



West Wimmera Health Service

Position Description

Position:	Director of Nursing – Kaniva Hospital
Location:	Based at Kaniva
Reporting to:	Executive Director of Clinical Services
Division:	Clinical Services
Award:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 – 2024
Level:	RN65 – Campus Director of Nursing of Group 8D Campus – NM 8D

Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service. We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometer region, which is home to nine rural townships including Nhill, Goroke, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

Our Values

Total Care

Delivering care that is safe, effective and person-centred, always

Safety

Providing a safe workplace and services free from avoidable harm

Unity

Working well together in a great place to work

Accountability

Doing the right thing by our stakeholders and ourselves

Innovation

Using our imagination - if there's a better way we will find it

Our Strategic Directions:

Strategy One	Empower our community to live their best life
Strategy Two	Invest in population health
Strategy Three	Build partnerships for healthier communities
Strategy Four	Harness technology and innovation
Strategy Five	Strengthen our workforce capacity

Position Relationships:

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none">• Employees• Managers• Executive Director• Volunteers• Students• Visiting Medical Officer's• Specialists and Consultants	<ul style="list-style-type: none">• Community• Consultants• Consumers• Visitors

Position Overview:

The Director of Nursing provides leadership and management skills to lead the clinical team which will ensure the provision of quality and safe care for patients and residents. The Director of Nursing will have strong communication and interpersonal skills to lead the clinical staff and engage with all stakeholders.

Key Selection Criteria

Essential:

1. Eligible for registration as a Registered Nurse with Nursing and Midwifery Board of Australia.
2. Demonstrated effective communication, interpersonal and organisational skills.
3. Excellent clinical management and leadership experience.
4. Excellent understanding of the Aged Care Quality Standards (*aged care facilities*) and National Safety and Quality Health Service Standards (*acute and community care facilities*).
5. Sound knowledge of current aged care funding requirements.
6. Commitment to continuous improvement and the delivery of a high standard of customer service.

Desirable:

7. Hold or working towards a tertiary qualification in management.
8. Post Graduate qualification.

Pre-Requisites for Employment:

9. Worker screening clearance – police check, working with children check and NDIS Worker Screening Check (Applicable to disability support and service providers only).
10. Fully vaccinated for COVID-19 as per current Department of Health Directive.
11. Victorian Driver's License.

Key Responsibilities:

- To ensure the health service delivers quality services at all times.
- To continuously improve health service delivery through effective management of the facility.
- Handle all supervisory duties of the unit, overseeing Registered Nurses, Enrolled Nurse and Health Care Workers.

Statement of Duties

Professional Practice:

The Director of Nursing will:

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc.) and actively promote compliance to any such standards and legislation.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attend all required staff meetings and trainings.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.
- Recognise, respond and escalate changes in the patient's condition.
- Set work schedules, delegate assignments, assign tasks and evaluate employee job performance, as well as disciplining employees who do not fulfill their job requirements or provide inadequate patient/resident care.
- Mentor less experienced nurses, offering clinical and career advice.
- Provide guidance to students participating in work experience programs.
- Set goals and standards for the unit, applying evidence-based standards and health care research.
- Monitor patient/resident care to ensure it meets the facility's standards, and review resident records to analyze the effectiveness and efficiency of the care provided by the unit.
- Monitor overall care, reviewing individual patient/resident's cases, especially if it is complicated or if the patient/resident is not responding to treatment.
- Respond appropriately to consumer feedback.
- Oversee the facility budgets and monitor expenditure.
- Ensure the facility has adequate material resources.
- Responsible for human resource management, inclusive of staffing levels, recruitment, skill mix and leave allocation.
- Attend all clinical meetings and trainings as required.
- Any other associated duties as delegated by the Executive Director Clinical Services at any time.

Quality, Safety and Risk Management:

- Ensure staff compliance with mandatory education competencies by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers and colleagues.
- Lead and participate in relevant quality improvement activities for the facility and the Service.
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations. Actively work with staff to effectively manage risks.
- Ensure you are aware of the West Wimmera Health Service's emergency procedures.

Communication:

- Maintain a professional approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication as a representative of West Wimmera Health Service.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.

Appraisal:

- Initial appraisal – 6 months after appointment
- Thereafter – 12 monthly.

Certification:

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

Authorised By Executive Director Clinical Services	
Name:	
Signature:	Date:

Position Incumbent Name:	
Signature:	Date: