

Position Description

Position Title:	Director of Clinical Services
Division:	Executive Committee
Department / Unit:	Clinical Division
Reports to:	Chief Executive Officer
Salary and Conditions:	Negotiated rate based on experience, all other employment conditions per the Mildura Private Hospital Nurses Enterprise Agreement 2021 and the National Employment Standards (NES).
Immunisation Risk Category:	Category A

Hospital Description:

Mildura Health Private Hospital is a 56-bed private hospital including a 29 bed Medical / Surgical in-patient ward with two Enhanced Care beds and a Treatment Room; Day Procedure Unit; Day Oncology Unit; three operating theatres and partnership with Mildura Health Private Consulting. Specialties include Cardiology (pacemaker insertions), Dental, Ear Nose and Throat, General Medicine, General Practice, General Surgery, Gynaecology, Oncology, Ophthalmology, Oral & Maxillofacial, Orthopaedics, Palliative Care, Plastic / Reconstructive, Sleep Studies, Urology and Vascular.

Our Vision

Your health, your choice

Mission Statement

Providing life-long, exceptional health care when you need it

Our Values



Honesty

We act with uncompromising honesty and integrity in everything we do.



Fairness

We operate in accordance with the rules and an ethical framework.



Respect the Rights of Others

We show respect for the dignity of the individual and mutually respect and value each other.



Independence

We are independent in thought and action and understand the importance of Mildura Health's core responsibility as a good corporate citizen in our community and industry.

Position Summary:

The primary function of the Director of Clinical Services is to provide robust, visionary clinical leadership across all clinical areas of the Hospital ensuring effective operational management, collaborative models of care and delivery of excellence in patient services.

Reporting to the Chief Executive Officer, this position is a senior executive role within the MHPH leadership team and is required to liaise with the Private Hospital Committee, executive, medical practitioners and the leadership team in relation to operational matters, clinical governance, quality and risk management, patient safety and satisfaction, business development and business continuity.

The Director of Clinical Services is required to provide clinical leadership, workforce planning and support growth through innovation, foresight, role modelling and commercial awareness along with the ability to simultaneously manage day to day clinical operations and think strategically.

Mandatory Requirements:

- Evidence of Professional Registration (AHPRA)
- Satisfactory National Police Check
- Current Working with Children’s Check (Employee)
- Immunisation History (Satisfactory Health Declaration)
- Photo Identification (Drivers Licence / Passport)
- Vaccination against COVID-19 is a mandatory requirement for healthcare workers in Victoria, and as such, all employees at Mildura Health Private Hospital.

Key Selection Criteria:

- Current registration with the Nursing & Midwifery Board of Australia;
- Demonstrated record of extensive experience in a senior leadership role within acute health care;
- Demonstrated knowledge of hospital administration procedures, clinical governance, patient safety, quality and risk management;
- Demonstrated experience in financial management, innovation and growth opportunities;
- Proven engagement skills including the ability to foster positive relationships with VMO’s and other stakeholders;
- Demonstrated capability to build teams, develop people and achieve high performance;
- Demonstrated knowledge of the NSQHS Standards and Hospital accreditation process.

Qualifications and Experience:

- Extensive experience in a senior leadership role within acute health care;
- Current registration with the Nursing & Midwifery Board of Australia;
- A proven track record in clinical leadership roles;
- Strong stakeholder engagement skills, with the ability to foster positive working relationships with diverse groups;
- Exceptional leadership, communication and negotiation skills;
- A comprehensive knowledge of hospital administration procedures, clinical governance, patient safety and other quality related activities;
- Proven experience managing clinical risk and implementing contemporary strategies to promote high quality patient care;

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- Knowledge and exposure to financial management principles including operational budget management;
- Capability to build teams, develop people and achieve high performance;
- Business development capability.

Desirable Requirements

- Post-graduate qualifications in Health Management, Master of Business Administration (or equivalent) or currently undertaking studies;
- Knowledge of Human Resources, Industrial Relation Acts, regulations and other statutory obligations;
- Previous experience as a Director of Clinical Services or Director of Nursing within the private hospital sector.

Key Responsibilities:

- The DCS will be directly responsible for leading the hospital clinical teams, fostering strong relationships with Visiting Medical Officers (VMO's) and actively seeking out new growth and expansion opportunities, while ensuring that the business meets its financial and operational objectives;
- The role is responsible for ensuring that the hospital achieves a balance between high quality health outcomes and an efficient clinical service that meets all aspects of strategic and operational objectives, outlined in the strategic plan;
- You will inspire your teams to ensure the highest standards of customer service and clinical care;
- The role is responsible for leading innovation, while recognising the consumer as the central focus within the private healthcare setting;
- Support the CEO to drive the hospital towards growth and success;
- Support growth through leadership, the use of innovation, foresight, and commercial awareness along with simultaneously managing the day to day clinical operations while thinking strategically;
- Provide executive level professional and strategic leadership in the coordination and management of service development;
- Responsible for workforce planning, pharmacy, privacy, risk management, complaints, medical credentialling, Veteran liaison, bed allocation and discharge planning;
- In collaboration with the CEO prepare the Hospital for the DHHS Annual Clinical Inspections and ongoing accreditation of the National Safety and Quality Health Service (NSQHS) Standards. Action any recommendations and maintain the services in accordance with the Health Services (Private Hospitals and Day Procedure Centres) Amendment Regulations 2018.

Management:

- Participate in Quality Improvement activities aligned with the NSQHS Standards;
- Contribute to the professional development of others including preceptorship of new staff and/or students on placement;
- Exercise economy in the use of resources, supplies and time.

Professional Development:

- Participate in professional development to enhance clinical and management practice.

Quality:

- Understand, contribute to and participate in the hospital ISO 9001 certification process;
- Understand, contribute to and participate in the application of the NSQHS Standards applicable to the Mildura Health Private Hospital.

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Occupational Health and Safety:

- Follow safe work practices and comply with the Hospital's Occupational Health and Safety policies and procedures and legislation, proactively reporting policies, hazards, incidents and injuries to manager
- Make proper use of all safeguards, safety devices and personal protective equipment.
- Take appropriate care to protect the health and safety of self and others.

Signed Employee:	Date:
Signed DCS / CSM / CEO:	Date: