



**TITLE: Deputy Director of Nursing, Surgical Services**

**Designation:**

Registered Nurse (Deputy Director of Nursing)

**Level:**

RN Grade 6 as per *Nurses (Victorian Public Health Sector) Multiple Business Agreement 2007-2011*

**Program / Unit:**

Clinical Operations Directorate – Surgical Services Division

**Purpose of Position:**

The Deputy Director of Nursing, Surgical Services will have operational responsibility for the effective delivery of surgical services across Albury Wodonga Health. The position will function within the clinical operations senior management team to co-ordinate and integrate surgical activities in line with the overall clinical operations of AWH. The position will work with the Directors of Anaesthetic and Surgery to provide leadership and direction that will result in the delivery of high quality cost effective health care, education and research activities in all surgical orientated clinical streams.

The position will be responsible for fostering collaborative working relationships across surgical services, other clinical and non clinical departments, key stakeholders and the community.

**Organisational Environment / Reporting Relationships:**

The Deputy Director of Nursing Surgical Services will report to the Executive Director of Clinical Operations.

The position will be required to report for nursing professional practice issues to the Directors of Nursing Albury and Wodonga Hospitals giving consideration to respective industrial awards.

The incumbent will also have a very close working relationship with:

- Executive Director of Medical Services
- Director of Quality and Clinical Governance
- The Chief Finance Officer
- Executive Director of Corporate Services

**Supervisory Responsibilities:**

The position will supervise all non medical staff within surgical cost centres across Albury Wodonga Health including: theatre suites, recovery rooms, day procedure units, pre admission clinics and the elective surgery access (wait list) unit.

**Primary Responsibilities:**

- Manage the day to day business and operations of all surgical departments to ensure that clinical services are provided in a safe and timely manner
- Manage the development of business and operational plans in accordance with the Health Services mission and overall operational and strategic plans including workforce, equipment and capital planning

- Develop and lead service delivery improvements to enhance Albury Wodonga Health's capacity to provide accessible health services and to manage elective and emergency surgical demand.
- Provide professional leadership within a clinical governance framework including clinical risk management approaches that ensure accountability for clinical practice and patient safety.
- Foster work practice re-design and change management activities that identify quality improvement, integrated patient care across the organisation and consumer input to improve service to patients while ensuring that practice (of all forms) is as far as possible, evidence based.
- Manage the preparation of cost centre budgets to fulfil operating objectives.
- Monitor and analyse the surgical services performance (financial and activity) to ensure remedial action is implemented as necessary to manage variances so as to ensure all services are within agreed performance and financial parameters.
- Undertake reporting of performance in line with internal and external requirements.
- Liaise with the Victorian Department of Health Elective Surgery Access programs as appropriate.
- Work collaboratively with other Albury Wodonga senior managers to achieve agreed outcomes and enhance overall performance of the health service.
- Oversee workforce planning, people management and employee relations in conjunction with the Director of Human Resources to ensure that the health service is considered to be a preferred employer.
- Be responsible for the performance management of direct reports and for succession planning to ensure that the Hospital's performance process is robustly implemented across the directorate.
- Participate in Albury Wodonga Health's operational committees, professional nursing committees and other committees as required.
- Take an active lead in health service, local and state projects to both promote and develop surgical services across the integrated entity in line with Victorian Policy.
- Establish effective communication strategies and foster open and valuable lines of communication at all levels of the organisation.
- Adhere at all times to Occupational Health and Safety (OH&S) policies and procedures and comply with "Employee" responsibilities as identified in the Victorian OH&S Act. (As Amended 2005) and NSW OH&S Act NSW OHS Act 2000 and the NSW OHS Regulation 2001.
- Participate in quality improvement activities and regularly review own work practices to ensure continuous improvement in meeting customer expectations and requirements.
- All employees are expected to participate in mandatory education as it relates to their specific roles and responsibilities. These include:
  - Fire and Evacuation.
  - Manual Handling.
  - Minimal / No Lift (As appropriate).
  - CPR (As appropriate).
  - Infection Control.

**Specific Delegations:**

As identified by Albury Wodonga Health Executive

**Performance Appraisal:**

Key Performance Indicators for the position of Deputy Director of Nursing, Surgical Services include:

Evidence of:

1. Effective team building across surgical services.
2. Effective communication strategies.
3. Development of an integrated surgical services across Albury Wodonga Health
4. Successful implementation of combined wait list in line with Victorian Department of Health Elective Surgery Access Policy.
5. Successful attainment of and maintenance of all activity KPI pertaining to surgical services.
6. Performance within budget

Performance evaluation will be undertaken prior to completion of probationary period and then annually thereafter.

**SELECTION CRITERIA**

**MANDATORY CRITERIA**

1. Qualifications as a registered nurse (National registration) with a minimum of five years recent experience within an acute healthcare setting in a senior management and/or clinical leadership role.
2. Experience and knowledge of surgical services in either a private or public health care environment.
3. Strong leadership skills and capabilities including the ability to think and plan strategically.
4. Experience and knowledge of financial and resource management. Proven performance in meeting activity and financial KPI.
5. Knowledge of health funding processes including an understanding of industrial, legislative and regulatory requirements linked to surgical services.
6. Relevant knowledge and experience in quality management.
7. Experience supporting a health service through radical change with a sound knowledge of change management principles and theory.
8. Highly developed communication, negotiation and representation skills including a proven history of being able to successfully relate and communicate with all levels of staff from different professional backgrounds.
9. Proven experience in Human Resource functions pertaining to health services.

Signature of Employee: .....

Witness: .....

Date: .....

**Annexes:**

**Related AWH Documents (policy / procedure, MR forms):**

**EQuIP Standards:**

**Other Relevant Information:**

**References:**

**Contact Point:**

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<b>Approval Committee:</b>	<b>Date Approved:</b>	<b>SharePoint Location:</b>
<b>Responsible Department:</b>	<b>Date for Review:</b>	<b>Manual Location:</b>
<b>Version No:</b>	<b>Original Approval Date:</b>	<b>Previously Named As:</b>

