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| Department of Health Statement of Duties | 2011-03-07 - 2010_TAS_Gov_Logo |
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| Position Title: Nursing Director - Women’s and Children’s Services | **Position Number:** 524799 | Effective Date: January 2020 |
| Group: Hospitals North/North West – North West Regional Hospital (NWRH) and Mersey Community Hospital (MCH) | | |
| Section: North and North West Hospitals | **Location:** North West | |
| Award: Nurses and Midwives  (Tasmanian State Service) | **Position Status:** Permanent | |
| **Position Type:** Full Time | |
| Level: Grade 8 Level 2 | **Classification:** Registered Nurse | |
| Reports To: Nursing Director - Operations NWRH | | |
| Check Type: Annulled | Check Frequency: Pre-employment | |

#### Focus of Duties:

The Nursing Director - Women’s and Children’s Services provides effective leadership and management in order to achieve the defined objectives of the clinical services within the Women’s and Children’s Services clinical stream.

As a member of the Local Executive Management Team, provide a high level of strategic leadership and direction, ensuring resources are efficiently utilised and services are effectively integrated within the Hospital.

Develop and manage integrated models of care across clinical service delivery streams to optimise safe and quality clinical outcomes.

In collaboration with the Executive Director of Nursing, provide professional leadership of the nursing services and related projects.

#### Duties:

1. Direct the operational and strategic activities of the clinical services providing effective leadership, coordination and management of human, financial and material resources.
2. Promote and facilitate, in collaboration with the Clinical Director - Women’s and Children’s Services, the provision of a cost effective and efficient health service to meet the level and quality of service as determined by the Nursing Director of Operations.
3. Provide nursing leadership across the clinical service, monitor standards of nursing care and ensure clinical practice is evidence based and in accordance with best practice in collaboration with the Executive Director of Nursing and Nursing Directors of Operations (North West Regional Hospital (NWRH), Mersey Community Hospital (MCH) and Primary Health).
4. Facilitate the development and application of relevant research and ensure formal quality improvement projects and programs are in place across the clinical service including the development of nursing policy, systems, procedure and processes.
5. Assist ongoing development, implementation and support for a framework of clinical governance.
6. Develop and review processes, policies, procedures and systems to monitor and manage clinical and corporate risk within the clinical service.
7. Participate in (or working towards) a Senior Nurse On-Call roster to provide guidance and assistance to regional hospital operations after hours.
8. Actively participate in and contribute to the organisation’s Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

#### Scope of Work Performed:

The position operates under the limited direction of the Nursing Director - Operations NWRH. Professional support is provided by the Nursing Director - Operations NWRH through to the Executive Director of Nursing and Midwifery. The occupant is required to operate independently and is expected to exercise considerable initiative and professional judgment across the spectrum of responsibilities as well as to judge when to seek advice or direction. Within this context, and in collaboration with the Clinical Director of the stream, the occupant is accountable and responsible for ensuring:

* Agreed activity targets and access indicators are met within agreed budget;
* Operational plans are established and key performance indicators met;
* Performance management and development of direct reports are maintained;
* Clinical services are provided within the context of the Hospital’s model of care, are efficient and are aligned to Agency strategic direction; and
* Service delivery and resource management at the MCH occurs in consultation with and under the direction of the Nursing Director - Operations MCH.

As a member of the Local Executive Management Team, occupant is expected to:

* In collaboration with the Clinical Director, and Nursing Director - Operations NWRH provide a strategic direction and future vision for the Critical Care clinical service stream.
* Maintain knowledge of best practice in the management of the service stream.
* Facilitate and role model the establishment and maintenance of a healthy and positive organisational climate.
* Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

#### Essential Requirements:

*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment.   It is the employee’s responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.*

* Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse or a Registered Midwife.
* Current Tasmanian Working with Children Registration.
* The Head of the State Service has determined that the person nominated for this job is to satisfy a pre‑employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
   1. crimes of violence
   2. sex related offences
   3. serious drug offences
   4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

#### Desirable Requirements:

* Holds or is working towards a post graduate tertiary qualification relevant to the position.

#### Selection Criteria:

1. Demonstrated ability to contribute effectively at the executive management level, providing strategic leadership and management together with extensive experience in the management of physical, financial and human resources within a clinical service management model or similar environment.
2. High-level interpersonal skills including communication, negotiation and conflict resolution skills, as well as a demonstrated capacity to liaise, negotiate and communicate effectively with a range of internal and external stakeholders.
3. Demonstrated ability in contemporary change management, operational planning and critical analysis in a complex environment, including specialist knowledge and expertise of national and state health issues and reform agendas.
4. Demonstrated knowledge and experience in implementing contemporary risk management strategies across a number of services areas and ability to provide leadership in patient centred care and achieve quality and safety outcomes through continuous quality improvement process.

**Working Environment:**

* Participate in an on-call roster with other Nursing Directors as required by the Nursing Director - Operations in order to provide leadership, coordination and direction after-hours.
* Works across the region with regular scheduled days at both the NWRH and MCH.

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

*State Service Principles and Code of Conduct:* The minimum responsibilities required of officers and employees of the State Service are contained in the State Service Act 2000. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The State Service Act 2000 and the Employment Directions can be found on the State Service Management Office’s website at <http://www.dpac.tas.gov.au/divisions/ssmo>

*Fraud Management:* The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency’s fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the Public Interest Disclosure Act 2002. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the State Service Act 2000.

*Delegations:* This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency’s fraud policy and reporting procedures.

*Blood borne viruses and immunisation:* Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency’s policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

*Records and Confidentiality:* Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

*Smoke-free:* DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.