



WWHS

West Wimmera Health Service

Position Description

Position:	Director of Nursing - Nhill
Location:	Based at Nhill, but may be required to work across all sites as mutually agreed upon
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:	RN67 – Campus DON of Group 8C campus

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, Gorokey, 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">• Chief Executive Officer• Employees• Managers• Directors of Nursing (Colleagues)• Executive Directors• Visiting Medical Officers• Specialists• Radiographers• Patients• Residents• Volunteers	<ul style="list-style-type: none">• Consultants• Regional Colleagues/Organisations• Consumers• Community• Visitors

Position Overview:

The position will ensure effective and sustainable operational performance through effective leadership, team management and continuous quality improvement to ensure the provision of quality and safe care for patients and residents.

The Director of Nursing – Nhill, will have strong communication and interpersonal skills to lead the clinical staff and engage with all stakeholders whilst meeting all regulatory, accreditation compliance and legislative requirements.

Key Selection Criteria

Essential:

1. Registered Nurse with current AHPRA registration.
2. Demonstrated experience in senior clinical nursing management.
3. Demonstrated effective interpersonal, communication and organisational skills
4. Excellent analysis, reporting, writing and computer skills.
5. Strong motivation and ability to manage change
6. Demonstrated understanding and application of best practice Human Resource principles and systems including performance management

Desirable:

7. A minimum of 5 years senior nursing experience as a Nurse Unit Manager or equivalent.
8. Hold or working towards a tertiary qualification in management.

Pre-Requisites for Employment:

9. Worker screening clearance –NDIS Worker Screening Check.
10. Provide evidence of vaccinations as mandated by the Department of Health and or where appropriate serology to indicate immunity.
11. Victorian Driver's License.

Key Responsibilities:

- To have processes in place to maintain quality services are delivered, optimising the standard of care provided.
- To continuously improve health service delivery through effective clinical management in Nhill, whilst supporting the clinical teams at Kaniva, Rainbow, Jeparit, Natimuk and Rupanyup.
- Effective Human Resource management – coordinate clinical recruitment for Nhill, with the Nurse Unit Managers and assist with recruitment at Kaniva, Rainbow, Jeparit, Natimuk and Rupanyup.
- To enhance the organisational corporate capability and culture.
- To strengthen relationships with customers, consumers and stakeholders to enhance the image of the Health Service.
- Deputize for the Executive Director Clinical Services as required.

Statement of Duties

Professional Practice:

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own professional development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role and actively promote compliance to any such standards and legislation.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Be a clinical representative for Nhill Hospital (incorporating the Acute Ward, Operating Theatre and Iona Digby Harris Home), on local and key organisational committees.
- Attend Nhill Clinical staff meetings.
- Assist in the recruitment of appropriately skilled clinical staff for Nhill Hospital and across the organisation as required
- Participate in the Workplace Implementation Committee meetings for the relevant Enterprise Agreement.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.
- Develop and implement objectives for nursing services within the clinical division.
- Develop in conjunction with the Executive Director Clinical Services strategies for implementation of changes to service provision, reflecting external requirements and standards.
- Actively participate in monitoring the delivery of direct care to patient/resident, ensuring care is providing within the nursing resources available. Ensure care planning and discharge planning is appropriate and timely.
- Participate in the Clinical Review process for ISR 1 and 2 incidents in Nhill.
- Ensure that Clinical policies and protocols are maintained, practiced and reviewed as required. Delegating review to the most appropriate Clinician.
- Initiate, maintain and promote nursing research, which will ultimately improve the quality of nursing care provided.
- Encourage staff to participate in appropriate professional activities.
- Provide leadership, direction and advice to Nurse Unit Managers in relation to the performance management, in conjunction with the Manager of People and Culture if appropriate.
- Develop strategies in conjunction with the Executive Director Clinical Services to meet expenditure budget expectations for operating and capital purposes.
- Ensure that nursing documentation is reviewed to maintain legal and policy guidelines.
- Maintain a level of clinical skills appropriate to direct and assist other nursing staff, when issues occur.
- Any other associated duties as delegated by Executive Director Clinical Services at any time.

Quality, Safety and Risk Management:

- Participate in the preparation of self-assessments, gap analyses and evidence collection for accreditation surveys that relate to the Aged Care Quality Standards and the National Safety and Quality Health Service (NSQHS) Standards.
- Monitor compliance with mandatory education competencies 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.
- Participate in relevant quality improvement activities as directed by the Executive Director Quality and Safety
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.
- Ensure you are aware of the West Wimmera Health Service’s emergency procedures.

Communication:

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

Appraisal:

- Initial appraisal – 3 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 of Clinical Services	
Name:	
Signature:	Date:

Position Incumbent Name:	
Signature:	Date:

Prompt Doc No:		
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