

POSITION DESCRIPTION

ISLHD - Director of Nursing/Operations Manager, Bulli Hospital & Aged Care Centre and Coledale District Hospital

CORE values
Integrity Respect Empowerment



Organisation	NSW Health
Local Health District / Agency	Illawarra Shoalhaven Local Health District
Position Classification	Nurse Mgr Gde 7
State Award	Public Health System Nurses & Midwives (State) Award
Category	Nursing & Midwifery Nurse Manager
Website	www.islhd.health.nsw.gov.au/

PRIMARY PURPOSE

The Director of Nursing and Operations Manager (DON/OM) provides advice and support to the General Manager to ensure high quality and safe nursing care is delivered across the Northern Illawarra Hospital Group (NIHG). The DON/OM works collaboratively with the Executive of the Hub to meet the strategic priorities and operational plans. The DON/OM provides operational leadership across the Illawarra Shoalhaven Local Health District (ISLHD). The DON/OM works in close partnership with the relevant Divisions, managers and staff in the Hub to achieve the best outcomes for patients and their families through ensuring a highly skilled competent and compassionate nursing workforce. The DON/OM ensures workforce planning and effective people management strategies are in place that attract, recruit, develop and retain quality nursing staff to provide excellent patient care to the community served by BHACC and Coledale Hospital.

The role provides effective leadership to the nursing profession across BHACC and Coledale Hospital. The DON/OM will ensure the development and implementation of the clinical scope of practice for nurses. This will be supported by appropriate standards and professional development strategies.

The DON/OM is responsible for developing and implementing a framework for continuous improvement in the quality of service and practice, safeguarding high standards of care, encouraging excellence in clinical care through promotion of clinical governance.

The DON/OM is responsible for nursing research that informs the profession of nursing care and works with the Practice Development team to further the nursing research agenda within BHACC and Coledale Hospital. They work collaboratively with the ISLHD Director of Research to maximise opportunities for collaboration on inter-professional research areas and in aligning to the ISLHD Research strategy.

The DON/OM is responsible for providing advice to the General Manager to ensure a high quality education service for the Hub. The position works in collaboration with the Health Education and Training Institute (HETI) to plan and achieve system wide development specific to the educational agenda. The DON/OM is responsible for Education and Training of nursing staff at the facility and will work in collaboration with higher education providers to provide advice, plan and implement a contemporary specialist workforce. The DON/OM is active in responding to the Ministry of Health agenda to have a highly skilled, professional workforce.

RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

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At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

KEY ACCOUNTABILITIES

As a person responsible under the Aged Care Accreditation Standards;

- Complies with Aged Care Standards and legislation
- Complies with WHS legislation as it relates to the site (safe work environment)
- Be part of the reporting channels that inform activity on the site

Key Accountabilities:

- Lead and develop a highly skilled nursing and midwifery workforce committed to high quality standards
- Leads the professional nursing and midwifery initiatives of the Hub
- Provide professional leadership and direction of clinical standards by ensuring accountability through appropriate nursing and midwifery staffing, clinical competence, and evidence based standards of practice
- Effective knowledge of the Commonwealth Aged Care Quality Standards and National Safety and Quality Health Service (NSQHS) Standards in order to lead the accreditation process during spot audits
- Works in partnership with the District Divisions, hub executive and external partners
- Provide strategic education leadership in the Hub. Act in a liaison role with undergraduate & postgraduate training organisations affiliated with the Hub
- Ensure there is financial responsibility & accountability within the portfolios of Nursing & Midwifery & Education & Training. Working as part of the Executive team, lead and foster an organisational culture of excellence, innovation & collaboration with a strong focus on workforce development
- Capacity to implement, & provide leadership in uptake of government policies & practices, including EEO, WH&S, cultural diversity, ethical practice & continuous improvement
- Effective change management in response to new service delivery models & demands
- Effective implementation of new nursing & midwifery industrial agreements and models of care
- Contribute to the development & implementation of the strategic directions for the Hub & LHD
- Provide sound clinical & corporate governance with particular reference to nursing & midwifery
- Facilitate the implementation of Essentials of Care recommendations & associated strategies
- High level oversight in relation to Assets, Infrastructure, Engineering and Maintenance services (AIEMS)
- Exercise sound human resource & change management
- Enable the nursing & midwifery workforce to deliver care to a high standard with appropriate clinical governance

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KEY CHALLENGES

- Nursing and midwifery recruitment and retention including the successful transition of newly registered nurses and midwives into the workforce ensuring that 'craft' transfer is supported & enabled
- The consideration of different ways of working and the successful incorporation of different skillsets of clinical staff into efficient and effective teams that provide quality care
- Support and facilitation of the role of clinical staff in supporting the education of undergraduate students, post graduate students and the development of the future workforce

KEY RELATIONSHIPS

Who	Why
General Manager	Operationally
Chief Executive	Professionally
NSW Nurses and Midwifery Association	Industrially

SELECTION CRITERIA

1. Current Registration as Registered Nurse Division 1 or Registration as a Registered Nurse Division 1 and Registered Midwife with the Nurses and Midwives Board of Australia or meets criteria for registration within Australia
2. Appropriate tertiary qualifications preferably at Masters Level or equivalent experience
3. Broad clinical experience and nursing/ midwifery management expertise at a senior level within a hospital setting, including proven experience in successfully planning and achieving financial, services, operational, workforce and strategic outcomes, incorporating current health service governance, continuous improvement and patient safety focuses
4. Demonstrated understanding of NSW Health's Strategic Directions, Quality and Safety Framework, Aged Care Quality Standards and the Nursing and Midwifery agenda together with a commitment to Nursing Professional and Practice development and research
5. Comprehensive knowledge of and experience in managing current issues in nursing workforce, nursing education and training and industrial requirements for nurses
6. Demonstrated interpersonal and leadership skills of a high order including the ability to communicate effectively (using verbal, written and information technology media) with a wide range of stakeholders including patients, public, NSW Health and government representatives and conduct complex negotiations
7. Proven effective ability to motivate, inspire and manage staff and work successfully with other disciplines in the management of health care services to achieve professional and organisational objectives
8. Demonstrated experience in successful project/change management from inception through to evaluation and completion, including human resource, financial and risk management and the ability to develop, implement and evaluate associated evidence based policies and procedures

OTHER REQUIREMENTS

This role is specifically responsible for:

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- Professional nursing and midwifery matters within the Hub
- Nursing casual pool and workforce
- Falls Prevention and Management
- Pressure Injury Prevention and Management
- Wound Management
- Infection Prevention and Control
- Planning and preparedness for disasters across both sites
- Nursing and Midwifery Education and Training
- The position is accountable as the site based incident controller and is responsible for the Emergency Incident plan and activation of appropriate response

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Job Demands for: ISLHD - Director of Nursing/Operations Manager, Bulli Hospital & Aged Care Centre and Coledale District Hospital

Physical Demands	
<p>Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials</p> <p>Frequent</p>	<p>Sitting - remaining in a seated position to perform tasks</p> <p>Constant</p>
<p>Standing - remaining standing without moving about to perform tasks</p> <p>Infrequent</p>	<p>Walking - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Occasional</p>
<p>Running - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Not Applicable</p>	<p>Bend/Lean Forward from Waist - forward bending from the waist to perform tasks</p> <p>Infrequent</p>
<p>Trunk Twisting - turning from the waist while sitting or standing to perform tasks</p> <p>Infrequent</p>	<p>Kneeling - remaining in a kneeling posture to perform tasks</p> <p>Not Applicable</p>
<p>Squatting/Crouching - adopting a squatting or crouching posture to perform tasks</p>	<p>Leg/Foot Movement - use of leg and/or foot to operate machinery</p>

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Not Applicable	Not Applicable
<p>Climbing (stairs/ladders) - ascend/descend stairs, ladders, steps</p> <p>Occasional</p>	<p>Lifting/Carrying - light lifting and carrying (0 to 9 kg)</p> <p>Infrequent</p>
<p>Lifting/Carrying - moderate lifting and carrying (10 to 15 kg)</p> <p>Not Applicable</p>	<p>Lifting/Carrying - heavy lifting and carrying (16kg and above)</p> <p>Not Applicable</p>
<p>Reaching - arms fully extended forward or raised above shoulder</p> <p>Infrequent</p>	<p>Pushing/Pulling/Restraining - using force to hold/restrain or move objects toward or away from the body</p> <p>Not Applicable</p>
<p>Head/Neck Postures - holding head in a position other than neutral (facing forward)</p> <p>Not Applicable</p>	<p>Hand and Arm Movements - repetitive movements of hands and arms</p> <p>Frequent</p>

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<p>Grasping/Fine Manipulation - gripping, holding, clasping with fingers or hands</p> <p>Frequent</p>	<p>Work at Heights - using ladders, footstools, scaffolding, or other objects to perform work</p> <p>Not Applicable</p>
<p>Driving - Operating any motor powered vehicle</p> <p>Occasional</p>	
<p>Sensory Demands</p>	
<p>Sight - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)</p> <p>Constant</p>	<p>Hearing - use of hearing is an integral part of work performance (e.g. Telephone enquiries)</p> <p>Constant</p>
<p>Smell - use of smell is an integral part of work performance (e.g. working with chemicals)</p> <p>Not Applicable</p>	<p>Taste - use of taste is an integral part of work performance (e.g. food preparation)</p> <p>Not Applicable</p>
<p>Touch - use of touch is an integral part of work performance</p> <p>Not Applicable</p>	

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Psychosocial Demands	
<p>Distressed People - e.g. emergency or grief situations</p> <p>Infrequent</p>	<p>Aggressive and Uncooperative People - e.g. drug/alcohol, dementia, mental illness</p> <p>Infrequent</p>
<p>Unpredictable People - e.g. dementia, mental illness, head injuries</p> <p>Infrequent</p>	<p>Restraining - involvement in physical containment of patients/clients</p> <p>Not Applicable</p>
<p>Exposure to Distressing Situations - e.g. child abuse, viewing dead/mutilated bodies</p> <p>Infrequent</p>	
Environmental Demands	
<p>Dust - exposure to atmospheric dust</p> <p>Infrequent</p>	<p>Gases - working with explosive or flammable gases requiring precautionary measures</p> <p>Not Applicable</p>
<p>Fumes - exposure to noxious or toxic fumes</p> <p>Not Applicable</p>	<p>Liquids - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE</p> <p>Not Applicable</p>

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<p>Hazardous Substances - e.g. dry chemicals, glues</p> <p>Not Applicable</p>	<p>Noise - environmental/background noise necessitates people raise their voice to be heard</p> <p>Infrequent</p>
<p>Inadequate Lighting - risk of trips, falls or eyestrain</p> <p>Infrequent</p>	<p>Sunlight - risk of sunburn exists from spending more than 10 minutes per day in sunlight</p> <p>Not Applicable</p>
<p>Extreme Temperatures - environmental temperatures are less than 15°C or more than 35°C</p> <p>Not Applicable</p>	<p>Confined Spaces - areas where only one egress (escape route) exists</p> <p>Not Applicable</p>
<p>Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground</p> <p>Infrequent</p>	<p>Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls</p> <p>Not Applicable</p>
<p>Working At Heights - ladders/stepladders/scaffolding are required to perform tasks</p> <p>Not Applicable</p>	<p>Biological Hazards - exposure to body fluids, bacteria, infectious diseases</p> <p>Not Applicable</p>

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