

Public Hospital and Multi Purpose Service Boards 2023

Information Brochure

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Your community needs you!

Victoria's public hospitals, including multi purpose services and early parenting centres, are currently seeking non-executive directors to serve on their boards. Directors usually start on 1 July 2023 for a period of up to three years.

Directors are appointed by the Minister of Health, under powers granted by the *Health Services Act 1988*.

A board has collective responsibility for decision making and each director is equally responsible for decisions made. However, directors will have varying levels of diverse experience and knowledge which makes for better decisions.

What will I have to do?

With your fellow directors on the hospital board, you will collectively set the "big picture" strategic goals for the organisation aligning with the direction of the broader health system. The board members together also set up systems to make sure that performance against these goals can be monitored.

You won't be managing a whole hospital and its day to day activities! The hospital has a CEO and an executive team to do that.

As a director you will work alongside the CEO (and the executive team) to make sure the organisation is operating in a safe and effective manner and achieving the goals the board has set for it.

As a director you need to ask the hard questions that test management, and speak up if things are off track. The ability to have a respectful and robust discussion means a well functioning board

You will also need to:

- Act in good faith and in the best interests of the hospital; and
- Act with reasonable care and skill when making decisions and monitoring the hospital's activities and performance.

"I have become part of a new community of health care workers, consumers and ... volunteers where innovation in public health is a priority and developing a broad range of external partnerships is helping us to succeed."

Janette McCabe

Former Rural Northwest Health Board director

Who are you looking for? Do I need special qualifications?

Individual directors are selected for their capabilities, which include personal and professional attributes, skills, knowledge, and experience, and which they will continue to develop while on the board.

The **Department of Health** has currently identified the following key capabilities for hospital boards:

Capabilities that must be on each board:

Audit and risk management	Clinical governance
Corporate governance	Financial management and accounting
Law	Patient (user) experience and consumer engagement
Registered clinician	Strategic leadership / Executive management

Other capabilities depending on strategic goals

Asset management	Communications and stakeholder engagement
Community Services	Human resources management
ICT strategy and governance	

Some of these, such as law and registered clinician, do require formal qualifications. However, many people will have capabilities gained through employment, personal experiences and participation in other boards and committees.

What's in it for me?

The local public hospital is central to the community it serves. It is usually a major employer in the area. It is valued and looked to for help often when people are at their most vulnerable. Being on a hospital board is a way of making a difference to the broader community and ensuring vital services are delivered safely.

As a director you will be doing far more than just contributing your time or advice. Being appointed to a public hospital board places you in a position of trust with a voice in planning and identifying service needs for the community. You will play an important role in providing leadership and accountability across the organisation.

Benefits include:

- An opportunity to make a difference to your community, using the specific capabilities, and talents you have;
- Networking opportunities with a range of people you may not usually meet;
- Professional development and training;
- An understanding of the health system;

How will I be supported?

Public hospital boards are supported by hospital management, the department and **Victorian Public Sector Commission**. Frequently there will be partnerships with the regional public health service and metropolitan specialist public health services.

The Department and **Safer Care Victoria** run statewide training on corporate and clinical governance. The **Victorian Managed Insurance Authority (VMIA)** also provide training on risk.

The **Victorian Healthcare Association (VHA)**, the peak body for Victoria's public hospitals, is available for board development and evaluation consulting services. For further information, visit <http://www.vha.org.au>.

"Fantastic board education is available from various sources and fellow board members welcome the opportunity to share their experience and insights."

Susan Lloyd FAICD

Former Kooweerup Regional Health Service Board director

How much time will it take?

Boards usually meet 11 times per year (often in the late afternoon or evening) and have an annual planning day.

There are board committees on which directors also participate. With preparation time, a director should plan to commit a minimum of a day per month, and to attend at least 75 per cent of scheduled meetings.

In recognition of this commitment, board directors are remunerated. Public hospitals and multi purpose services are classified as Class C1 or A5 boards. Refer to the department's guidance on Board remuneration <https://www.health.vic.gov.au/boards-and-governance/board-remuneration-and-director-expenses>

Will I be covered by insurance?

All directors of public health boards, who act in good faith, are covered for public liability, professional indemnity and personal accident insurance under a departmental insurance scheme provided by the VMIA.

How do I apply?

To apply, register with **Join a Public Board Get on a Board** at boards.vic.gov.au/ and then fill in the application.

For more information including how to apply, visit <https://www.health.vic.gov.au/board-applications>.

To learn more about your local hospital, visit <https://www.health.vic.gov.au/hospitals-and-health-services/public-hospitals-in-victoria>.

Diversity on boards in Victoria

Women, people of all ages, Aboriginal and / or Torres Strait Islander people, people with disability, people from culturally and linguistically diverse backgrounds and from lesbian, gay, bisexual, trans, gender diverse, intersex and queer (LGBTIQ+) people as encouraged to apply.

Directors with varying experience and knowledge make for better decisions.

If you would like help understanding this document or would like to receive it in another format please phone 03 9456 3724, using the National Relay Service 133 677 if required, or healthservicegovernance@health.vic.gov.au

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

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