



Position Description – Director of Nursing

Vision: A Healthy Community in the Edenhope District

Mission: To competently care for our community with best practice health services
To model best practice rural health care in Australia from a robust foundation primed for growth.
To embrace innovation in all aspects of our work

Values:

<u>Respect</u> For patients For staff For community	<u>Pride</u> In our work In our facility In our people	<u>Excellence</u> In health services In Administration In Governance	<u>Accountability</u> For quality and Sustainability
--	---	---	--

Position Description: Director of Nursing

Award: Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2012-2016

Classification: Grade 7 – 50-100 beds

Positions reporting to this Position:

Registered Nurses, Enrolled Nurses, Diversional Therapist, Personal Care Assistants, Volunteers

Responsible To: Chief Executive Officer

Hours of Work: Full time 76 hours per fortnight including ADO
Monday to Friday

Qualifications:

Mandatory

- Registered Nurse with current Australian Health Practitioner Regulation Agency (AHPRA) Registration
- Appropriate post-graduate qualification in a relevant area, this may include Business Management, Health Administration, Aged Care, Quality and Risk Management.
- Senior Leadership and Management Experience.
- A competent level of computer literacy
- Current Victorian Drivers Licence

Position Description – Director of Nursing

Desirable

- Experience in or understanding of rural nursing needs.
- Experience in Aged care and an understanding of ACFI, Aged care Act and accreditation requirements.

Major Duties

1. Provide high-level clinical leadership and service development within the organisation.
2. Provides leadership to ensure compliance with local, state and federal regulations and nursing practice standards.
3. Develops and maintains appropriate staffing levels within the framework of the hospital budget, and current EBA.
4. To be responsible for financial management of the budget where it relates to direct care in acute and aged care.
5. Ensure understanding and adoption of EDMH values by staff in all areas of responsibility with attention to customer service, teamwork and community relations.
6. To promote and model the public sector values and the hospitals client focused service philosophy.
7. Service Planning and Review – develop realistic operational management plans that reflect the strategic direction and performance objectives of the organisation.
8. Quality and Risk Management – ensure a systems approach to clinical safety, quality improvement and risk management is maintained.
9. Human Resource Management – ensure employment processes are followed in recruitment, selection, appointment and promotion of staff that comply with legislative requirements, public sector employment principles and organisational policy.
10. Workforce Planning and Development – develop workforce capacity and maintain appropriate staff skill mix and competence to meet future service needs.
11. Performance Management – Ensure a human resource management approach that promotes the public sector employees code of conduct, supports the provision of quality care, sets clear accountabilities, addresses performance deficiencies and provides a harmonious working environment for staff.
12. Financial Management- Actively participates in the development of annual service budget, optimises management of revenue streams, monitors ongoing budget performance and seeks ongoing efficiencies.
13. Legislative Compliance – understands and manages the delegation of responsibility for achieving full compliance with all relevant areas of legislation ensuring adequate documentation and reporting is maintained.
14. Policy Development – ensure appropriate policies and evidence based clinical practice guidelines are available.
15. Facility and Equipment Management – understands the systems and equipment within the organisation.
16. Community Relations – participate in the promotion of services and achievement and actively encourage community input.
17. Is responsible to ensure that the Drugs and Poisons plan is adhered to and ensures the recording and safekeeping of all drugs in accordance with the statutory requirements.

Selection Criteria

1. A history of effectiveness in a health service management or senior clinical role.
2. Proven skills and capability in clinical and business aspects of the role. Familiarity with relevant funding streams such as ACFI.
3. Understand of health service governance and reporting requirements.
4. Demonstrated understanding of the accreditation process in particular aged National Standards and Aged Care Standards.
5. Well-developed interpersonal skills, including leadership, communication (both written and verbal) and conflict resolution with a demonstrated ability to manage staff in a positive manner.
6. Clear understanding of the professional, ethical, legal and industrial responsibilities relevant to the position.
7. Project management skills
8. Has qualifications appropriate to the position
9. Well-developed computer skills.

Additional Conditions:

In accordance with current legislation the employee must undertake a Police Check and Working with Children Check if applicable. Employment dependent on satisfactory checks

Note to all employees

- You must work within the policies, procedures, guidelines and directives of EDMH.
- You must participate in the EDMH risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- You must ensure that the affairs of EDMH, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law.
- 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.
- A Performance Review will occur within three (3) months of commencement, then annually taking account of the key roles and responsibilities outlined in this Position Description. In addition to reviewing performance (individual and work team), this annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead.

Position Description – Director of Nursing

Agreement:

I have read, understood and agree to comply with this position description

Employee Name.....

Employee Signature.....

Date / /

Chief Executive Officer Name.....

Chief Executive Officer Signature.....

Date. / /

A signed copy is to be provided to the employee and original filed in HR Personnel file.