

Position Description Attachment: Operations Director / Director of Nursing – Monash Medical Centre Clayton

Position Details

Position Title:	Operations Director / Director of Nursing Monash Medical Centre (MMC) Clayton
Date:	June 2025
Division:	Hospitals and Clinics
Reports to:	Divisional Director Hospitals and Clinics - operational Chief Nursing and Midwifery Officer - professional
Site/s:	Monash Medical Centre Clayton
Required hours/days/shifts:	Mon – Fri business hours

Specific Position Dimensions and Relationships

Information specific to the Monash Medical Centre Clayton portfolio

Monash Medical Centre (MMC) is a major teaching and research hospital providing a comprehensive range of specialist surgical, medical, allied health and palliative care services. MMC also provides emergency care and specialist services, including intensive care.

The Operations Director/Director of Nursing (DON) Monash Medical Centre Clayton will be accountable for leading and managing the operation of the portfolio.

The specific accountabilities will include the delivery of agreed service profiles, financial performance within budget, and ensuring the highest levels of quality and safety. The delivery of these will be supported by managing risk, patient safety and clinical governance within the Program and ensuring that effective systems are in place to support a high standard of practice.

This role will be integral in setting the behavioural framework and culture of the site and will be responsible for the effective management of employees and their development, supporting clinicians to identify opportunities for new services and changes in the way we provide services.

Functions, responsibilities and accountabilities of the Operations Director / Director of Nursing MMC Clayton in addition to those on the overarching Operations Director / Director of Nursing position description

The Operations Director / Director of Nursing MMC Clayton, is responsible for the following specialities and services within this portfolio:

- Emergency & Intensive Care Operations
 - Adult Emergency Department
 - Intensive Care Unit
 - Clinical Nurse Consultants
- General Medicine Operations
 - Ward 40
 - Ward 41
 - Ward 42

- McCulloch House
- Clinical Nurse Consultants
- Specialty Medicine Operations
 - Ward 32
 - Ward 44
 - Medical Infusion Unit
 - Clinical Trials Centre
 - Diabetes
 - Clinical Nurse Consultants
- Surgery Operations
 - Ward 33
 - Ward 34
 - Ward 54
 - Neurosciences
 - MMC Day Procedure Unit / Transit Lounge
 - Clinical Nurse Consultants

In addition to the responsibilities and accountabilities required of an Operations Director/Director of Nursing position description, the role will also be responsible for:

- leading high performing teams within Monash Medical Centre Clayton to provide consistent, comprehensive, collaborative care for our local community.
- To provide comprehensive and effective operational leadership across all clinical teams at Monash Medical Centre Clayton.
- Holds a strategic leadership portfolio aligned with a Program Medical Director, ensuring coordinated clinical and operational priorities across the service.

Specific key result areas of the Operations Director / Director of Nursing MMC Clayton in addition to those on the overarching Operations Director position description

Refer to overarching Operational Director / Director of Nursing position description for key selection criteria.

Specific key criteria for this position in addition to those on the overarching Operations Director / Director of Nursing position description

Refer to overarching Operational Director position description for key selection criteria.

Key Relationships:

Internal:

Direct Reports

- Operations Manager Emergency & Intensive Care – MMC Clayton
- Operations Manager Medicine – MMC Clayton
- Operations Manager Specialty Medicine – MMC Clayton
- Operations Manager Surgery – MMC Clayton

Other Internal Relationships

- Operations Director within the Hospitals and Clinics Division and across all other Divisions
- Divisional Director Hospitals and Clinics
- And as per the generic / overarching Operations Director position description relationships.

External: not applicable.

Incumbent Statement

I have read, understand, and accept this Position Description Attachment and the generic Position Description.

Full Name: _____

Signature: _____ Date: _____