

DRAFT POSITION DESCRIPTION

ISLHD - Director Out of Hospital Care

Our CORE values
Collaboration Openness Respect Empowerment



Organisation	NSW Health
Local Health District / Agency	Illawarra Shoalhaven Local Health District
Position Classification	HSM Level 6
State Award	Health Managers (State) Award
Website	www.islhd.health.nsw.gov.au/

PRIMARY PURPOSE

The Director provides leadership and direction for the operations of Out of Hospital Care (OHC) services.

The Director plays a key operational role in managing the service as well as establishing, implementing, and supporting the ISLHD strategic direction at an OHC Service level; in monitoring performance towards agreed goals and in facilitating the achievement of key milestones.

This includes strategic business planning, policy development, business and clinical service strategies and relationship management in the portfolios of out of hospital, Integrated and chronic care. High level negotiations and strategic liaison with other service providers across the continuum of care, both public and private, to ensure the delivery of coordinated, cost effective services and programs to meet community health needs.

COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course (2 doses) of a Therapeutic Goods Administration (TGA) approved or recognised COVID-19 vaccine (except for the Janssen COVID-19 vaccine which is approved by the TGA as a single dose primary course). New applicants must have completed the vaccination course prior to commencement with NSW Health or provide an Australian Immunisation Register (AIR) Immunisation History Statement certifying the worker cannot have any approved COVID-19 vaccines available in NSW. An NSW Health agency may require further information about the medical contraindication (including but not limited to an Immunisation Medical Exemption form - IM011 form).

Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations.

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.

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KEY ACCOUNTABILITIES

Leadership and Governance

- Develop and manage OHC budget, in consultation with the Executive Director Integrated Community Services and Mental Health (EDICSMH) and other executive staff.
- Develop and implement local plans and strategies consistent with national, state-wide and Department policy including local workforce development and clinical services planning.
- Deliver on the operational and financial requirements and meet the Key Performance Indicators and targets as specified in the Service Level Agreement with the Secretary/ Ministry of Health in relation to the provision of OHS care. Provide operational reports as required in relation to Out of Hospital Care and activity Key Performance Indicators.
- Develop, manage, and monitor expenditure in respect of OHC Services within the LHD from the amount of budget determined annually, including expenditure on corporate overheads and shared services costs.
- Manage OHC expenditure from the annual budget, including specific program grants disbursement and payments under partnership and tender agreements.
- With the Medical Director, implement and manage effective clinical governance arrangements that focus on quality, clinical audit, risk, and evidence-based practice to ensure the OHC services are delivered to the population with the required levels of clinical quality and patient safety.
- Operationally manage technology and systems within the LHD utilised by OHC services and facilitate the use of new technologies in care and treatment and associated workforce skills/competencies development and maintenance.
- Lead implementation of case mix, clinical redesign, patient flow, and performance improvement strategies, manage public relations for the LHD in relation to OHC Services.
- Work collaboratively with other OHC Executive members to ensure workforce planning and appropriate funding to support clinical and other staff in delivering identified health service delivery needs.
- Initiate recruitment to funded establishment within the LHD and to line manage OHC staff of the district.
- Planning (health, workforce and financial), integration and evaluation skills to ensure available resources are used effectively in providing health service delivery solutions.
- Provide the EDICSMH with authoritative advice to enable these groups/ individuals to make informed decisions on health service provision and the use of resources.
- Understanding of the requirements for complying with relevant EEO standards, waste management, hazard control, infection control, and other related statutory requirements for a safe and equitable work environment.
- Review complaints, ministerial, briefings and medico-legal issues and provide corporate advice on their management.
- Develop and implement pathways with generalist health services and other specialist services within the LHD required for OHC consumers.
- Implement actions to meet the OHC Key Performance Indicators within the Local Health District Service Agreement with the Ministry of Health.

KEY CHALLENGES

- Ensuring that Out of Hospital Care Stream Services are coordinated effectively with other ISLHD and external clinical services to ensure an integrated patient journey.
- Facilitation and engagement of key stakeholders both within OHC and other ISLHD and external services to achieve OHC and ISLHD strategic objectives.
- Develop and maintain good relationships with the community and other agencies to promote more efficient coordination and delivery of health services.
- Act as the LHD's point of accountability for Out of Hospital Care Services and work with other external health entities.
- Deliver operational and financial requirements to meet KPIs and targets specified in the Service.

KEY RELATIONSHIPS

Who	Why
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Executive Director ICSMH	To provide expert advice, feedback and leadership on strategic priorities related to the management of the Out of Homecare Service across ISLHD.
Medical Director OHC	Ensure strong working relationship to achieve clinical and organisational OHC objectives, especially in the domains of clinical governance and medical workforce management.
Divisional Co-Directors/ General Managers Illawarra and Shoalhaven Hospital Groups	To collaborate align community-based nursing services within ISLHD to provide seamless care across the district
MOH and Other Government Departments, NGO's, private providers, and Primary Health Network	To ensure ISLHD services align with State Level strategic plans and operations and are responsive to changes in priorities, legislation and/or policy.

SELECTION CRITERIA

1. Extensive experience in the delivery and management of Out of Hospital Care Services and/or graduate management qualifications or willingness to commence management qualifications. and/or clinical background or qualifications in a relevant clinical field.
2. Demonstrated leadership skills and the ability to manage the physical, financial, and human resources of a large and complex service to ensure resources are appropriately utilised.
3. Demonstrated knowledge and experience of Out of Hospital Care service delivery and clinical practice models to ensure the best possible outcomes for patients in terms of clinical quality and safety.
4. Demonstrated Interpersonal skills to build and maintain relationships with diverse stakeholder groups to ensure Out of Hospital Care Services are delivered effectively to the local population.
5. Demonstrated ability to analyse key performance information to support decision making and service development, and the ability to provide the Executive Director Integrated Services and Mental Health with authoritative advice on service provision and the use of resources for the Out of Hospital Care service.
6. Comprehensive knowledge of the health industry and associated legislation and ability to apply that knowledge to local health service needs and the broader health service needs of the people of NSW

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Job Demands for: ISLHD - Director Out of Hospital Care

Physical Demands	
Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials. Infrequent	Sitting - remaining in a seated position to perform tasks. Constant
Standing - remaining standing without moving about to perform tasks. Infrequent	Walking - floor type: even/uneven/slippy, indoors/outdoors, slopes Infrequent
Running - floor type: even/uneven/slippy, indoors/outdoors, slopes Not Applicable	Bend/Lean Forward from Waist - forward bending from the waist to perform tasks. Infrequent
Trunk Twisting - turning from the waist while sitting or standing to perform tasks. Infrequent	Kneeling - remaining in a kneeling posture to perform tasks. Not Applicable
Squatting/Crouching - adopting a squatting or crouching posture to perform tasks. Not Applicable	Leg/Foot Movement - use of leg and/or foot to operate machinery. Not Applicable

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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>Infrequent</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>Not Applicable</p>	<p>Pushing/Pulling/Restraining - using force to hold/restrain or move objects toward or away from the body.</p> <p>Not Applicable</p>
<p>Head/Neck Postures - holding head in a position other than neutral (facing forward)</p> <p>Not Applicable</p>	<p>Hand and Arm Movements - repetitive movements of hands and arms</p> <p>Infrequent</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>Occasional</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>Constant</p>	<p>Hearing - use of hearing is an integral part of work performance (e.g., Telephone enquiries)</p> <p>Constant</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>Not Applicable</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

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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Health
Illawarra Shoalhaven
Local Health District

Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground Not Applicable	Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls Not Applicable
Working At Heights - ladders/stepladders/scaffolding are required to perform tasks Not Applicable	Biological Hazards - exposure to body fluids, bacteria, infectious diseases Infrequent