

## Position Description Attachment: Operations Director / Director of Nursing – Victorian Heart Hospital

### Position Details

<b>Position Title:</b>	Operations Director / Director of Nursing Victorian Heart Hospital
<b>Date:</b>	June 2025
<b>Division:</b>	Surgery and Statewide Services
<b>Reports to:</b>	Divisional Director Surgery and Statewide Services – operational Chief Nursing and Midwifery Officer - professional
<b>Site/s:</b>	Victorian Heart Hospital
<b>Required hours/days/shifts:</b>	Mon – Fri business hours

### Specific Position Dimensions and Relationships

#### Information specific to the Victorian Heart Hospital portfolio

The Victorian Heart Hospital (VHH) is Australia's first state-of-the-art, specialist cardiac facility, providing innovative, holistic, and patient-centred care, committed to serving the needs of the community. As a standalone hospital, housing world-ranking Monash University and the Victorian Heart Institute, all on one campus, it combines world-class clinical care, research, education, and training representing a powerful model of collaboration, innovation, and excellence.

The first of its kind in the Southern Hemisphere, the Victorian Heart Hospital provides tailored cardiovascular care for all Victorians, and specialised life-saving procedures for our community. It also sets a new international benchmark for cardiac hospital design in a purpose-built facility with access to landscaped spaces exuding calm and tranquillity, to enhance the patient experience and positively impact clinical outcomes.

The Operations Director / Director of Nursing will partner with the Program Director, VHH and are accountable for leading and managing all VHH based services and operations. 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 site 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 Victorian Heart Hospital in addition to those on the overarching Operations Director / Director of Nursing position description

The Operations Director / Director of Nursing Victorian Heart Hospital, is responsible for the following specialities and services within this portfolio:

- Cardiac Operations
  - Intensive Care Unit (ICU)
  - Theatres and Central Sterilising Services
  - Ward 7A
  - Ward 7B
  - Clinical Nurse Consultants

- Cardiology Operations
  - Emergency Department VHH
  - Catheterisation Laboratory
  - Catheterisation Laboratory Educators
  - Immediate Recovery Centre
  - Clinical Liaison Nurses
  - Clinical Nurse Consultants
- Ambulatory Care VHH Manager
  - Nurse Manager Clinics
  - Bookings, Billings and Admin Team Leads
  - Cardiac Rehabilitation and Prevention
- Victorian Heart Hospital Applications
- Victorian Heart Hospital Information Technology (IT)
- Clinical Nurse Consultants (Projects)

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

- Partnering with the Program Medical Director / Professor-Director and the Victorian Heart Hospital senior medical leadership team to lead high performing teams within the hospital to provide comprehensive and quality care to our community; and
- Providing comprehensive operational leadership for all clinical teams within the Victorian Heart Hospital.

**Specific key result areas of the Operations Director / Director of Nursing Victorian Heart Hospital 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 Cardiac
- Operations Manager Cardiology
- Ambulatory Care Victorian Heart Hospital Manager
- Victorian Heart Hospital Clinical Applications Manager
- Victorian Heart Hospital IT Manager
- CNC Projects

**Other Internal Relationships**

- Operations Director within the Surgery and Statewide Services Division and across all other Divisions
- Divisional Director Surgery and Statewide Services
- And as per the generic / overarching Operations Director position description relationships

**External:**

- Victorian Heart Institute
- Monash University

**Incumbent Statement**

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

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_