



West Wimmera Health Service

Position Description

Position:	Director of Nursing – Rupanyup
Location:	Based at Rupanyup
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:	NM 8D – Director of Nursing of Group 8D 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 Purpose – *Great care, every person, every time.*

Our Strategic Goals

Our people – Inclusive, Respectful, Productive

To be a great place to work where everyone contributes and everyone belongs.

Our Care – Safe, effective, Innovative

To fully embrace new technologies and processes that enable world class rural healthcare.

Our Community – Connected, Informed, Healthy

To be fully engaged with the communities we serve, supporting people to live longer, healthier and happier lives.

Our Future – Environmentally Responsible, Economically Secure

To maintain financial sustainability and develop an Environment, Social and Governance (ESG) strategy to align with the Service's operations with established ESG principles.

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.

West Wimmera Health Service acknowledges the Wotjobaluk, Jaadwa, Jadawajali, Wergaia and Jupagalk Nations as Traditional Owners of country and pay our respects to Elders past and present.

We celebrate, value and include people of all backgrounds, genders, sexualities, cultures, bodies and abilities

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 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 Nurses 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 resident/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.

- Demonstrated capacity to effectively give and receive constructive feedback and/or criticism.
- Demonstrated capacity to effectively manage conflict at a personal level and to appropriately escalate matters beyond a personal level.
- Establish, develop and maintain trust and confidence with line managers and direct reports.
- Work effectively consistent with policies and procedures to and agreed performance and behavioural expectations.

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. NDIS Worker screening clearance.
10. Working with children check.
11. Vaccinated for COVID-19.
12. Influenza vaccination.
13. Australian Driver’s License.

Internal Direct Reports:

Nil

External Direct Reports:

Nil

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: