



West Wimmera Health Service Position Description

Position:	Assistant Director of Nursing (ADON)/After Hours Coordinator
Location:	Based at Nhill but responsibility for all sites at WWHS, after hours.
Reporting to:	Director of Nursing-Nhill
Division:	Clinical Services
Award:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020-2024
Classification:	NM 5A (8A campus-ZC1)-above award
Employment type:	Permanent, Full-time, Part-time or Casual
Hours per week:	136 hours per week
Direct reports:	Nil
Date:	May 2024

Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service (WWHS). 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 kilometre region, which includes Nhill, Jeparit, Kaniva, Rainbow, Goroke, Rupanyup, Murtoa, Minyip and Natimuk.

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 2 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 4 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">• Executive Directors (including on-call)• Directors of Nursing• People & Culture Manager• Managers• Employees• Medical staff, including Medical Director• Allied Health staff	<ul style="list-style-type: none">• Grampians Health Bed Managers/After Hours Coordinators• ANMF• ARV• PIPER

Position Overview:

The Assistant Director of Nursing (ADON) role:

- Is the senior nurse leader on site after hours and the senior resource for escalation of matters that may impact clinical care.
- Has primary responsibility for site specific emergency response, after hours.
- Supports the delivery of evidence based clinical care and quality patient outcomes by promoting professional nursing standards that align with WWHS policy and procedure.
- Provides leadership, mentorship and guidance to all WWHS staff.
- Facilitates a safe environment for patients, residents, visitors and staff.
- Has responsibility for the leadership and management of designated portfolio's as allocated by the Director of Nursing-Nhill. (including rostering, quality).

Local work environment

- The position is located within Clinical services and provides support to the Nursing Executive, Managers and staff at WWHS. The role liaises across all disciplines and areas of each site, and operates within the existing Quality improvement, Risk Management, Clinical governance and Human Resource frameworks.

Statement of duties:

Professional Leadership/Quality, Safety & Risk management

- Is the Senior Nursing professional and clinical leader role-modelling exemplary professional practice and conduct.
- Provides leadership and management to all sites after hours with an emphasis of continual improvement, risk management and the provision of high quality patient/resident care.
- 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, including handover TEAMS huddles with relevant stakeholders
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.

- Provide support for staff faced with ethical dilemmas and assist staff in dealing with complex patient and family issues including challenging behaviours and the resolution of conflict.
- As the senior nurse participates in the strategic planning, delivery and evaluation of clinical services as required
- Responsible for fostering a positive team culture, a safe working environment and the effective utilisation of resources, whilst supporting WWHS to drive change and implement continuous service improvements.
- Recognise, respond and escalate changes in the patient's/resident's condition in conjunction with WWHS nursing staff

Education:

- Encourages and supports nurses to aspire to best contemporary nursing practice by promoting and facilitating a learning environment that encourages and supports the professional development of all staff.
- Mentors less experienced colleagues and facilitates the induction and orientation of new staff.
- Actively engages with succession planning

Communication:

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensures effective and open lines of communication with other Community Care Team members, customers, volunteers and WWHS management staff.
- Maintains 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 on the shift.

Support of systems/Human Resource Management:

- Is the primary point of contact out of hours for emergency response to internal and external crises to ensure appropriate emergency management
- Performs the role of the Hospital Commander as part of the Hospital Incident Management Team in the event of an Emergency out of hours until the on call Executive Director arrives.
- Communicates and facilitates effectively across all areas and develops effective relationships with internal and external stakeholders.
- Effectively manages risk and critical incidents within the Riskman framework, supporting, guiding and assisting staff in the investigation of clinical incidents
- To support, guide and assist staff in the investigation of clinical and non-clinical incidents ensuring appropriate action is taken, relevant personnel are notified and documentation is completed
- Is actively involved in matters relating to Occupational Health and Safety and ensures safety standards in the workplace are met
- To participate in relevant committee processes, portfolios and projects, attend relevant meetings and prepare and submit reports as required (ie shift reports).
- Will work in conjunction with nurse in charge at each site for staff replacement via EMPREVO

Research

- Promotes the link between research, education and practice
- Supports quality improvement and research initiatives and effectively manages change to improve patient outcomes
- Ensuring the delivery of evidence based nursing care that meets professional, organisational, legal and ethical standards in order to optimise health outcomes for the community.

Key Selection Criteria:

Essential:

- Registered Nurse with the Nursing and Midwifery Board of Australia
- Post Graduate Qualification in Nursing
- Minimum five years clinical experience
- Minimum two years management experience with demonstrated leadership ability
- Knowledge and understanding of the Nurses Enterprise Bargaining agreement and legislated safe patient ratios
- Advanced interpersonal and communication skills
- Demonstrated ability to work collaboratively with a wide range of professional groups
- Highly developed analytical and problem solving skills and the ability to work in a high pressure environment
- Commitment to quality, best practice and environmental safety
- Sound understanding of information technology and the operating systems utilised at WWHS. (EMPREVO, BOSSnet, iPM, icare).
- A commitment to WWHS values: Total Care, Safety, Unity, Accountability and Innovation.

Desirable:

- Post Graduate studies & experience in Critical Care Nursing
- RIPRN qualification (or willing to obtain)
- Previous experience in a similar role
- Post Graduate studies in Management (or working towards)

Pre Requisites:

- NDIS Worker Screening Clearance
- Working with Children Check
- Fully vaccinated for COVID-19 as per current Department of Health Directive.
- Flu Vaccination
- Australian Driver's License

Internal Direct Reports:

Nil

External Direct Reports:

Nil

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: Director of Nursing-Nhill	
Name:	Rebecca White
Signature:	Date: 20/05/2024

Position Incumbent Name:	
Signature:	Date: