



Date:	August 2024
Position Title:	Deputy Director of Nursing, Clinical Services
Division:	Executive
Reports to:	Director of Nursing

SECTION 1:

Mission, Vision and Values

Mission: To deliver the highest quality healthcare experience for patients.

Vision: To be the preferred choice of patients, doctors, and staff, recognised for the provision of high-quality clinical care.

Values: Bethesda Health Care is committed to the following values:

- Teamwork – We create an environment of unity and togetherness.
- Respect – We recognise and acknowledge the uniqueness and value of every individual.
- Integrity – We demonstrate honesty and trust.
- Compassion – We work to express God’s love through a caring expression of kindness, tolerance and tenderness.
- Excellence – We excel in all that we do so that we can promote our Mission.
- Professionalism – We have pride in the high level of care and service we offer.

Staff are expected to demonstrate these values in the way they work, live the positive behaviours described in the Bethesda Health Care Code of Conduct, and contribute to and promote the positive culture of the organisation.

SECTION 2

Position Summary and Role Purpose

The Deputy Director of Nursing, Clinical Services (DDoNCS) leads and manages clinical operations, collaborating with the Director of Nursing and the Executive Team to achieve strategic objectives, financial targets, and KPIs while driving process improvements and representing Bethesda Health Care at key forums.

SECTION 3:

Key Working Relationships

INTERNAL	EXTERNAL
Director of Nursing	Australian Council on Healthcare Standards (ACHS)
Chief Executive Officer	Department of Health WA
The Executive Team	Health Funds
Clinical Nurse Managers	AHPRA
Support Service Unit Managers	Chief Nursing Officer (Health Department of WA)



Executive Assistant	Industry peak bodies
Surgeons and Doctors	Nursing Agencies
The Board	Suppliers of medical-related goods, equipment, services
	Universities, Colleges and TAFEs

SECTION 4: Key Responsibilities

- Demonstrate a leadership style and behaviours aligned with the organisation's Mission, Vision and Values.
- Lead and facilitate effective, planned change management strategies to improve operational effectiveness and efficiency.
- Contribute to creating a positive organisational culture with a strong focus on safety, quality, patient and doctor experience, risk identification, and mitigation.
- Provide strong leadership to achieve professional and hospital standards of nursing practice, patient care and patient and doctor experience.
- Manage the budget planning process for Clinical Services.
- Monitor and manage budgeted FTE resource allocation and workload management to achieve the required skill mix and safe and appropriate care based on patient acuity.
- Monitor the ongoing clinical and financial trends related to Clinical Services and initiate reviews to address areas of concern.
- Establish objectives and targets for Clinical Services that are aligned with the overall organisational goals.
- Ensure all objectives, strategies and actions of our strategic and operational plans are implemented, reported on and achieved.
- Develop and communicate policies in support of the organisation's goals and objectives and in support of the Organisational Strategic Plan.
- Effectively manage complex and challenging issues that require informed, appropriate and sustainable resolutions.
- Foster a culture of innovation and continuous improvement in clinical areas.
- Support and develop managers and team leaders in clinical services to reach their full potential.
- Identify and implement contemporary best practice where appropriate.
- Ensure organisational compliance with state and national policy and regulatory requirements, including accreditation requirements and ACHS standards.



- Contribute constructively as a member of appropriate hospital and organisational committees.
- With the Director of Nursing, undertake modelling for new business opportunities, examining new options for managing financial arrangements in Clinical Services. Ensure new initiatives are costed and proposed using a business case approach.
- Assist the Director of Nursing as requested.

SECTION 5

Health, Safety and the Environment

- Adhere to policies, procedures and standard operating procedures.
- Report incidents, hazards and injuries.
- Use personal protective equipment as required and directed.
- Raise WHS issues with WHS representatives and introduce change.
- Promote a safe work environment by assessing the work environment and not misusing or bypassing systems of equipment.
- Support staff well-being.
- Lead and role model WHS issues through support of reporting staff participation and resolution of WHS issues.

SECTION 6

Governance Quality and Risk

- Record initiatives and issues in the Quality and Risk system.
- Abide by Bethesda Health Care's Code of Conduct, Work Health and Safety legislation, *Equal Opportunity Act*, and *Disability Services Act*.
- Complete mandatory training, participate in development reviews and support the performance of others.
- Read and adhere to the safety and quality responsibilities relevant to your role as outlined in the Clinical Governance Policy/Framework.
- Promote a culture that supports safety and quality by engaging with clinical performance and safety processes at the unit level.
- Encourage and support clinicians to speak up for safety.

SECTION 7

Partnering with the Consumer

- Acknowledge and involve patients with their care, respond to clinical queries, assist as appropriate, and encourage the use of formal feedback systems.



**SECTION 8:
Selection Criteria**

Qualifications
<p>Essential</p> <ul style="list-style-type: none"> ▪ Tertiary qualifications in Nursing. ▪ Current registration with AHPRA. ▪ Current Police Check issued within the last six months. ▪ Current Working with Children Check. ▪ Substantial proven leadership ability in the overall management of operations, quality and risk. ▪ Demonstrated success in leading and managing programs and initiatives within a small, diverse, complex, and service-focused environment. ▪ Experience in the overall management of budgets and targets for clinical units. ▪ Ability to effectively resolve complex service and management issues. <p>Desirable</p> <ul style="list-style-type: none"> ▪ Further studies to master’s level in healthcare management or a relevant field. ▪ Recent experience in an executive or senior management role in a private hospital setting. ▪ Experience in a multi-functional business role in a private hospital environment. ▪ Illustrated experience in building strategic relationships that result in positive outcomes for the business. ▪ A proven, genuine leader of people with a strong history of being proactive, energetic and inspiring. ▪ Demonstrated understanding and knowledge of the small private hospital environment, with a focus on future models that sustain viability.

SECTION 9: Acceptance of Position Description

Deputy Director of Nursing, Clinical Services Date