

POSITION DESCRIPTION

ISLHD - Director of Nursing/Operations Manager Shellharbour Hospital Manager (SHH)

Our CORE values Collaboration Openness Respect Empowerment		
Organisation	NSW Health	
Local Health District / Agency	Illawarra Shoalhaven Local Health District	
Position Classification	Nurse Manager Grade 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 vision for Illawarra Shoalhaven Local Health District (ISLHD) is 'Excellent services, quality partnerships, healthy communities; ISLHD is committed to provide best practice health care and programs that promote the health and wellbeing of people in the Illawarra Shoalhaven.

The DON/Site Manager Shellharbour SHH provides advice and support to the IHG General Manager, Operations Managers, Head of Department and Divisional Co-Directors to ensure high quality and clinical care is delivered across the portfolio. The position is accountable for the operational management and leadership of SHH and Figtree Ward and works collaboratively with the Executive of IHG to implement strategies to meet District priorities and local annual plans. The position works with the managers and staff to achieve the best outcomes for patients and their families by ensuring a highly skilled competent and compassionate health workforce. The DoN/ Operations Manager ensures workforce planning and effective people management strategies are in place that attract, recruit, develop and retain quality staff to provide excellent patient. The position works in collaboration with the IHG Executive, ISLHD Executive DoNM and Divisional Co – Directors to plan and support the operations of the portfolio.

The role provides professional leadership and direction to the nursing workforce and ensures the development and implementation of the clinical scope of practice for nurses. This will be supported by appropriate standards and professional development strategies. The position is responsible for developing and implementing a framework for continuous improvement in the quality of service and practice, safeguarding high standards of care and encouraging excellence in clinical care through promotion of clinical governance.

The position works in collaboration with the key NSW Pillars e.g. Health Education and Training Institute (HETI) to implement systems approach in alignment with the NSW Health educational agenda. The position is responsible for ensuring the education and training of nursing staff is of a high standard and works in collaboration with higher education providers to advise on, plan and implement a contemporary specialist work force. They are active in responding to the MoH agenda to have a highly skilled, contemporary professional workforce.

This role is specifically responsible for:

- Professional nursing matters within SHH, and Figtree Ward
- Nursing workforce recruitment and retention
- Oversight of the financial management of the nursing workforce and the broader facilities.
- Nursing KPIs including Falls Management, Wound Management, and pressure area management
- Infection Prevention and Control
- Planning and Preparedness for Disasters
- Nursing Education and Training

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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.

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

- 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
- Lead and develop a highly skilled contemporary professional nursing workforce committed to high quality standards and the provision of excellent patient care
- Leads the professional nursing initiatives of SHH to align with the LHD and State-wide imperatives
- Provide professional leadership and direction of nursing clinical standards by ensuring accountability for clinical practice and safety requirements through appropriate nursing staffing, clinical competence, and evidence-based standards of practice
- Works in partnership with the District Divisions and IHG executive to plan, monitor and deliver high quality timely services to patients and their families
- Works with External Partners including
 - Ministry of Health
 - Pillars and NSW Health Agencies
 - HCCC
 - Medicare Locals
 - Industrial Organisations including NSWNMA
 - Nursing Homes and Non-Government Organisations
 - Private Health Organisations
 - Volunteer and Community Groups
 - Other LHDs
- Provide leadership and support across IHG by implementing and operationalising, monitoring and evaluation of annual plans.
- Ensure there is financial responsibility & accountability across all portfolios
- Develop collaborative relationships with key stakeholders to capitalise on opportunities to share educational material and to standardise where possible clinical practices and to enhance networking
- Work with the NM Workforce and District Nursing and Midwifery Office to implement effective workforce planning and people development strategies that attract, recruit, develop and retain quality staff and to ensure new and innovative work practices are supported by educational and training

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- Comply with and support the implementation of the NSW Health Risk Management Enterprise –Wide Policy and Framework and ensure the effective identification, management, monitoring and reporting of risks within the Health Service
- The position is accountable to IHG’s General Manager for the professional nursing issues and the advancement of the objectives of ISLHD
- The position is expected to participate in decision making with the Divisional Clinical Directors, Operations Managers, Nurse Managers and ISLHD Executive
- The position holder is expected to operate with minimal supervision demonstrating clinical leadership and sound judgement in managing key strategic decisions and balancing competing work priorities
- Enable and promote a highly skilled professional and non-professional workforce to deliver at a high standard in meeting the care requirements of patients and their families/carers within sound governance

KEY CHALLENGES

- The district and IHG is facing increasing demand for services within a fiscally challenging environment. The DoN has a key role in leading strategies and initiatives that support the effective utilisation of nursing resources that meet these demands within the constraints whilst maintaining quality and safety
- Changing demands on services and changes in practice and technology, requires a workforce that is dynamic and well equipped to meet the future requirements of the service. The DoN has a key role in ensuring that a workforce plan is in place that reflects the future requirements of the services as we move towards the site redevelopment project, recruitment and retention strategies are developed to ensure the right level of resources are available, and models of care are contemporary and aligned to the future direction as outlines in the clinical services strategic plan.
- Quality and safety are a key priority. The DoN has a key role in contributing to the strengthening of a quality and safety culture, promoting innovation and clinical research and fostering continuous improvement. Maintaining professional standards of practice, core competencies and the development of contemporary models of care are all fundamental to achieving this

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KEY RELATIONSHIPS	
Who	Why
The Illawarra Group General Manager & Executive Leadership Team	Direct reporting relationship to general manager for operational accountabilities and responsibilities.
Operations Managers	Direct reports to DON/OM position who support multidisciplinary delivery of patient care and the provision of clinical leadership and management for inpatient and specified services.
Executive Director Nursing and Midwifery, ISLHD Senior Nursing Leadership Team	To ensure local initiatives and priorities are aligned to district priorities. To provide input to district planning and performance systems. Works collaboratively as a member of the executive team.
Co-Directors Nursing and Medical and Directors of Medical Services	Professional relationship. Support a multidisciplinary delivery of patient care and the provision of clinical leadership and management for inpatient and specified services.

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. Relevant tertiary qualifications preferably at master's level and/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 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.

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OTHER REQUIREMENTS

Challenges and Problem Solving

- Nursing recruitment and retention including the successful transition of newly registered nurses into the workforce ensuring that 'craft' transfer is supported and enabled.
- The consideration of different ways of working and the successful incorporation of different skill sets of clinical staff into efficient and effective teams that provide quality care.
- Support and facilitate the role of clinical staff in supporting the education of undergraduate students, post graduate students and the development of the future workforce.
- Management within existing resources to meet the health care needs of the community and the appropriate utilisation of nursing staff within a variety of new and existing service delivery models.
- Effective change management in response to new service delivery models and demands
- Effective implementation of new nursing industrial agreements.

Performance Measures Leadership

- Contribute to the development and implementation of the strategic directions for IHG and the LHD
- Provide sound clinical and corporate governance with reference to nursing
- Provide sound corporate governance for Network Education and Training
- Build effective relationships with senior health leaders and managers within the LHD and with key partners e.g. Universities and TAFE
- Actively contribute and facilitate the implementation to the development of statewide nursing and midwifery strategies
- Supports the successful delivery of relevant indicators outlined in the ISLHD agreement with the Ministry of Health

Management

- Competently undertake key roles and responsibilities as specified in PD
- Demonstrate sound decision making and problem-solving skills
- Achieve allocated budgets and implementation of financial and budget strategies/targets
- Exercise sound human resource and change management

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Job Demands for: ISLHD - Director of Nursing - Southern Hub

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>Frequent</p>
<p>Standing - remaining standing without moving about to perform tasks</p> <p>Occasional</p>	<p>Walking - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Frequent</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>Infrequent</p>
<p>Squatting/Crouching - adopting a squatting or crouching posture to perform tasks</p> <p>Infrequent</p>	<p>Leg/Foot Movement - use of leg and/or foot to operate machinery</p> <p>Not Applicable</p>

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<p>Climbing (stairs/ladders) - ascend/descend stairs, ladders, steps</p> <p>Infrequent</p>	<p>Lifting/Carrying - light lifting and carrying (0 to 9 kg)</p> <p>Occasional</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>Infrequent</p>
<p>Head/Neck Postures - holding head in a position other than neutral (facing forward)</p> <p>Occasional</p>	<p>Hand and Arm Movements - repetitive movements of hands and arms</p> <p>Frequent</p>
<p>Grasping/Fine Manipulation - gripping, holding, clasping with fingers or hands</p> <p>Not Applicable</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>Infrequent</p>	

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Sensory Demands	
<p>Sight - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)</p> <p>Frequent</p>	<p>Hearing - use of hearing is an integral part of work performance (e.g. Telephone enquiries)</p> <p>Frequent</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>	

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>

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Exposure to Distressing Situations - e.g. child abuse, viewing dead/mutilated bodies Infrequent	
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Environmental Demands

Dust - exposure to atmospheric dust Not Applicable	Gases - working with explosive or flammable gases requiring precautionary measures Not Applicable
Fumes - exposure to noxious or toxic fumes Not Applicable	Liquids - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE Not Applicable
Hazardous Substances - e.g. dry chemicals, glues Not Applicable	Noise - environmental/background noise necessitates people raise their voice to be heard Not Applicable
Inadequate Lighting - risk of trips, falls or eyestrain Not Applicable	Sunlight - risk of sunburn exists from spending more than 10 minutes per day in sunlight Not Applicable
Extreme Temperatures - environmental temperatures are less than 15°C or more than 35°C Not Applicable	Confined Spaces - areas where only one egress (escape route) exists Not Applicable

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<p>Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground</p> <p>Not Applicable</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>