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| <b>Position</b>          | Deputy Director of Nursing  |
| <b>Classification</b>    | DDON ZE7- NM6C  |
| <b>Award</b>             | Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020- 2024   |
| <b>Reports to</b>        | Executive Manager Clinical Services   |
| <b>Direct reports</b>    | Infection Prevention Nurse, Pain Management Nurse   |
| <b>Key relationships</b> | Executive team, Managers of departments, community members, Acute and Residential Aged Care consumers and their supports, all team members, other Rural Health Services, Grampians Regional Health Services and Yarriambiack Shire Council. |
| <b>Hours of Work</b>     | Part time as per individual contract  |

**About Rural Northwest Health**

Rural Northwest Health employs approx. 300 team members across the campuses of Warracknabeal, Beulah and Hopetoun.

Rural Northwest Health is focused on caring and supporting people to be healthy and living a full life. Our organisation is committed to delivering our strategic goals for 2020 - 2025:

- Our care – we will focus on safety, quality and accessibility in delivering healthcare across our community.
- Our team – we will focus on our culture, skilling our team and ensure we have effective and fit for purpose systems, to make RNH an impactful and progressive organization.
- Our partnerships – we will focus on collaboration both within and beyond the healthcare sector to meaningfully engage with our communities.

**OUR VISION**

Strong, healthy, vibrant rural communities.

**OUR MISSION**

To promote wellness, enhance health, and support healthy ageing.

**WHAT DEFINES US**



We are committed to excellence



We listen and collaborate



We are caring and connected



We are friendly and enjoy our work



We are lifelong learners



## Position Description Deputy Director of Nursing

### Position summary

The Deputy Director of Nursing is a key senior leadership role, that will work with the Executive Manager of Clinical Services and executive team to lead and manage the strategic direction and operations of Clinical Services at Rural Northwest Health.

Key responsibilities will be ensuring that safe high quality services are delivered to the community through building strong teams that are skilled, engaged and dedicated to achieving this aim. .

The Deputy Director of Nursing will provide oversight to the quality and risk management and infection control programs and work with the clinical team to ensure compliance with the Aged Care Quality Standards and the National Safety and Quality Health Services Standards and to deliver services which are safe and of an exceptional standard. The role has a strong focus on continuous improvement, innovation and collaboration to improve consumer care outcomes.

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### Key Responsibilities

- In partnership with the Executive Manager Clinical Services, manage the clinical services function and teams at Warracknabeal and Hopetoun Campuses including the implementation of strategies and policies and processes in relation to clinical care, clinical governance and risk management in line with the RNH Strategic plan, legal, regulatory and accreditation requirements.
- COVID 19 Response- including development, implementation and review of response planning, immunisation and testing clinics, outbreak management and mandatory vaccination procedure.
- Proactively promote an organisational culture of quality, including an evidence based quality improvement framework and valuing individuals and their contribution
- Deputise for the Executive Manager Clinical Services when required, including developing the Clinical Governance agenda and Clinical Advisory agenda as well as attending and chairing meetings (internal and external) and covering planned and unplanned leave.
- Have a strong working knowledge of Clinical Governance and the Clinical Governance Framework and work with the clinical team towards achieving the goals of the framework.
- Lead the Infection Prevention Nurse teams, providing support and leadership to guide the teams through processes to meet various accreditation requirements including, NSQHS, Aged Care, Community Care and NDIS Standards. Oversee the management of incidents and mandatory reporting requirements and ensure clinical procedures support organisational priorities.
- Support the senior nursing team (NUMs and ANUMs) in fulfilling their roles successfully by assisting them to focus on a culture of continuous quality improvement, which leads to the development and implementation of clinical improvements that optimise clinical outcomes for all consumers.
- Build and maintain constructive relationships with key stakeholders to share information, maintain



## **Position Description**

### **Deputy Director of Nursing**

knowledge of emerging workplace issues and trends, and to influence the resolution of issues.

- Assist the Executive Manager Clinical Services to provide accurate KPI data to both internal committees and external agencies
- Role model, mentor and support clinical team members in relation to the goals of the RNH strategic plan
- Engage with team members and consumers to actively seek feedback and implement improvements
- Encourage team members to problem solve and develop solutions
- Fosters new ideas in order to achieve continuous improvement
- Meet with the Executive Manager Clinical Services on a regular basis to discuss clinical issues and progress towards the RNH strategic plan.

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#### **Key position accountabilities**

##### **Leadership and Governance**

- In partnership with the Executive Manager Clinical Services, lead compliance with Aged Care Quality Standards and National Safety and Quality Health Service Standards.
- Support clinical activities within best practice national frameworks.
- Model, promote and adhere to Rural Northwest Health policies and procedures, including the Clinical Governance framework.
- Promote an inclusive culture that enables team members to perform at their best and contribute to the success of Rural Northwest Health as a leading health provider.
- Support communication within the organisation to be transparent and foster open dialogue that enables all stakeholders the opportunity to contribute, be heard and receive feedback.
- Lead and/or contribute to relevant committees.

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##### **Quality, Health and Safety**

- Create a quality and safety driven culture and actively seeks ways to enhance capability and performance efficiencies across the organisation.
- Support the development and maintenance of service-wide compliance monitoring systems in collaboration with the executive management team.
- Benchmark clinical practice approaches against best practice and evaluate options to advance service provision.
- Ensure relevant organisational policies and procedures are developed, maintained and implemented.

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##### **Personal and professional development**

- Keeps up to date with mandatory education requirements for the role.
- Maintains practice within framework established by legislation, national and state policy.
- Recognises areas of strength and areas for development.



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- Takes part in personal development plans with manager.
  - Participate in essential or mandatory training annually.
  - Shares knowledge willingly.
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### **Information management**

- Communicates accurate and relevant information to appropriate people and in line with the organisational policy.
  - Is able to access, send and receive email, use Kronos rostering system relevant to role and locate key policies, protocols and resources via the intranet.
  - Uses social media responsibly and respectfully at all times.
  - Complies with legislative requirements related to documentation and information pertaining to consumers, team members and the operations for all Rural Northwest Health facilities.
  - Utilise information technology as appropriate in the performance of the role.
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### **Key selection criteria**

#### ***Essential***

1. Registered Nurse with AHPRA
2. Previous experience in a Senior Nurse Manager role.
3. Post Graduate Qualifications in a health related field
4. Excellent verbal and written communication skills.
5. Ability to build rapport and trust with people across the organisation.
6. Highly developed values-based leadership attributes.

#### ***Advantageous***

7. Knowledge and previous application of governance and risk management systems, such as Quality and Accreditation, Corporate/Clinical Governance policy development and Operational Risk Management.
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### ***Certificates, licenses and registrations***

- Current satisfactory employee police check (dated within 12 months of commencement date).
  - Current employee working with Children's check.
  - Current Victorian driver's license.
  - An AHPRA Registered Nurse
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### ***Other requirements***

The role must be fully vaccinated for COVID – 19 and provide current evidence of immunisation history and/or serology results.



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### Employee declaration

I declare that I understand the position description and the requirements of this position. I declare that I have the capabilities to fulfil the key responsibility areas of this position.

I understand that the information provided in this document is a general outline and does not encompass all aspects of the position.

**Employee signature** \_\_\_\_\_

**Employee name** (please print) \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_