

Albury Wodonga Health Albury Hospital

Position Description

Position Title:	Director Nursing & Midwifery – Albury Base Hospital
Position Number:	0250
Site / Department:	Albury Base Hospital
Award:	Public Hospitals Nurses Award
Classification:	Nurse Manager Grade 6
Reports to:	General Manager, Albury Campus, Albury Wodonga Health
Supervises:	Nursing Staff across Albury Campus, Albury Wodonga Health
Date of Review:	19/10/2009

Greater Southern Area Health Service supports a smoke-free workplace

Position Summary

Being responsible to the General Manager, Albury Campus, Albury Wodonga Health, the Director of Nursing is a member of the Albury Campus Executive team as well as the broader Albury Wodonga Health senior clinical operations team.

The Director of Nursing at Albury campus is responsible for:

1. Innovative leadership in the overall management of human, material and financial resources across Albury Campus to ensure the delivery of safe and effective quality patient care.
2. The achievement of Albury Wodonga Health organisational objectives for nursing and overall clinical care in line with the Strategic Plan for Albury Wodonga Health.
3. Professional liaison with nurses that engenders an environment promoting personal and professional growth.
4. Close liaison with the nursing leadership team at Wodonga Campus and contribution to the development of nursing services across both campuses.

Principal Responsibilities

- Provide overall leadership and direction to nursing staff across Albury Campus, Albury Wodonga Health.
- Liaise professionally with nursing leaders and staff at Wodonga Campus, Albury Wodonga Health.
- Actively participate in and support the redesign of nursing and maternity services across Albury Wodonga Health.
- Identify opportunities that may progress the development of innovative models of care for nursing services that place the patient at the centre of the service and manage transition points effectively to ensure that each patient receives the most appropriate care.
- Research and implement best practice models of work performance and use benchmarking to evaluate ongoing performance.
- Contribute to changes in nursing policy and standards, service direction and models of care for the nursing service across both Albury and Wodonga campuses.
- Manage FTE and rostering systems to achieve FTE performance targets at Albury Campus.
- Progress the development of Performance Development Programs for nurse managers.
- Ensure that all complaints, grievances, disputes and disciplinary measures are managed in accordance with the corresponding policy and procedures (NSW Health).
- Positively contribute to clinical governance across Albury Wodonga Health through the development and implementation of Policies, Guidelines and Protocols that ensure a high quality of care across the health service.
- Prepare budgets, monitor financial performance and implement proactive strategies aimed at achieving agreed budget outcomes.
- Ensure access to education programs, resources and professional development activities for all staff, ensuring clinical staff skills are maintained at a high standard.
- Manage/promote bed utilisation in line with Albury Wodonga Health initiatives to achieve activity performance targets.
- Lead quality initiatives across the health service as directed by the Albury Wodonga Health executive.
- Participate in the ACHS EQuIP Accreditation process and ensure that systems are in place to meet all required standards for acute care.
- Liaise with representatives of Industrial Associations through the Staff Consultative Committee as well as on a needs basis for individual staff.
- Attend and contribute to Albury Wodonga Health key committees as required.
- Promote a positive image of Albury Wodonga Health across the local community and regionally.
- Report to the Chief Executive Officer, Chairman of the board and the Albury Wodonga health board as required through the campus General Manager.
- Comply with Child Protection and Domestic Violence policies & procedures and attend mandatory training
- Undertake reasonable travel in accordance with the duties of this position
- Please refer to Attachment A for Organisational Responsibilities

Applications

Applications for this position will be considered initially on the basis of each applicant's response to the following **Core Selection Criteria**. These criteria have been chosen as those reflecting the essential core requirements for appointment to the position.

1. Current registration as a Registered Nurse with the NSW Nurses and Midwifery Board and at least seven years full time equivalent post registration experience.
2. A degree from a recognised tertiary institution in such areas as health management, health policy and planning, business or associated fields and/or demonstrated successful experience at senior management level and a commitment to ongoing professional development
3. Demonstrated successful experience in nursing / hospital management and in the analysis and resolution of nursing / hospital management and health planning issues.
4. Proven track record in meeting budget and service targets.
5. Demonstrated excellent leadership, communication and interpersonal skills.
6. Demonstrated experience in managing a significant organisational change process within a large health service.
7. Demonstrated ability to communicate, consult and negotiate effectively with staff, health professionals, the local community and health interest groups.
8. Demonstrated skills in formulating new approaches and developing comprehensive implementation and improvement strategies for nursing services.
9. Demonstrated computer literacy.
10. Knowledge, understanding and commitment to Equal Employment Opportunity; Ethical Practice; Ethnic Affairs Priorities Statements; and Occupational Health and Safety, as they relate to the position.
11. Ability and willingness to travel for work purposes. This may involve driving long distances with the Health Service.
12. Evidence of a current Class C drivers licence.

Job Demands Checklist

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.

This form is to be completed by the manager/supervisor of the position being recruited to.

Position: Director of Nursing & Midwifery **Department:** Nursing Administration **Facility:** Goulburn Base Hospital

TASKS PERFORMED: (e.g. Client Assessments, Administration, Client Treatment, Liaison, Patient Care) Administration

FREQUENCY DEFINITIONS

OccasionalActivity exists up to 1/3 of the time when performing the task

Frequent.....Activity exists between 1/3 and 2/3 of the time when performing the task.

Constant.....Activity exists more than 2/3 of the time when performing the task.

RepetitiveActivity involves repetitive movements.

Demands	Description	Frequency				
		O	F	C	R	NA
Physical Demands of Job Tasks						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	√				
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery					√
Hand/Arm Movement	Tasks involve use of hands/arms – e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.				√	
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.	√				
Standing	Tasks involve standing in an upright position without moving about					√
Driving	Tasks involve operating any motor powered vehicle	√				
	Average kilometres per day -					
Driving	Tasks involve driving vehicle on unsealed roads.					√
Sitting	Tasks involve remaining in a seated position during task performance				√	
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.	√				
Walking/Running	Tasks involve walking or running on even surfaces	√				
	Tasks involve walking on uneven surfaces	√				
	Tasks involve walking up steep slopes	√				
	Tasks involve walking down steep slopes	√				
	Tasks involve walking whilst pushing/pulling objects	√				
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees		√			
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.					√
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms					√
	1. Light lifting/carrying (0-9 Kg)	√				
	2. Moderate lifting/carrying (10-15 Kg)					√
	3. Heavy lifting/carrying (16 Kg and above)					√
Restraining	Tasks involve restraining patients/clients/others					√
Pushing/Pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking.					√
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.	√				
Manual Dexterity	Tasks involve fine finger movements – i.e. keyboard operation, writing.				√	

Demands	Description	Frequency				
		O	F	C	R	NA
Sensory Demands of Job Tasks						
Sight	Tasks involve use of eyes (sight) as an integral part of task performance – i.e. looking at screen/keyboard in computer operation, working in dark environment, interpreting x-ray film, etc.				√	
Hearing	Tasks involve working in a noisy area – e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment					√
Smell	Tasks involve the use of the smell senses as an integral part of the task performance – e.g. working with chemicals					√
Taste	Tasks involve use of taste as an integral part of task performance					√
Touch	Tasks involve use of touch as an integral part of task performance				√	
Psychological Demands						
	Managing high turnover of work				√	
	Dealing with bodies after death eg. transporting to mortuary					√
Psychosocial Demands						
	Tasks involve interacting with distressed people			√		
	Tasks involve interacting with people with mental illness/disability		√			
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust – e.g. sawdust					√
Gases	Tasks involve working with gases					√
Fumes	Tasks involve working with fumes – i.e., which may cause problems to health if inhaled. e.g. gluteraldehyde.					√
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin – e.g. dermatitis					√
Hazardous Substances	Tasks involve handling hazardous substances including storage and or transporting.					√
Working Environment						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance – e.g. glare					√
Sunlight	Exposure to sunlight					√
Temperature	Tasks involve working in temperature extremes – e.g. working in a cool room, working outdoors, boiler room					√
Confined Spaces	Tasks involve working in confined spaces					√
Accident Risk						
Surfaces	Tasks involve working on slippery or uneven surfaces					√
Housekeeping	Tasks involve working with obstacles within the area – bad housekeeping					√
Heights	Tasks involve working at heights below knee level and/or above shoulder height.					√
Manual Handling	Tasks involve manual handling.					√
Biological Hazards						
Biological Products	Tasks involve working with blood/blood products/body fluids	√				

The area below is for any special comments or notes on significant physical or other demands required to perform this job.

Date checklist completed: _____

Selection Process

The selection process for this position will incorporate the analysis and assessment of all applications received by a Selection Panel which will determine a short list for interview. At this stage in the process the Selection Panel may call for reports from referees. All applicants not selected for interview will be immediately advised. Short listed applicants will be interviewed and the Selection Panel will contact the business referees for the recommended candidate/s, receive appropriate reports and make its recommendations. Additional interviews and other assessment tools may also be used as part of this process. Following approval of the appointment, all applicants will have the right to request feedback from the Selection Panel regarding any aspect of their application or the selection process.

Written applications for the position should include the names of at least three (3) business referees. These referees will need to be current/previous Managers or Supervisors and be forwarded to:

Catherine O'Connell
Site Manager
Albury Base Hospital
PO Box 326
ALBURY NSW 2340

by #day# #month# 2007 at 5.00pm.

Please mark all applications '**Confidential - Application for Vacant Position No. 0250**'

Declaration

I acknowledge that I have read the Position Description and Job Demands Checklist, understood its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must comply with the policies and procedures of the GSAHS.

Surname: _____ Given Names: _____

Signature: _____ Date: _____

Attachment A - Organisational Responsibilities

The following criteria are requirements for all employees and will be assessed through the selection process.

Communication

- Ability to gather relevant information through effective questioning
- Ability to express information and ideas appropriately
- Reads/reviews relevant documents
- Participates in meetings, committees and disseminates information as required

Equal Employment Opportunity

- Commitment to the principles
- Supports diversity in the workplace

Information Management

- Collects and uses data as required

Integrity

- The ability to understand the implications of ones actions and act in a manner consistent with relevant policies, codes, guidelines and legislation

Organisation Awareness

- Being aware of the organisational goals and objectives and contribute positively to their attainment

People / Patient focused environment

- Ability to set the highest standards of performance for self and others in meeting the needs of internal and external customers

Primary Health

- Promotes the social view of health, early intervention, health promotion and harm minimisation

Quality Improvement

- Participate in, and where applicable leads educational & Quality Improvement activities
- Works to continually improve own performance

Resource Management

- Ensure all allocated resources are managed in an efficient and accountable manner

Safe Practice and Environment

- Understands responsibilities under OHS&R legislation
- Able to identify actual/potential work place hazards and take corrective action

Self Development

- The ability to understand own development needs and to recognise, create and seize opportunities to improve performance

Teamwork/Collaboration

- Works effectively with others to achieve mutual aims, and to identify and resolve problems
- Influence an environment free from horizontal and vertical violence