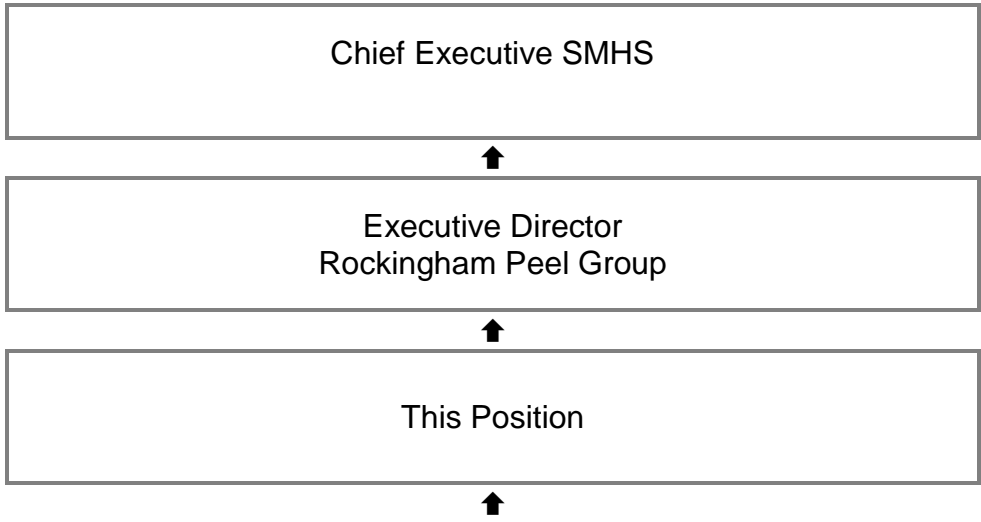




HSS Registered

Director Clinical Services
Medical Practitioners (Metropolitan Health Services) Agreement; Year 1 - 9
Position Number: 007358
Executive Services
Rockingham Peel Group – South Metropolitan Health Service

Reporting Relationships



- Also reporting to this supervisor:
- Director of Nursing and Midwifery
 - Director of Operations, Finance & Performance
 - Manager Adult & Community Allied Health
 - Nursing Co-Director
 - Medical Co-Director
 - Service Co-Director

Directly reporting to this position:

Title	Classification
• HOD Pharmacy	HSO; P4
• Chief MIT	HSO; P4
• Director Clinical Training	SMP
• Medical Education Officer	HSO; G6
• Credentialing Officer	HSO: G4
• Medical Student Coordinator	HSO; G4
• Medical Administrator	HSO; G3
• Executive Assistant	HSO; G4

Key Responsibilities

Responsible for providing operational and strategic leadership in the delivery of clinical services. Ensures clinical governance systems are in place to audit, monitor and review clinical outcomes. Works collaboratively with all key stakeholders to build a culture of engagement, innovation and continuous learning and improvement.

Director Clinical Services | SMP Year 1 - 9 | Position Number: 007358

Brief Summary of Duties (in order of importance)

1. Strategic Leadership and Accountability

- 1.1 Provides professional leadership, guidance and mentorship.
- 1.2 Participates actively to the RkPG executive team.
- 1.3 Ensures clinical programs integrate effectively with area wide programs.
- 1.4 Actively promotes guides and facilitate high standards of medical practice and professional services.
- 1.5 Provides strategic leadership and advice on medical issues and standards of clinical practice and ensures that clinical care is supported by appropriate clinical governance systems.
- 1.6 Actively leads and promotes a positive, inclusive, engaging organisational culture.
- 1.7 Ensures that the portfolio's services and activities meet all clinical and corporate governance requirements.

2. Communication and Consultation

- 2.1 Initiates and facilitates forums and discussion groups to develop and implement strategic objectives and operational plans, policies and initiatives.
- 2.2 Undertakes liaison and coordination with the Area Director Clinical Services SMHS and/or Hospital Directors of Clinical Services; the Department of Health and the Chief Medical Officer as required.
- 2.3 Develops and manages working relationships with professional, industry and non-government groups relevant to clinical services.

3. Operational

- 3.1 Responsible for clinical leadership and direction of medical services in RkPG in conjunction with key stakeholders including the consumer.
- 3.2 Participates in Area and Hospital service planning and takes a key role in change management to introduce new service delivery models and/or the re-configuration of existing services.
- 3.3 In liaison with the Area Director of Clinical Services and Co-Directors ensures that there is an effective and integrated medical workforce to meet current and future service requirements.
- 3.4 Accountable for the credentialing and scope of practice of the medical workforce.
- 3.5 Ensures research is undertaken consistent with the Australian Code and the National Statement and relevant policies.
- 3.6 Provides strategic leadership and advice on clinical issues and standards of clinical practice and ensures that clinical care is supported by appropriate clinical governance systems.
- 3.7 Establishes, promotes and participates in teaching and research activities. Assists in the development of a partnership with the Universities in regards to issues of teaching, research and clinical services.
- 3.8 Effectively manages budgets to ensure appropriate utilisation of funds to deliver evidence based; effective and cost efficient care.
Accountable for the operational services within Medical Imaging; Pharmacy;
- 3.9 Participates in the on-call roster as required.
- 3.10 Accountable for the operational management and budget for Medical Imaging; Pharmacy; Clinical training and Medical Administration.

4. SMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Eligible for registration by the Medical Board of Australia.
2. Exemplifies personal integrity and commitment to public service
 - *demonstrates public service professionalism, probity and accountability*
 - *ability to work within and promote the values of SMHS*
 - *exhibits personal commitment to customer service*
 - *engages with risk*
 - *demonstrates personal commitment to professional development.*
3. Shapes and manages strategy
 - *inspires a sense of purpose and direction towards achieving a strategic vision*
 - *shows forward thinking, judgement, intelligence and common sense*
 - *directs policy development within a public policy environment*
 - *directs the implementation of operational reforms*
 - *harnesses information and opportunities.*
4. Achieves results and operational excellence
 - *builds organisational skill and shapes culture*
 - *steers and implements change and deals with uncertainty*
 - *delivers intended results*
 - *ensures delivery of high quality services*
 - *manages all resources in a constrained environment*
 - *demonstrates leadership in workforce and succession planning.*
5. Builds productive relationships
 - *nurtures internal and external relationships*
 - *facilitates cooperation and partnerships*
 - *guides, coaches and develops people.*
6. Communicates and influences effectively
 - *communicates clearly*
 - *listens, understands and adapts to audience*
 - *negotiates and advocates persuasively*
 - *values individual differences and diversity.*
7. Current "C" or "C/A" class drivers licence.
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Tertiary qualifications or progression towards tertiary qualifications in management are considered highly desirable. Medical specialist qualifications may also be favourable considered.

Appointment Prerequisites

Appointment is subject to:

- Evidence of registration by the Medical Board of Australia must be provided prior to commencement.
- Completion of 100 Point Identification Check.
- Current “C” or “C/A” class driver’s licence.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

11 August

Manager / Supervisor Name

Signature or

HE Number

Date

Dept. / Division Head Name

Signature or

HE Number

Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name

Signature or

HE Number

Date

Effective Date

HSS Registration Details (to be completed by HSS)

Created on

Last Updated on

18/08/2016 HE38566