

POSITION DESCRIPTION

Director of Nursing – Illoura



Working at Northeast Health Wangaratta

At Northeast Health Wangaratta (NHW), we value our employees. We offer leadership, vision and an environment with a strong sense of teamwork, integrity, accountability, and respect. We are committed to providing staff with continuing education, research and professional development opportunities. This ensures that our people are part of a skilled and knowledgeable workforce, delivering exceptional high quality safe patient care. When you choose to work at NHW, you are committing to aligning everything you do with our values – **Fairness, Excellence, Respect, Kindness, Integrity and Courage.**

Position Details:

Position Title:	Director of Nursing – Illoura Residential Aged Care
Enterprise Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020, or its successor
Position Classification:	ZH3
Who does this position report to:	Executive Director Clinical Operations (Nursing, Midwifery and Allied Health)
Does this position manage or supervise others:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Workplace Location:	Illoura Residential Aged Care Facility
Primary purpose of the position:	<p>The role of the Director of Nursing – Illoura Residential Aged Care is responsible for ensuring the provision of timely, appropriate, responsive and quality driven aged care through effective resource management.</p> <p>The position is responsible for providing leadership and management to the residential aged care team, to ensure a high standard in all aspects of professional practice and maintain and further develop the quality focus of the service.</p> <p>The duties of this position are:</p> <ul style="list-style-type: none"> ▪ To be the point of contact for the Executive Director Clinical Operations regarding residential aged care issues ▪ To represent the Residential Aged Care (RAC) program at appropriate forums ▪ To ensure all activity and financial information is tracked and reported monthly ▪ To coordinate the multi skilled team ▪ To maintain compliance with the outcome standards ▪ To review and implement the annual Operational Plan for Illoura Residential Aged Care Facility ▪ To contribute to Strategic Planning pertaining to RAC at Northeast Health Wangaratta
Position Description reviewed:	September 2021

Key Accountabilities:

Leadership and Management

1. Functions in accordance with legislation, conducting practice within a professional and ethical framework to deliver accountable care that protects the rights of individuals and groups
2. Effective leadership of Residential Care via strategy formulation and implementation

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3.	Fulfil the responsibilities of this role in accordance with Northeast Health Wangaratta values and behavioural outcomes
4.	Ensures safe practice and good resident outcomes based on currently available best practice and standards
5.	Timely notification of issues to the Director Clinical Services - Nursing and the executive team
6.	Responsible for the effective day-to-day management of Residential Care
7.	Accountable for financial management of the designated cost centre/s in line with agreed budgetary parameters, level of delegation and performance measures
8.	Cultural change towards care of the older person clearly articulated and implemented
9.	Increase opportunities for clients and stakeholders to participate in decision making
10.	Achieve ACFI target levels each year with timely claims for individual resident funding
11.	Marketing strategy developed and implemented each year to maintain 100% occupancy
12.	Provide monthly reports on budget performance against operational plan
13.	Communicates a clear direction for the facility that is aligned with organisational strategic plan and operational plan
14.	Develop systems for monitoring budget each year and production of monthly reports
15.	Achieve budget outcomes each financial year
Human Resources	
16.	Manage work practices in accordance with EBA requirements
17.	Relevant benchmarks for staff management are met for areas including sick leave and staff appraisals
18.	Retention of appropriate levels of staff
19.	Manage staff recruitment and retention strategies in accordance with Northeast Health Wangaratta policies
20.	Ensure annual performance review of all staff is conducted in accordance with Northeast Health Wangaratta policy and achieves 100% compliance
21.	Monitor and ensure compliance with mandatory and competency programs and achieve 100% compliance
22.	Ensure performance counseling and discipline is managed within Northeast Health Wangaratta framework
Quality and Risk	
23.	Directs the focus of the facility to continuous improvement in service delivery through evidence based practice and the evaluation of changing needs and expectations of residents and families
24.	Maintain compliance with the 44 outcome standards and accreditation with The Standards Agency via Quality Improvement Plan that is reviewed quarterly
25.	Ensure consistent application of our integrated person-centred approach
26.	Analyse services against benchmarks and standards and establish service quality improvement initiatives
27.	To prepare for accreditation in an appropriate time frame
28.	Compliance achieved with statutory requirements as per Aged Care Act and other relevant Acts such as OH&S
29.	Comply with Northeast Health Wangaratta risk management and clinical governance policies and systems
30.	Responsible for the development and implementation of the facilities policies and procedures
31.	Monitor and review the current management and care information systems and effectively implement improvements where appropriate

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Development and Education	
32.	Foster continuing education and the professional, technical and personal development of staff by facilitating and encouraging staff participation in relevant education programs and tertiary study
33.	Staff development plan established each 12 months to ensure residential aged care service staff have appropriate skills for their work
34.	Takes responsibility for own professional development
35.	Supports succession planning for staff across the facility
36.	Other tasks as directed
Key Relationships:	
Internal	External
1. Executive Leadership Team	1. Residents, Families and Visitors
2. All NHW Workforce	2. External Services
Key Selection Criteria:	
1.	Current AHPRA registration as a Registered Nurse
2.	Tertiary Qualifications in Geriatric Nursing and/or demonstrated competence in that field
3.	Demonstrated experience at a senior management level, in the aged care industry
4.	Strong, motivating leadership skills, with experience of change management
5.	Dedication to excellence in delivery of care and commitment to person centred care
6.	In depth knowledge of relevant legislation, standards and policies
7.	High level competence in the provision of nursing and clinical skills within a nursing environment
8.	Comprehensive knowledge and experience coordinating a flexible multi skilled team environment with excellent interpersonal, communication and customer skills
9.	Completion of the Covid-19 Vaccination program
In addition to the above, all staff must have and remain current for continued employment, the following:	
1.	Current Class C Driver's Licence
2.	A current National Police Check (renewed every 3 years)
3.	A current Employer Working with Children Check (renewed every 5 years)
Immunisation:	
It is a condition of appointment that all employees comply with our immunisation requirements during employment. This position is classified as Category A. Covid-19 Vaccination and yearly Flu Vaccination required.	
Diversity:	
We encourage you to bring your 'whole self to work'. NHW is a safe and inclusive workplace. We value the visible and invisible qualities that make you who you are. We expect our workforce to align with our diversity expectations and programs. Working at NHW means you are on board with our journey, you will show respect, understanding and kindness to other regardless of ethnicity, sexuality, identity or any other protected attribute. We particularly acknowledge the traditional custodians of our land and pay our respects to elders past, present and emerging.	

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Mandatory Training:

It is a condition of appointment that all employees complete Mandatory Training and Clinical Competencies as required upon commencement, annually and in accordance with timelines specified in relevant health service policies and procedures.

Performance & Accountability:

A review of performance shall be undertaken within six months following commencement and annually thereafter. There is an expectation that staff will assume responsibility for completion of any learning requirements advised by the organisation.

Quality and Risk Management:

In order to help ensure continued employee, patient safety and quality of care:

- Understanding individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines at NHW
- Comply with requirements of the National Safety and Quality Health Service Standards, Aged Care Quality Standards and other relevant standards, regulations and legislative requirements.
- Contribute to organisational quality and safety initiatives and participate in the development and review of policies and procedures as appropriate
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Maintain a safe working environment at all times
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and our workforce

Staff are required to abide by the Code of Conduct for NHW.

Occupational Health & Safety and Wellbeing:

The safety, health and wellbeing of employees is a priority for NHW and I recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals. I commit to:

- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation
- Reporting through the incident management system any near misses or incidents as they occur
- Not place others at risk by any act or omission
- Not wilfully or recklessly interfere with safety equipment
- Partaking in the promotion of the health and wellbeing of employees
- Contributing to an inclusive and health promoting environment
- Promoting our values and vision

An organisational culture that promotes positive mental health and wellbeing through supportive leadership, employee participation and shared decision making.

Policies & Procedures:

Whilst the policies and procedures do not form part of your employment contract it is expected that you will comply with NHW's policies, procedures and reasonable instructions at all times during the course of your employment.

Confidentiality:

Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of NHW. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve

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the confidential nature of this information. Failure to comply with this agreement may result in disciplinary action and may include termination of employment.

Declaration:

As the incumbent of this position, I acknowledge that I have read this Position Description, understand its contents and agree to work in accordance with the contents therein. I understand that other duties may be directed from time to time.

I understand and accept that I must comply with the policies and procedures applicable to NHW. I also agree to strictly observe the NHW Code of Conduct and policy on confidentiality of commercial and patient information or such sensitive information that I may come across in the course of my employment.

Name:

Signature:

Date:

POSITION DESCRIPTION – Jobs Demands Checklist

Executive Director Clinical Operations



The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

Position:	Executive Director Clinical Operations
Department / Unit:	Executive Management Team
Workplace Location:	Green Street Campus

Frequency Definitions:

I Infrequent - intermittent activity exists for a short time on a very infrequent basis	C Constant - activity exists for more than 2/3 or the time when performing the job
O Occasional - activity exists up to 1/3 of the time when performing the job	R Repetitive - activity involved repetitive movements
F Frequent - activity exists between 1/3 and 2/3 of the time when performing the job	N Not Applicable - activity is not required to perform the job

Demands	Description	Frequency					
		I	O	F	C	R	N
Physical Demands:							
Sitting	Remaining in a seated position to perform tasks			X			
Standing	Remaining standing without moving about to perform tasks		X				
Walking	Floor type: even / uneven / slippery, indoors / outdoors, slopes		X				
Running	Floor type: even / uneven / slippery, indoors / outdoors, slopes	X					
Bend / Lean Forward from Waist	Forward bending from the waist to perform tasks	X					
Trunk Twisting	Turning from the waist while sitting or standing to perform tasks	X					
Kneeling	Remaining in a kneeling posture to perform tasks	X					
Squatting / Crouching	Adopting a squatting or crouching posture to perform tasks	X					
Leg / Foot Movement	Use of leg and / or foot to operate machinery	X					
Climbing (stairs / ladders)	Ascend / descend stairs, ladders and steps	X					
Lifting / Carrying	Light lifting and carrying (0 - 9 kg)	X					
	Moderate lifting and carrying (10 – 15 kg)	X					
	Heavy lifting and carrying (16 kg and above)	X					
Reaching	Arms fully extended forward or raised above shoulder	X					
Pushing / Pulling / Restraining	Using force to hold / restrain or move objects toward or away from the body	X					
Head / Neck Postures	Holding head in a position other than neutral (facing forward)	X					
Hand & Arm Movements	Repetitive movements of hands and arms	X					
Grasping / Fine Manipulation	Gripping, holding, clasping with fingers or hands	X					
Work At Heights	Using ladders, footstools, scaffolding, or other objects to perform work	X					

POSITION DESCRIPTION – Jobs Demands Checklist

Executive Director Clinical Operations



Driving	Operating any motor powered vehicle	X						
Sensory Demands:								
Sight	Use of sight is an integral part of work performance, eg: Viewing of X-Rays, computer screens, etc						X	
Hearing	Use of hearing is an integral part of work performance, eg: Telephone enquiries			X				
Smell	Use of smell is an integral part of work performance, eg: Working with chemicals	X						
Taste	Use of taste is an integral part of work performance, eg: Food preparation	X						
Touch	Use of touch is an integral part of work performance	X						
Psychosocial Demands:								
Distressed People	Eg: Emergency or grief situations.		X					
Aggressive & Uncooperative People	Eg: Drug / alcohol, dementia, mental illness.		X					
Unpredictable People	Eg: Dementia, mental illness, head injuries.		X					
Environmental Demands:								
Dust	Exposure to atmospheric dust.	X						
Gases	Working with explosive or flammable gases requiring precautionary measures.	X						
Fumes	Exposure to noxious or toxic fumes.	X						
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE.	X						
Hazardous Substances	Eg: Dry chemicals, glues.	X						
Noise	Environmental / background noise necessitates people raise their voice to be heard.	X						
Inadequate Lighting	Risk of trips, falls or eyestrain.	X						
Sunlight	Risk or sunburn exists from spending more than 10 minutes per day in sunlight.	X						
Slippery or Uneven Surfaces	Greasy or wet floor surfaces, ramps, uneven ground.	X						
Inadequate Housekeeping	Obstructions to walkways and work areas cause trips and falls.	X						
Biological Hazards	Eg: Exposure to body fluids, bacteria, infectious diseases.	X						
The area below is for any special comments or notes on significant physical or other demands required to perform this job:								
Nil								