



**Position Description**

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**DIRECTOR OF NURSING & MIDWIFERY – WODONGA HOSPITAL**

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**Designation:** Director of Nursing and Midwifery

**Award/Level:** RN G7 – Director of Nursing  
*Terms and conditions negotiable in line with the Nurses Victorian Public Health Sector Multiple Business Agreement 2007-2011*

**Program / Unit:** Clinical Operations – Nursing Division

**Purpose of Position:**

Being responsible to the Director of Clinical Operations Albury Wodonga Health, the Director of Nursing & Midwifery at Wodonga Hospital is a member of the Clinical Operations Senior Management team. The position also provides expert nursing advice as an advisor within the Albury Wodonga Health Executive team.

The Director of Nursing at Wodonga Hospital is responsible for:

1. Innovative leadership in the overall management of human, material and financial resources across Wodonga Hospital 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 within the Wodonga Nursing Division as well as across the wider organisation of Albury Wodonga Health.
4. Close liaison with the nursing leadership team at Albury Campus and contribution to the development of streamlined nursing services across Albury Wodonga Health.

**Organisational Environment / Reporting Relationships:**

1. Senior member of the Clinical Operations Directorate, Albury Wodonga Health.
  2. Advisory member of the Albury Wodonga Health Executive Committee
  3. Participatant in Victorian Nursing and/or Hume Region clinical leadership groups as negotiated with Director of Clinical Operations.
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1. Reports directly to the Director of Clinical Operations, Albury Wodonga Health

**Primary Responsibilities:**

- Provide overall leadership and direction to nursing staff across Wodonga Hospital, Albury Wodonga Health.
- Liaise professionally with nursing leaders and staff at Albury 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. Key initiatives will include objectives within the current year's Albury Wodonga Health Statement of Priority with

Victorian Department of Health and may focus on, for example, such key clinical areas as waiting list/surgical services management, bed management, sub acute care and maternity services review.

- Research and implement best practice models of work performance and use benchmarking to evaluate ongoing performance across the health service.
- Contribute to changes in nursing policy and standards, service direction and models of care for the nursing service across both Albury and Wodonga hospitals.
- Coordinate the preparation of budgets for each clinical operations department that is allocated to the Director of Nursing Wodonga Hospital position; monitor financial performance in line with the requirements of the organisation, implement proactive strategies aimed at achieving agreed budget outcomes and report status/progress to relevant executive positions through the Director of Clinical Operations.
- Develop, review and implement a business plan for nursing services at Wodonga Hospital in line the Albury Wodonga Health Strategic Plan and the Clinical Operations Directorate Business Plan.
- Manage FTE and rostering systems to achieve FTE performance targets at Wodonga Hospital.
- Manage/promote resource utilisation in line with Albury Wodonga Health initiatives to achieve identified activity performance targets.
- Progress the development of individual Performance Development Programs (PDP) for nurse managers and ensure that a program for development is sustained in all nursing/clinical departments of Wodonga Hospital in line with the wider program implemented across Albury Wodonga Health.
- Support the development and maintenance of appropriate accountability and communication structures within the Clinical Operations Directorate and the wider organisation.
- Ensure that all complaints, grievances, disputes and disciplinary measures are managed in accordance with the corresponding policy and procedures and in line with the relevant State legislative requirements.
- 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.
- Oversee access to education programs, resources and professional development activities for nursing and clinical support staff, ensuring clinical staff skills are maintained at a high standard.
- Lead quality initiatives across the health service as directed by the Director of Clinical Operations and 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 clinical services within the areas being supervised.
- Liaise with representatives of Industrial Associations through appropriate Staff Consultative Committees 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 Director of Clinical Operations.
- Comply with Child Protection and Domestic Violence policies & procedures and attend mandatory training
- Undertake reasonable travel in accordance with the duties of this position

**Specific Delegations:**

4. Provide line management support/supervision for nursing staff across Wodonga Hospital, Albury Wodonga Health
5. Provide leadership and sponsorship to project teams across both campuses as required.
6. Other delegations as agreed in consultation with the Director of Clinical Operations and the Chief Executive Officer, Albury Wodonga Health.

**Performance Appraisal / Review:**

Performance review will be conducted three months after commencement and at least annually thereafter.

**SELECTION CRITERIA**

1. Current registration as a Registered Nurse in the State of Victoria 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.

It is a condition of appointment that the occupant of this role possesses a current and valid driver's licence. This position may be required to attend any site within AWH in order to meet the requirements of the role.

Signature of Employee: .....

Witness: .....

Date: .....

Annexes:

Other Relevant Information:

References:

Contact Point: Director of Clinical Operations

<b>THIS SECTION FOR QUALITY OFFICE USE ONLY</b>		
<b>Approval Committee:</b>	<b>Date Approved:</b>	<b>SharePoint Location:</b>
AWH executive		
<b>Responsible Department:</b>	<b>Date for Review:</b>	<b>Manual Location:</b>
Clinical Operations		
<b>Version No:</b>	<b>Original Approval Date:</b>	<b>Previously Named As:</b>
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