

POSITION DESCRIPTION

Position Title:	Director of Nursing
Grading:	NM3
Status:	Permanent, Full time 38 hours/week
Location:	Metropolitan (Newington, Fairfield & Penrith) Clinics <i>(Note: occasional travel to all clinics across NSW is required)</i>
Responsible to:	Chief Executive Officer
Responsible for:	Providing advice in relation to nursing policy and practice in Family Planning Australia and for the Quality Manager and Risk Coordinator Must have clinical role
Collaborates with:	Executive Clinical Leadership Education Services The Research Centre International Programme

Our Organisation

Family Planning Australia is the leading provider of reproductive and sexual health services in NSW. We are an independent not-for-profit organisation which aims to optimise the reproductive and sexual health of everybody in every family.

Family Planning Australia is committed to excellence in meeting the reproductive and sexual health needs of the community. We achieve this by providing best practice, accredited clinical services, enhancing the knowledge and skills of service providers through professional education and training, improving the body of knowledge about reproductive and sexual health through rigorous research and evaluation, and leading international development projects to promote the rights of marginalised people in developing countries.

Position Overview

The Director of Nursing provides leadership in nursing policy, clinical practice and professional education in relation to client care and clinical risk management in Family Planning Australia, to maintain and enhance high quality and professional reproductive and sexual health (RSH) nursing care and practices. This responsibility encompasses nursing practices in all clinical services (out-patient, day surgery, out-reach and in-reach settings and Talkline/ Pregnancy Helpline) and in professional education.

The Director of Nursing collaborates with each Family Planning Australia pillar to implement effective clinical governance systems which support achievement of the strategic goals and operational targets of each pillar. The Director of Nursing has operational responsibility for the Quality and Risk Coordinator.

The role requires a high level of clinical RSH knowledge, sound clinical judgment and critical thinking skills, excellent communication and negotiation skills, management skills and experience and the ability to work effectively within a multidisciplinary team.

The Director of Nursing maintains a clinical load 2 days/week in order to retain clinical expertise.

Selection Criteria

Essential

- Nursing degree or equivalent with current AHPRA registration as a registered nurse and at least 5 years post basic nursing experience
- Minimum 1-year administrative experience in a position equivalent to, or more senior than, nursing unit manager in a private health facility or public hospital
- Post graduate management qualifications or equivalent extensive leadership experience
- Experience in leading quality improvement, clinical governance and risk management activities
- Experience in providing advisory feedback regarding nursing scope of clinical practice and nursing role, including report writing
- High level problem-solving skills with track record in identifying service gaps and provision of solutions to streamline processes and benchmark best practices
- Strong advocacy and networking skills, with demonstrated ability to develop and maintain partner relationships with internal and external stakeholders
- Sound computer skills, including MS Office applications
- Current unrestricted NSW Driver's License and ability to travel throughout NSW

Desirable

- Experience providing advisory inputs in the development, management and administration of nursing education programs
- Post graduate qualifications in RSH nursing or extensive clinical experience in RSH nursing
- Comprehensive knowledge of adult learning principles and nursing program development, review and reporting
- Comprehensive understanding of project management and change management principles

Other requirements

- A Criminal Record Check and a Working with Children Check are required prior to commencement in this role
- Vaccination/immunisation requirements apply to this role.

Values

- Family Planning Australia is a pro-choice organisation – staff are expected to fully support an individual's right to choose regarding their pregnancy, whether that be parenting, adoption/foster care or abortion.
 - As an abortion service provider, all staff in the organisation are expected to actively participate in the provision of abortion services in line with the full scope of the role they are appointed to.
 - In this role this means leading and participating in the provision of both medical and surgical abortion services.
- Must support the Family Planning Australia values:
 - Human rights focus - promoting the rights of all people to reproductive and sexual health
 - Integrity - maintaining a strong ethical base, being accountable and transparent
 - Inclusiveness - valuing and respecting diversity without judgement
 - Equity of access - ensuring access to our services for all including priority populations
 - Client centred - placing the needs of the whole person at the centre of our work
 - Commitment to excellence - ensuring high standards in all our work
 - A just culture – a balanced accountability for both individuals and the organisation

Main Responsibilities

Clinical leadership

- Advise CEO and Executive on strategies to maintain an effective and efficient nursing workforce
- Oversee and participate in senior level nursing recruitment, ongoing development and supervision of suitably credentialed nursing staff and development and implementation of retention strategies
- Advise CEO and Executive team on issues related to Family Planning Australia clinical practice
- Provide advice on effective clinical support for the nursing workforce and associated clinical services within a multidisciplinary framework
- Be a positive role model, facilitating the development of peers, other members of the healthcare team and the working environment
- Oversee and lead the infection control program including monitoring and reporting of infection control surveillance activities
- To work seamlessly with the Director Integrated Health Services and Medical Director, to ensure NSQHS standards are achieved and maintained
- Lead development and implementation of relevant clinical policies and procedures to meet legislative and regulatory requirements, in consultation with the clinical leadership team
- Work to support the DSU Nurse Unit Manager to support clinical care and compliance with licensing requirements, including responsibility for appropriate management of medications
- Provide leadership to nursing professionals in Family Planning Australia, through commitment to developing and maintaining an effective clinical governance system
- Provide leadership in improving, evaluating and sustaining professional standards of nursing practice in Family Planning Australia
- Be a clinical expert in the continuum of nursing clinical practice and care processes in Family Planning Australia
- Provide input in the identification of research priorities for Family Planning Australia
- Advocate for the nursing role within all the services of Family Planning Australia
- Any other duties within the scope of the role as directed by CEO or Executive

Clinical service delivery

- Maintain required professional qualifications and competence to practice within the Family Planning Australia defined scope of practice and adhere to this scope of practice
- Ensure clinical and nursing service provision adheres to statutory and professional obligations
- Carry out a clinical role by providing clinical consultations to clients
- Ensure ongoing clinical skills development and take personal responsibility for updating knowledge and skills, and meet relevant professional accreditation/ competency standards
- Provide clinical expertise, knowledge and clinical support and supervision to less experienced clinicians according to the *Scope of Practice* guidelines and policy
- Adhere to Family Planning Australia's defined escalation and delegation policies and systems for clinical practices

- Adhere to the *Incident Management* policy to report and escalate any clinical issue with medicolegal implications within the specified time frame
- Contribute to clinical safety outcomes by maintaining high standards of clinical documentation and result management
- Work with Practice Managers, Continuous Quality Improvement Nurses and Nurse Unit Manager – Day Surgery, Manager Education and Manager International Program to identify and support staff who may require further development of clinical skills

Clinical safety and quality

- Provide leadership to strengthen the nursing standards and services through identifying opportunities and implementing evidence-based innovative solutions
- Develop and maintain a continuous quality improvement approach to clinical service delivery in line with national accreditation standards
- Collaborate with the Integrated Health Services leadership team to implement clinical governance and quality improvement systems by providing expert opinion on service improvement initiatives
- Collaborate with the clinical leadership team to establish and maintain a standardized and consistent system across all clinics for effective and efficient service delivery
- Work with the Director of Integrated Health Pillar and Continuous Quality Improvement Nurses to ensure implementation of recommendations from quality assurance activities, including changes to clinical service delivery
- Collaborate with the Director planning, Education and International Program and medical Director to provide expert advice on domestic and international nurse training program.
- Provide direction in nursing clinical practice by reviewing and analysing evidence-based research, data, and benchmarking best clinical practices
- Maintain confidentiality and privacy in relation to information of clients, health professionals or other persons obtained in the conduct of the role

Clinical education & training

- Provide direction on nursing skill and abilities assessment, ongoing training and development planning

General Accountabilities

Financial and resource management / administration

- Maintain appropriate resource allocation, and effective management and administrative practices, in accordance with organisational policies, processes and delegations of Family Planning Australia

Human resource management



- Coach, mentor and support staff to achieve their highest potential and the vision of Family Planning Australia




- Foster a climate of open communication that ensures staff are informed of organisational goals, strategies and activities to facilitate the provision of safe and effective services
- Be involved in performance reviews of all nurse managers
- Ensure recruitment and selection of appropriately skilled staff is in accordance with legislative requirements
- Ensures Family Planning Australia provides a supportive learning environment for all staff

Work health and safety

- All employees are responsible to ensure that they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Senior staff are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions
- Any potential risk must be reported to the employee's manager immediately for investigation and remedy
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

Family Planning Australia Capability Framework

Capability Group	Capability Name	Level Descriptor
Personal Attributes 	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	Advanced
	Act with Integrity Be ethical and professional, and adhere to the Family Planning Australia's values	Advanced
	Manage Self Show drive and motivation, a measured approach and a commitment to learning	Advanced
	Value Diversity Show respect for diverse backgrounds, experiences and perspectives	Adept
Relationships 	Communicate Effectively Communicate clearly, actively listen to others and respond with respect	Advanced
	Commit to Customer Service Provide customer centric services in line with organisational objectives	Adept
	Work Collaboratively Collaborate with others and value their contribution	Adept
	Influence and Negotiate Gain consensus and commitment from others and resolve issues and conflicts	Adept
Results	Deliver Results Achieve results through efficient use of resources and a commitment to quality outcomes	Adept
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept

	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	Adept
	Demonstrate Accountability Be responsible for own actions, adhere to legislation and policy and be proactive to address risk	Advanced
Business Enablers 	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management Understand and apply effective planning, coordination and control methods	Adept
People Management (supervisory roles only) 	Manage and Develop People Engage and motivate staff and develop capability and potential in others	Adept
	Inspire Direction and Purpose Communicate goals, priorities and vision and recognise achievements	Adept
	Optimise Business Outcomes Manage resources effectively and apply sound workforce planning principles	Intermediate
	Manage Reform and Change Support, promote and champion change, and assist others to engage with change	Adept

Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position holder:

Name:

Signature:

Date:

Supervisor:

Name:

Signature:

Date: