



Position Description – Primary Health Manager / Nurse Unit Manager

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:

Respect
For patients
For staff
For community

Pride
In our work
In our facility
In our people

Excellence
In health services
In Administration
In Governance

Accountability
For quality and
Sustainability

Position Description: PRIMARY HEALTH MANAGER & NURSE UNIT MANAGER

Award: Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Administrative Officers) Enterprise Agreement 2011-15
And/OR Nurses and midwives (Victorian Public Health Sector) (Single Interest Employers) enterprise Agreement 2012-2016.

Classification: Dependent on qualifications

Positions reporting to this Position: Medical clinic staff, social Worker, Community Health Nurse, District Nurses, Registered Nurses, Enrolled Nurses, PCW's Planned Activity Group, visiting Allied Health contractors.

Responsible To: Chief Executive Officer; Director of Nursing

Qualifications: Minimum Bachelor Degree in Health Science or a relevant Allied Health discipline; Registered in the category of Registered Nurse by the Nursing and Midwifery Board of Australia and AHPRA; and business management skills and experience in a senior health management role

Key Responsibilities and Duties

PRIMARY HEALTH DUTIES

1. Management of Primary Health division at strategic and operational levels; including review of services provided, benchmarking with other similar organisations, expanding primary health profile, day to day management of primary health services and staff.
2. Develop and maintain strong working relationships with all stakeholders, both internal and external, who may contribute to enhancing primary health services within the region.
3. Management of Primary Health compliance activities, reporting deadlines and accreditation requirements
4. Actively seek additional grants for expanding primary health services; with collaborative planning and submission writing with stakeholders, effective project management and timely reporting and evaluations.
5. Manage the budget for the primary health division.
6. Contribute to Executive management of the organisation through collaborative planning, reviews, evaluation and peer support.
7. Support the organisation's strategic plan and work to achieve its goals including; developing and monitoring an operational plan for the primary health division, addressing the strategic risks identified by the Executive team.
8. Act as a resource person encouraging leadership, improvement, accountability and problem solving among staff, as well as fostering collaboration across the organisation.

CLINICAL DUTIES

1. Deliver quality nursing care to patients as appropriate and actively promote the quality principles.
2. Direct nursing care given by other personnel to ensure adherence to nursing care plans.
3. Assume a clinical co-ordinating role within the facility.
4. Ensure all nursing and non-nursing practices are consistent with established policies and protocols.
5. Liaise with health service partners e.g. Medical Practitioners, patients and their families, and other significant groups or individuals to assist in determining optimal clinical care for patients.
6. Participate in ensuring all standards of practice, policies, protocols and procedures are developed to specified standards.
7. Participate in organisational committees where appropriate.
8. Maintain competencies related to nursing practice and Occupational Safety and Health.
9. Act as a resource for clinical matters and actively ensure the continuum of care from and including admission to discharge.
10. Provide ongoing education and health promotion/prevention with clients of the region.
11. Triage patients presenting to the Urgent Care Department in accordance with ATS guidelines.
12. Provide advanced emergency and critical care nursing duties to meet individualised patient requirements.

RESOURCES MANAGEMENT DUTIES

1. Take on a leadership role and maintain a team of health care providers to maximise quality patient care.
2. Act as a role model for all subordinate staff.
3. Assist the Director of Nursing with management issues when required.
4. Assist with rostering, and ensure staffing levels are appropriate on a daily basis.
5. Ensure cost effectiveness of material resources utilisation.

6. Ensure security and safety requirements are observed in accordance with Edenhope and District Memorial Hospital (EDMH) policies and procedures.
7. Other duties as required

Selection Criteria:

1. Proven ability of creating work efficiencies, and initiating and evaluating quality improvement and best practice projects
2. Demonstrated advanced clinical knowledge
3. Demonstrated advanced skills in strategic and business planning processes, clinical planning and decision making
4. Demonstrated effective skills in leadership, communication, team building and conflict resolution
5. High quality analytical, oral and written communication and interpersonal skills; and the ability to liaise with staff in a multi-disciplinary setting
6. Ability to establish standards, guidelines and principles in relation to the responsibilities of the position
7. Demonstrated computer information communication technology skills and ability to use a variety of software
8. Demonstrated understanding of Equal Employment Opportunities (EEO), Occupational Health and Safety (OHS) and demonstrated knowledge and of Continuous Quality Improvement

DESIRABLE

1. Possession of a postgraduate qualification relevant to Clinical Nursing, Clinical Education and/or other postgraduate certificates in Nursing; Emergency, Critical Care, Management.
2. Experience and skills in financial management and a working knowledge of primary health funding principles including preparation of Grant submissions and project management;
3. Knowledge of current health issues and the organisational culture of rural health services.

Additional Conditions:

Appointment is subject to:

- Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement.
- Completion of a 100 point identification check
- Successful National Police Check
- Evidence of current Working with Children check

Edenhope & District Memorial Hospital (EDMH) employees:

- Are required to work within the policies, procedures, guidelines and directives of EDMH.
- Are required to 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.
- Are required to provide evidence of vaccination (or are absolved for documented medical reasons) against vaccine preventable diseases (VPD: Hepatitis B, Measles, Mumps, Rubella, Pertussis and

Varicella and annual Influenza vaccines) or evidence that they are not susceptible to VPDs; to help protect our patients, staff, and the wider community.

- Are required to ensure that the affairs of EDMH, its patients, clients and staff remain strictly confidential and are not divulged to any third party, sent electronically or divulged outside the facility, 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.

Agreement:

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

Employee Name.....

Employee Signature.....

Date / /

Executive Manager Name.....

Executive Manager Signature.....

Date. / /

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

Approved: CEO – 27 December 2017
Next Review: Feb 2018