct (all staff) which promotes adherence to the values prescribed in the Public Administration Act 2004. This Code prescribes standards of required behaviour and should be read in conjunction with this document.

Aged Care Code of Conduct (in scope staff) which aims to improve the safety, health, wellbeing and quality of life of Aged Care consumers.
NDIS Code of Conduct (in scope staff).

Child Safe Code of Conduct (in scope staff) which supports the safety, participation, wellbeing and empowerment of children.

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Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

STAFF MEMBER STATEMENT:

I,

Agree to undertake the duties as specified in the position description, and accept the appointment in accordance with the responsibilities stated above.

As an occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of the organisation's policies and procedures.

Signature: _____ Date:/...../.....
Director of Nursing

Signature: _____ Date:/...../.....
Chief Executive Officer