



POSITION DESCRIPTION

POSITION TITLE: DIRECTOR HEALTH SERVICES – ACUTE CARE

DEPARTMENT: ACUTE CARE

CLASSIFICATION:

UNION: NON UNION

REPORTING RELATIONSHIPS

POSITION REPORTS TO: REGIONAL LEAD, HEALTH SERVICES – ACUTE CARE, PUBLIC HEALTH & CHIEF NURSING OFFICER

POSITIONS SUPERVISED: CLINICAL TEAM MANAGERS

POSITION SUMMARY

The Director Health Services - Acute Care is responsible for the development, implementation and evaluation of the acute care programs and services for the region. This includes responsibility to provide leadership and guidance to designated acute care facilities. The Director will also be responsible for the oversight of specific programs as designated. These responsibilities relate to ensuring standards are established and monitored, making recommendations to the Regional Lead, Health Services – Acute Care, Public Health & Chief Nursing Officer regarding future direction and planning resources for same.

As a member of the management team, the Director Health Services - Acute Care provides input into and makes decisions regarding policy formation, long range planning, program development, and coordination of services and programs within the Acute Care Program.

Primary responsibilities relate to communication, planning and organization, leadership, resource allocation, quality improvement, advancement of knowledge.

The position of Director Health Services - Acute Care functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

POSITION DUTIES AND RESPONSIBILITIES:

Communication

- Promotes effective communication to staff, clients, other agencies and the general public about programs and services offered in acute care.
- Communicates and helps interpret organizational goals and objectives throughout the organization.
- Communicates the role of IERHA and the programs and services to the public and provides visible and pro-active leadership by seeking out new options and approaches to problems. Problem solves and ensures follow-up of client-related concerns in collaboration with all relevant parties.
- Models and facilitates effective group dynamics, collaborates in resolving any dynamic issues within the health care team.
- Represents the RHA on a variety of committees as appointed or approved by the Regional Lead, Health Services - Acute Care, Public Health & Chief Nursing Officer.
- Analyzes and facilitates modification of communication systems to ensure timely and accurate information flow.
- Ensures that systems for confidentiality regarding clients and staff are maintained and are consistent with legislative, professional, and organizational policies.
- Provides reports to the Regional Lead, Health Services - Acute Care, Public Health & Chief Nursing Officer monthly, and as required.
- Pursuant to the Regional Health Authority Act, Interlake - Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

Planning and Organization

- Meets with the Clinical Team Managers on a regular basis to evaluate the current operation and to assess and plan for the future.
- Provides guidance and direction individually to managers in the provision of patient care and problem solves complex situations where obstacles to optimal patient care arise.
- Works with the Directors, Managers, Medical Staff, and other disciplines to ensure the delivery of efficient, effective, and safe patient care.
- Works closely with all clinical program leaders to plan and implement programs which will facilitate optimal utilization of hospital, long term care or community based resources.

Leadership

- Carries out professional activities in a self-directed, responsible manner which reflects legal, ethical and practice standards.
- Acts as a resource and role model for staff.
- Facilitates opportunities for development of leaders or potential leaders within the program.
- Maintains contact with counterparts in other Regional Health Authorities and professional associations to keep abreast of practice issues and changes in health care delivery systems.
- Facilitates an environment which fosters change and innovation that is in keeping with the organization's mission, purpose and objectives.

- Implements change through effective delegation and participatory management.

Resource Allocation

- Assesses and plans for future needs in relation to staff, capital equipment, renovations, supplies and equipment.
- Establishes/monitors the approved budget for assigned programs and services in collaboration with Regional Lead, Health Services - Acute Care, Public Health & Chief Nursing Officer and Clinical Team Managers.
- Collaborates with Clinical Team Managers and Human Resources team to ensure that effective systems for the recruitment and retention of staff are in place.
- Recommends and participates in trials and research of new products and equipment to enhance efficiency and cost-effectiveness of health care delivery.
- Authority to hire, discipline, and recommend the dismissal and suspension of employees.

Quality Improvement

- Articulates the philosophy of quality improvement which is consistent with that of the organization.
- Participates in the development of the strategic plan for assigned responsibilities including the establishment of short and long term goals and priority activities.
- Monitors and analyzes quality improvement data and assists the Clinical Team Managers to identify solutions for areas of potential risk, or improvements for areas of weakness.
- Reviews pertinent occurrences and ensure appropriate follow-up.
- Facilitates policy and procedure review and development.
- Prepares an annual report in consultation with the Clinical Team Managers that reviews the activities of the past year and the degree to which objectives were achieved.
- Maintains records of quality improvement activities and submits reports as requested.

Advancement of Knowledge

- Maintains current knowledge of trends and issues with the health care field, and management domain and recommends changes in policies and procedures, equipment, and programs/services based on this knowledge.
- Ensures educational opportunities are provided within the available resources.
- Supports research which has the potential to enhance patient care and outcomes by:
 - encouraging use of research
 - promoting an inquiring approach
 - identifying potential research areas

OTHER

- Performs other duties as assigned.
-

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Current registration with the College of Registered Nurses of Manitoba (CRNM) and a member in good standing
- Baccalaureate Degree in Nursing from a recognized post-secondary educational institution

- Advanced educational preparation in health services management & nursing leadership.

REQUIRED KNOWLEDGE:

- Current knowledge of program development and evaluation, health care issues, and health care management theory, practice and research
- Knowledge of/experience with risk management and patient safety
- Knowledge of/experience with quality improvement/lean design

EXPERIENCE REQUIRED:

- Minimum of 5 years' experience in an acute care health facility setting
- Minimum of 5 years' experience in health care leadership/management
- Demonstrated managerial experience in a health care setting, including but not limited to leadership, strategic planning, financial management, and human resource;
- Demonstrated participatory management style and the ability to work within a multidisciplinary framework;
- Demonstrated experience in proposal writing, budget development , policy development and contract processes

SKILLS/COMPETENCIES:

- Self-directed and creative with experience in developing programs and facilitating change;
- Ability to foster and promote positive working relationships;
- Ability to respect and promote a culturally diverse population
- Ability to respect and promote confidentiality
- Ability to work independently and appropriately manage multiple tasks within a dynamic environment
- Ability to consider the continuum of health services in decision-making/ planning process.
- Demonstrated ability to adapt to, be flexible, manage and facilitate change;
- Must be competent with Windows based programs (MS Word, Excel, PowerPoint, and Outlook)
- Demonstrated record of commitment to ongoing professional development and life-long learning
- Good physical and mental health to meet the demands of the position.
- Given the cultural diversity of the region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- Will be required to travel throughout the region as duties may require.

- Require a road worthy vehicle, a valid driver’s license and liability insurance of at least \$1,000,000.00.
- No hazardous or significantly unpleasant conditions.
- All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility’s Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.

Created: _____
Date

Revised: _____
Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Vice President, Human Resources Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer,

layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.