



WA Country Health Service  
South West

07 January 2022

REGISTERED

# Job Description Form



SOUTH WEST

Landscape Photos: Tourism Western Australia

**Position Title**

**Position number:**

**Director of Nursing – Health Service Manager**

**615803**

## Regional Profile

The South West is located in the southern-western corner of Australia and covers an area of nearly 24,000 square kilometres. It is Western Australia’s most popular tourist destination and has unique biodiversity and a rich natural environment. The Regional Health Service offers two (2) main health facilities at Bunbury and Busselton. The Health Service is also widely supported with a network of smaller hospitals and Multi-Purpose Service (MPS) sites at: Augusta, Boyup Brook, Bridgetown, Collie, Donnybrook, Harvey, Margaret River, Nannup, Northcliffe, Pemberton and Warren.

## About the WA Country Health Service

### Our Strategic Priorities



### Our Values

#### Community

We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

#### Compassion

We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

#### Quality

We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

#### Integrity

We bring honesty, collaboration and professionalism to everything that we do.

#### Equity

We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

#### Curiosity

We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

### Our Vision

To be a global leader in rural and remote healthcare.

### Our Mission

To deliver and advance high quality care for country WA communities.

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## Directorate overview

WA Country Health Service (WACHS) - Inland Operations consists of eight hospitals, comprising two District Hospital, three small hospitals, three Multi-Purpose Sites (MPS) and one Nursing Post. Inland spans in the north from the southern boundary of the South Metropolitan Health Service near Harvey, to Northcliffe in the south. Inland has three operational areas supporting the Warren, Blackwood and Wellington district areas:

**Warren Blackwood (Multipurpose Services)** - covers the MPS sites at Boyup Brook, Nannup, Pemberton and Northcliffe Nursing Post and surrounding communities.

**Warren Blackwood (Hospitals)** - covers the District Hospital site at Manjimup (Warren) and Bridgetown Hospital and surrounding communities.

**Wellington** - covers the District site at Collie, Harvey and Donnybrook Hospitals and surrounding communities.

Inland services comprise Visiting Medical Services, Nursing and Midwifery (Midwifery Group Practice) and Medical Imaging. Elective surgery is provided at Collie, Bridgetown and Warren Hospitals. PathWest Laboratory and Allied Health services are provided from the District Hospitals of Collie and Warren. All sites provide emergency department services, and are supported by the Emergency Telehealth Service (ETS) as required. A range of other services are provided including Telehealth Services. Community Health, Community Mental Health and Aged Care Services. The Directorate leadership networks very closely with all services across Inland and in the region to ensure service sustainability and workforce needs are met. Strong relationships are in place and stakeholder engagement in each community, across the region and within the broader WA Country Health Service network is a priority.

Inland Directorate actively supports and encourages diversity and inclusion across all occupational groups through the development and implementation of initiatives aimed at accessing and improving employment and mentoring opportunities to all people. Our strategies are located at [www.wacountry.health.wa.gov.au](http://www.wacountry.health.wa.gov.au)



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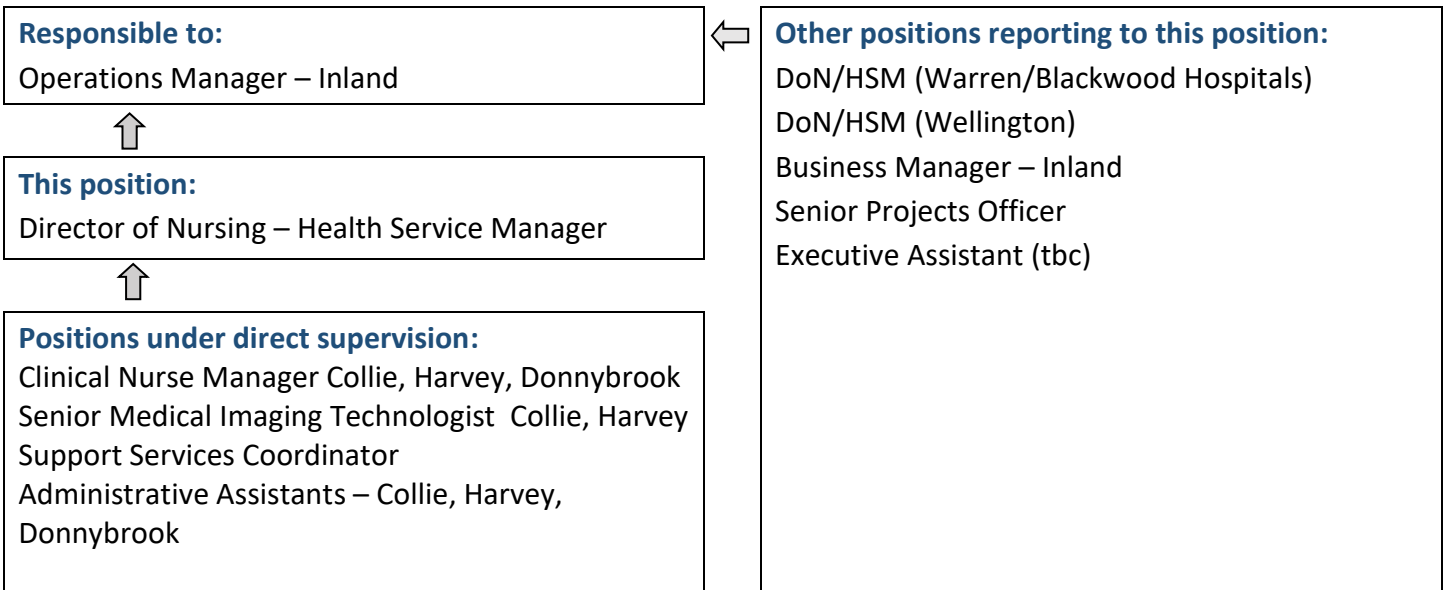
## Position Details: Wellington (Collie, Harvey and Donnybrook )

Position Number:	615803	Registration Date:	January 2022
Classification:	SRN Level 7	Location:	Collie. Required to regularly travel to and work from other Wellington sites
Award / Agreement:	Nurses and Midwives Agreement		
Organisational Context:	Regional		

### Position Overview

Responsible for the leadership and management of services in partnership with consumers for Collie, Donnybrook and Harvey Hospitals and surrounding communities. Ensures best practice delivery of services for the communities in the Wellington District. Provides support to the Operations Manager, Regional Director of Nursing & Midwifery and regional executive team in developing and implementing the strategic directions for WACHS South West, including progression of health reform strategy, consumer & stakeholder engagement, continuous quality improvement and improving patient and staff safety.

### Reporting Relationships



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## Key Duties/Responsibilities

### 1. Nursing and Operational Management

- 1.1. Is accountable for all aspects of the management of District and complies with the objectives as specified in the business/operational and clinical services plans and all other statutory and other WA Health industry standards and policies.
- 1.2. Is responsible for ensuring that the utilisation of resources is within the allocated budget, including identification of strategies to reduce expenditure and regular reporting of variances to the Operations Manager.
- 1.3. Ensures facilities and equipment are appropriate and safe for staff, patients, consumers and residents, including planning and delivering for upgrade / replacement.
- 1.4. Ensures systems are in place with staff to monitor and evaluate the key health service performance indicators, including reporting of variances and actions to improve.
- 1.5. Ensures the development, review and maintenance of a Business/Operational Plans and ensures this is consistent with the WACHS South West strategic plan.
- 1.6. In collaboration with Operations Manager and senior clinicians identifies funding opportunities and undertakes the development of business cases to support service enhancements and reconfiguration of service delivery to meet key performance indicators and changing community health needs.
- 1.7. Ensures the effective management of staff and supports their managers to ensure the delivery of high quality services and the maintenance of a productive and harmonious workplace.
- 1.8. Ensures that the professional development needs of health service staff are identified and addressed, including monitoring of meeting training requirements and performance indicators.
- 1.9. Supports workforce needs, development and deployment across the other Directorate and District areas in collaboration with the other DoN-HSM.
- 1.10. Maintains own professional development by means of participation in appropriate staff development/educational/professional activities.
- 1.11. Ensures that an effective performance management system is utilised, and that the performance of all staff is managed and appraised on a regular basis, including reviewing self-performance and initiating own performance development.
- 1.12. In collaboration with the Operations Manager and Regional Director of Nursing & Midwifery Services ensures that effective workforce planning and attraction and retention strategies are pursued.
- 1.13. Ensures robust systems are in place for:
  - Disaster preparedness, prevention and management.
  - Staff safety preparedness, prevention and management.

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### 2. Professional Leadership and Governance

- 2.1. Professionally accountable to the Regional Director of Nursing and Midwifery.
- 2.2. Complies with registration requirements of the Nursing and Midwifery Board of Australia (NMBA) and practices in accordance with the NMBA standards for practice for the Registered Nurse.
- 2.3. Monitors the professional standards of practice and behaviour of nurses and midwives within the District and take's action to address identified areas for improvement.
- 2.4. In collaboration with the Operations Manager is responsible and accountable for the outcomes of service delivery.
- 2.5. In collaboration with the Operations Manager, Regional Director Medical Services, Population Health Director/Allied Health Manager and Regional Director Nursing & Midwifery Services is accountable for ensuring the implementation of clinical governance systems are in place to monitor patient, consumer and resident outcomes.



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### Key Duties/Responsibilities

- 2.6. Leads and supports a culture of quality service, patient safety and continuous improvement, including external accreditation and maintenance of the ongoing compliance with the National Safety Quality Health Care Standards.
- 2.7. Develops, implements and evaluates internal communication and staff engagement strategies including addressing cultural security and working collaboratively with relevant groups such as Aboriginal elders.
- 2.8. Develops, implements and evaluates community and consumer engagement strategies. Manage consultation processes within each community, local health professionals, health interest groups, and other significant stakeholder to support an integrated approach to the delivery of health services.
- 2.9. Liaises with other agencies, both public and private, as well as community groups and individuals in order to ensure WACHS South West responsive to the changing health needs of the community.
- 2.10. Participates in regional planning and service development activities, and promotes WACHS and the South West to the staff, the community and other stakeholders.
- 2.11. Provides mentorship and professional guidance to staff to support them delivery of consumer and carer centred care.
- 2.12. Participates in WACHS South West leadership forums as required.
- 2.13. Provides emergency clinical assistance during work hours and ensures that appropriate escalation plans are in place for after-hours.
- 2.14. Ensures systems are in place to monitor currency of registration and credentialing of regulated staff.
- 2.15. Responsible for project or other professional portfolios as allocated by the Operations Manager and Regional Director of Nursing and Midwifery.

### 3. Other Duties

- 3.1. Undertakes leave relief for the Operations Manager and Regional Director of Nursing & Midwifery.
- 3.2. Other duties as directed within scope.



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## Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

### Essential

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Demonstrated record of achievement in leadership and organisation development at a senior nursing level, including well developed skills in community engagement.
3. Demonstrated experience in the application of continuous quality improvement systems, including risk management and clinical governance systems.
4. Demonstrated well developed analytical, financial, strategic management and project management skills.
5. Demonstrated well developed interpersonal, verbal and communication skills and ability to cultivate teamwork.
6. Demonstrated ability to lead change and champion the adoption and use of appropriate innovative digital technologies to enhance learning and patient care.
7. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment, people management and service delivery.
8. Eligible for / or in possession of a current C or C-A Class drivers licence.

### Desirable

1. Possession or significant progression towards the attainment of a post graduate qualification relevant to the position.
2. Knowledge of the state and national health policy frameworks which impact on rural health service delivery in Western Australia

## Appointment Pre-requisites

Appointment is subject to:

- Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement.
- Provision of the minimum identity proofing requirements.
- Successful Aged Care Criminal Record Screening clearance.
- Successful Pre- Placement Health Screening clearance.
- Successful WA Health Integrity Check.
- Successful Working With Children check (WWC).
- Evidence of current C or C-A Class drivers licence.

