


**VICTORIA HOSPICE**  
**EMPLOYEE POSITION DESCRIPTION**

<b>JOB TITLE</b>	Clinical Director, Unit & PRT (Palliative Response Team)	<b>JOB TYPE</b>	Non-Contract Full-Time 1.0 FTE / 37.5 hours per week
<b>DEPARTMENT</b>	Nursing & Psychosocial	<b>REPORTS TO</b>	Chief Operating Officer
<b>VISION</b>	Quality palliative end-of-life care for all.		
<b>MISSION</b>	To enhance the quality of life for those facing life-limiting illness, death and bereavement through patient and family-centered care, education, research and advocacy.		
<b>SHARED ACCOUNTABILITY</b>	In accordance with the mission, vision, values, and strategic directions of Victoria Hospice, patient safety is a priority and a responsibility shared by everyone. As such, the requirement to continuously improve quality and safety and mitigate risk is inherent in all aspects of this position.		
<b>GENERAL ACCOUNTABILITY</b>	Reporting to and under the direction of the Chief Operating Officer (COO), the Clinical Director, Unit & PRT (Palliative Response Team) provides leadership to Victoria Hospice Society (VHS) patient care delivery, financial management and strategic and operational planning. The Director is accountable for the coordination of care services, provision and maintenance of human and material resources, development and implementation of departmental goals and budget, and policies and procedures to ensure alignment with the VHS's strategic direction.		
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Degree in Nursing plus a minimum of five years of experience in leadership, operations and management of staff</li> <li>A master's degree along with hospice palliative care experience and a CNA certification in Palliative Care is preferred</li> <li>A combination of educational, managerial and clinical experience acceptable to Victoria Hospice will be considered.</li> </ul>		
<b>CORE COMPETENCIES</b>	<ul style="list-style-type: none"> <li>Highly developed and effective management and supervisory skills</li> <li>Demonstrated experience in strategic planning, program operationalization and managing a budget</li> <li>Ability to establish and maintain cooperative working relationships within the Department and across all sectors of VHS and with external organizations</li> <li>Highly developed interpersonal, verbal and written communication skills</li> <li>Demonstrated knowledge of contemporary nursing practice and theory</li> <li>Demonstrated knowledge of hospice palliative care, including psychosocial practice</li> <li>Sound knowledge of contractual agreements and relevant legislation, standards and policies</li> <li>Physical ability to carry out the duties of the position.</li> </ul>		
<b>KEY ACCOUNTABILITIES</b>	<b>DUTIES AND RESPONSIBILITIES</b>		
<b>Clinical Governance</b>	<ul style="list-style-type: none"> <li>Operationalizes the strategic plan within clinical programs/related to nursing and psychosocial services;</li> <li>Demonstrates a strong commitment to palliative care and leads in providing a global perspective for the vision of palliative care for the future;</li> <li>Ensures operational leadership in change management and program development;</li> <li>Carries out a variety of leadership functions to promote quality patient care, including accreditation, infection control and quality improvement activities;</li> <li>Ensures interdisciplinary standards, policies and procedures are in place and contributes to broader clinical practices within the organization; and</li> </ul>		

	<ul style="list-style-type: none"> <li>Ensures a safe and responsive care environment for patients and families, and staff through the provision of adequate resources, monitoring and responding to incidents, complaints and risks.</li> </ul>
<b>Clinical Leadership</b>	<ul style="list-style-type: none"> <li>Oversees leaders responsible for daily operations and staff supervision. Monitors quality indicators, trends related to human resources and service utilization;</li> <li>Ensures care documentation, processes and practices are monitored and evaluated to meet best practices; and</li> <li>Collaborates with other clinical leaders at VHS to ensure interdisciplinary planning and decision-making.</li> </ul>
<b>Personnel Management</b>	<ul style="list-style-type: none"> <li>Responsible for workforce planning and monitoring, including supporting a well-functioning care model;</li> <li>Personnel management, including recruitment, annual performance reviews, supporting professional development and work-life balance, leave management, succession planning, progressive discipline and dismissal;</li> <li>Ensures policies and procedures related to staff support, grievances and conflict resolution are in place and followed;</li> <li>Works to positively impact staff morale through team building and coaching, interdisciplinary and nursing decision-making, stress management and conflict resolution;</li> <li>Ensures interdisciplinary practice meets relevant guidelines and standards; and</li> <li>Works to address orientation, ongoing learning and professional development needs of staff in collaboration with those responsible for clinical oversight, education and training.</li> </ul>
<b>Business Management</b>	<ul style="list-style-type: none"> <li>Assists in developing the operational component for annual operating and capital budgets and conducts monthly variance analyses in partnership with the Finance department;</li> <li>Monitors and reports on productivity and quality indicators monthly;</li> <li>Utilizes and evaluates related management and clinical information systems;</li> <li>Ensures that systems are in place to collect and analyze service delivery and provides input into enhancements, including but not limited to data on nursing and program services, acuity and workload systems;</li> <li>Oversees materials management such as purchasing, inventory control and utilization of patient care supplies and equipment; and</li> <li>Collaborates with others in the maintenance of the facility.</li> </ul>
<b>Education and Research</b>	<ul style="list-style-type: none"> <li>Along with operational leadership, supports education and research initiatives related to care practice; and</li> <li>Ensures own professional development.</li> </ul>
<b>Organizational Liaison</b>	<ul style="list-style-type: none"> <li>Functions as an internal operational leader between VHS and other organizations, particularly Island Health. Ensures the interdisciplinary department representation on interagency committees such as practice and quality councils and palliative care planning and working groups; and</li> <li>Represents VHS nursing and psychosocial services regionally, provincially and nationally</li> <li>Other duties as assigned.</li> </ul>