

**APPLICATION FORM**

**Acting Director Clinical Services**

**Heywood Rural Health**



**[Complete the grey sections in the form below and return via email in Word format]**

Summary Details

|  |  |
| --- | --- |
| Name |  |
| Postal Address |  |
| Mobile |  |
| Confidential Email |  |
| How did they hear about job |  |

**[Provide summary details of your 5 most recent positions]**

Recent Work History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Role/Title | Organisation | Start Date | Finish Date | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

**[Please provide the details of the professional qualifications you are claiming as part of your application. You may be required to provide verification of these at a later point in the recruitment process]**

Formal Qualifications

|  |  |  |
| --- | --- | --- |
| Qualification/degree | University/Institution | Year attained |
|  |  |  |
|  |  |  |
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|  |  |  |

**[Please complete the following sections summarising your recent professional experience. Examples have been provided in red to give you some guidance on the type of information and length of response being sought]**

Summary of Recent Experience

|  |  |
| --- | --- |
| Brief description of your experience working in the health sector | 25 years broad experience in both public and private sector in Victoria and also NHS as a clinician (registered nurse) and manager. |
| Brief description of your career Executive and Management experience | 6 Years executive experience as the Director of Clinical Services in two Victorian Public Health Services.  Both roles required monthly Board reporting as well as having strategic and service planning responsibilities.  18 months Acting COO experience where I oversaw medical and subacute bed-based services  8 years Surgical Services Coordinator (with Acting COO experience during periods of leave for my manager)  3 Years NUM experience orthopaedics unit  Also, between 2010 and 2022 I have been a member of two local sporting clubs and also a Small Rural Health Service |
| Provide details of the extent of your recent budget delegations and staffing responsibilities | Operational responsibility for $30M budget.  5 Direct reports  EFT approx. 190  On track to return a small deficit, remedial measures in place. |
| Involvement in organisational committees (nature of role and length of time) | Member Clinical Governance Committee, 2020-current  Chair Community Engagement Committee 2023-24  Executive Sponsor for redevelopment of Aged Care Facility $13M capital project -2021-2023 |
| Involvement in health sector committees (nature and length of time) | Chair Regional DCS Committee 2022- current  VHIA EBA working party – Nurses EBA 2023-24 |

Professional Registration/ Memberships

|  |  |
| --- | --- |
| Professional body |  |
| Registration /Membership Type |  |
| Registration /Membership Number |  |

|  |  |
| --- | --- |
| Professional body |  |
| Registration /Membership Type |  |
| Registration /Membership Number |  |

Pre-Requisite Selection Criteria

|  |  |
| --- | --- |
| APHRA Registration Number | Yes / No / Not Applicable |
| Relevant Tertiary Qualifications | Yes / No |
| Current Driver’s License | Yes / No |
| Current Police Check | Yes / No / Can obtain |
| Current Working with Children’s Check | Yes / No / Can obtain |
| NDIS Worker Screening Check | Yes / No/ Can obtain |
| Required vaccinations as mandated including Covid Vaccination | Yes /No / Can obtain |

Recruitment Process

|  |  |
| --- | --- |
| Video interview. If requested, I am willing to complete a video Interview for the position. |  |
| If selected, I am available to attend a formal interview in person. |  |
| I understand that I may be required to provide 3 referees should I be Identified as a preferred candidate for the position. |  |
| I understand that I may be required to verify both my personal Identity details and the formal qualifications I am claiming as part of my application. |  |