

Position Description			
Name		Date	
Position Title	Regional Specialist Services Nursing Manager		
Department	Primary Care		
EBA / Award	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 - 2024		
Classification	Classification Nurse Manager level 3 FTE 0.6 Ongoing Initial 6-month probationary review and then annual performance appraisal.		
Primary Site	Wangaratta and Wodonga with travel to other sites as required		
Reporting to	General Manager - Primary Care		
Direct Reports	<ul style="list-style-type: none"> Regional Clinical Nurse Consultants, Wound Regional Clinical Nurse Consultant, Chronic Conditions Regional Clinical Nurse Consultant, Continence Administration Assistant High Risk Accommodation Response (HRAR) Coordinator Wellness and Reablement Consultant Regional Diversity Advisor Friendly Visitor Coordinator 		
Budgetary Responsibilities	<ul style="list-style-type: none"> Regional Clinical Nurse Consultant High Risk Accommodation Response Program 		
Liaises with Internally	<ul style="list-style-type: none"> GH staff, including Quality, Risk/Compliance and People Working Well roles Volunteers and students General Practitioners 		
Liaises with Externally	<p>This position may be expected to liaise with, though not limited to the following;</p> <ul style="list-style-type: none"> Department of Health and Department of Fairness, Families and Housing Local Government staff and representatives. Community service organisations Regional and Local Health services Disability providers in the region Other Not for Profit Organisations. Universities /Tertiary education sector Relevant peak bodies 		
Program Information	<p>The Regional Specialist Team is a multidisciplinary team delivering clinical and reablement services to a targeted population including older community members, people who live in high risk accommodation settings and people with chronic conditions. In addition we provide support and expert advice and guidance to the sector and its workforce across the ovens Murray Region.</p>		

<p>Purpose of the role</p>	<p>The Regional Specialist Service Manager is responsible for providing leadership, guidance and management to the Regional Specialist Team. The Regional Specialist Manager reports directly to the General Manager Primary Care and is responsible for ensuring effective and high quality service is provided within the Regional Specialist positions and programs.</p> <p>The Regional Specialist Service Manager is responsible for developing and establishing an organisational Nursing Professional Framework that includes scope of practice, advanced practice credentialing and workforce planning. Additionally this role will provide clinical advice and support to the organisations nursing profession as required and assist with ensuring effective and high quality clinical supervision occurs within the nursing roles across the organisation.</p>
<p>About Gateway Health</p>	<p>Gateway Health is a not-for-profit Company limited by guarantee and a registered Community Health Service under the Health Services Act 1988 (Vic).</p> <p>Vision: People Living Well</p> <p>Our Purpose: To provide care and services that connect the community and strengthened individual and population health and wellbeing</p> <p>Our Values: Values reflect the way we interact, connect and work with every client, with partners, with volunteers and with one another. Principles shape the way we plan and design our services and business systems. Together they underpin organisational culture, strategy and the way we deliver our services. We CARE – We ACHIEVE – We LEARN – We WORK TOGETHER – We INNOVATE</p> <p>Our Principles:</p> <ul style="list-style-type: none"> <i>We advocate for fair and equitable access to health care and wellbeing services for all.</i> <i>We respect the strength of individuals and the community, and their capacity to recover from adversity.</i> <i>We recognize the importance of adaptability and responsiveness to enable us to deliver on our commitment to the community.</i> <i>We actively listen and work alongside the community and each other to design and deliver better solutions.</i> <i>We believe a learning culture is critical to enhancing the wellbeing of staff, clients and the community.</i> <i>We contribute to creation of a connected and integrated health and community care system to achieve the best outcomes for our clients and community.</i> <p>Gateway Health strives for an achievement culture that encourages innovation and initiative. We build and foster strengths-based programs that focus on support and recovery. Our staff are our greatest asset.</p> <p>The organisation employs over 380 staff providing a range of primary health and welfare services across the Ovens Murray region in North East Victoria and parts of Southern New South Wales. Gateway Health serves all people, and is committed to improving individual and population health outcomes. We will do this by providing health care and support to individuals and communities in times of need, and by actively working with our partners to address the social and environmental determinants of health. They are delivered through a mix of centre-based services in Wodonga, Wangaratta and Myrtleford, and outreach services to rural communities across the region.</p> <p>Gateway Health is committed to creating a workforce that reflects the communities we serve. We believe that a workforce that recognises and celebrates diversity will best meet the health and well-being needs of all people we serve including Aboriginal and Torres Strait Islander peoples; people with a disability; lesbian, gay, bisexual, transgender and gender</p>

	<p>diverse people; inter sex people; people experiencing health inequalities; and culturally and linguistically diverse people.</p> <p>Review of Position Descriptions: This position description will be reviewed annually (July each year), during annual appraisals, when the position becomes vacant or as deemed necessary.</p>
<p>Code of Conduct</p>	<p>Employees are expected to, at all times:</p> <ul style="list-style-type: none"> • Adhere to the Gateway Health Code of Conduct including the Child Safe Procedures • Maintain a high professional standard and work with integrity • Develop collaborative working relationships • Communicate with respect and tolerance • Maintain a client focus • Adopt a Continuous Improvement approach • Work within legislative and compliance framework.
<p>Key Responsibilities and Accountabilities</p>	
<p>Role Specific</p>	
<ul style="list-style-type: none"> • Role model high standards of professional practice and conduct in service delivery, working in partnership with colleagues and agencies. • Coordinate and ensure services within Regional Specialist Service Team are evidence-informed and in line with professional and funding requirements and are of the highest quality. • Coordinate and ensure high-quality clinical documentation within agreed time frames and in accordance with GH and relevant professional body policies and procedures. • Coordinate and ensure all program and service specific administrative tasks are completed within the required time frames. • Develop and lead a professional Nurse Practitioner Framework for the organisation • Coordinate and ensure relevant and accurate reporting is completed according to funding and organisational requirements. • Coordinate and ensure timely and accurate commencement and maintenance of client records, financial and statistical data and any other information per organisational policy • Work with Learning and Development staff to support an organisational Student Program that is supportive and sustainable. • Lead and assist with coordination of the Hume Regional Alliance Group for Aged Care Services. • Lead and participation in and facilitation of regular performance reviews and appraisals within the team • Competently use all relevant organisational databases – including but not limited to VHIMS, RelainSys, clinical software, financial software • In partnership with the Learning and Development Team active participation and lead in developing a Professional Development program for the Nursing profession within the organisation. • Coordinate and ensure the Regional Specialist Service Team have access to appropriate and timely clinical supervision • Ensure completion of Mandatory training by all team members. 	
<p>Financial Management</p>	
<ul style="list-style-type: none"> • Manage and coordinate processes within the team to ensure data entered and invoices raised (where appropriate) are processed within funding / program deadlines • Provide a deep understanding and level of knowledge regarding funding models and targets that are relevant to services within the Regional Specialist Service services. • Manage and coordinate: <ul style="list-style-type: none"> • Monitoring of relevant activity targets • Development strategies to reach activity targets • Financial and budgetary planning specific to Regional Speciality Services, including workforce planning 	

People

- Develop and maintain professional relationships with internal and external stakeholders.
- Encourage and foster a working and professional link with the Gateway Health Medical Practice teams.
- Establish and monitor seamless referral pathways within the organisation for all Regional Specialist Service Program services.
- Actively contribute and provide professional advice for the organisation where required
- Lead and coordinate productive and positive team meetings.
- Lead and manage flexible work models for the team.
- Positively contribute to the culture and spirit of the Primary Care Team and work environment in GH.
- Your behaviour is congruent with organisational values, behaviours and goals.
- Develop and maintain policy, procedures and systems within the Regional Specialty Services programs.
- Positively embrace and adopt change as it occurs.
- Ensure all team members are updated and included in key messaging from relevant organisation, state and Commonwealth meetings.

Technical Skills / Industry Knowledge

- Coordinate regular, high quality clinical supervision and professional support to the staff within your team.
- Actively participate in the organisational Clinical Supervision Program for the Nursing profession.
- Identify team capabilities and establish a professional development plan to meet the needs of the services.
- Establish, coordinate, supervise and take responsibility for student placements within the services and programs.
- Ensure all members of the team actively participate in quality activities and ensure completion within a timely manner and to a high standard.
- Manage, lead and actively encourage participation in quality and safety activities such as clinical risk management, clinical indicator use and benchmarking.
- Actively lead and coordinate the development and continuous review of policies and procedures, underpinned by best available evidence.
- Contribute to compliance with National Standards and accreditation for Gateway Health as required.
- Evaluate service provision and review, update and improve services based on customer feedback, data analysis and available evidence.
- Maintain a proactive approach to the identification, management and reduction of risk.
- Comply with minimal funding requirements.

Generic Organisational Responsibilities

- As outlined in the Code of Conduct ensure all interactions are undertaken in accordance with the behaviours set
- Maintain privacy and confidentiality at all times
- Ensure an understanding of individual responsibility for safety, quality and risk and adhere to all relevant legislation, regulations and organisational policies, procedures and guidelines.
- Working within the Risk Management Framework, identify, report and manage risks and ensure actions are taken to prevent and minimise harm to yourself, your colleagues, consumers, members of the public and the organisation.
- Actively contribute to quality assurance initiatives and other program activities to meet all relevant benchmarking and accreditation standards.
- Contribute to organisational quality activities to ensure continual review and improvement.
- Contribute to a safe and welcoming workplace at all times.
- Develop and maintain a personal care plan and attendance in the Gateway Health Clinical Supervision or Line Management Meetings
- Protect the rights, safety and wellbeing of children and provide a child safe environment.
- To continually develop both personally and professional to meet the changing needs of your position, career and organisation.

Inherent Requirements

Gateway Health has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the position (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.

The position may require the following tasks among other things:

- Manual handling (pushing, pulling, lifting, holding, carrying)
- Sitting, standing, bending, reaching
- Computer work, data entry
- Operating equipment
- Use of personal protective equipment
- General waste handling
- Driving motor vehicles
- Dealing with anxious or upset staff, consumers or members of the public
- Work at and travel to other locations will be required

Key Selection Criteria

Applicants MUST address the Selection Criteria below when completing an employment application

Essential

1. Ability to behave in accordance to the Gateway Health Values of *We Care, We work together, We achieve, We learn, We innovate.*
2. Current registration as a Registered Nurse with current registration with (AHPRA) Australian Health Practitioner Regulation Agency
3. Post graduate qualifications Nursing or administration
4. Minimum 2 years experience at a senior nursing leadership role
5. Demonstrated skills in the evaluation and implementation of evidence based practice
6. Demonstrated strong leadership skills in leading a team and building new services
7. Demonstrated ability to work in an intergrated, multidisiplinary health care team
8. Demonstrated a strong belief and commitment of the client focused approach to service provision
9. Demonstrated commitment to Community Health and the Nursing profession
10. Demonstrated commitment to ongoing professional development and education
11. Experience in clinical supervision of staff and students
12. Strong organisational skills, with the ability to prioritise demands, escalate where required, and deliver on multiple deadlines and juggle competing priorities
13. Demonstrated ability in IT systems including Microsoft Office (Outlook, Word/typing skills) and client information management systems.
14. Demonstrated use of high level written, verbal and interpersonal communication skills to build and maintain effective relationships with internal and external stakeholders.

Mandatory Requirements

15. Current Australian Drivers Licence or accepted International Drivers licence
16. Confirmation of your right to work in Australia, Satisfactory National/International Police, National Disability Inclusion Scheme Worker Check and Victorian Working with Children Checks must be provided prior to commencement.
17. Evidence of Covid vaccination or Medical Contraindication.

I acknowledge:

- That I will recognise and celebrate diversity, and will best meet the health and well-being needs of all people we serve including Aboriginal and Torres Strait Islander peoples; people with a disability; lesbian, gay, bisexual, transgender and gender diverse people; inter sex people; people experiencing health inequalities; and culturally and linguistically diverse people.
- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That Gateway Health is an equal opportunity employer and has a smoke free workplace policy.
- That Gateway Health has a zero tolerance of child abuse and family violence, all allegations and safety concerns will be treated very seriously. For more information refer to Gateways Health's Child Safety Standards procedure and family Violence Policy.
- That I have read and fully understand the Position Description and Inherent Requirements of the position
- I agree that I have the physical and psychological ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position. This is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- Gateway Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected staff member(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by
(print name):

Employee Signature:

Date:
