



HSS REGISTERED

Area Director Clinical Services

Medical Practitioners Agreement; Year 1-9

Position Number: 602916

Office of the Chief Executive

Royal Perth Bentley Group / East Metropolitan Health Service

Reporting Relationships

Board of Management



Chief Executive
East Metropolitan Health Service



This Position



Directly reporting to this position:

Title	Classification	FTE
Deputy DCS	Medical Practitioner Agreement Yr 1-9	1.0
Director Postgraduate Medical Education (PGME)	Consultant Yr 9	1.0
GP Liaison Coordinator, Pastoral Care	Various TBC	Various 1.0

Also reporting to this supervisor:

- Executive Director, RPBG
- Executive Director AHS
- Executive Director Clinical Service Planning & Population Health
- Area Director of Nursing
- Area Director of Allied Health & Health Sciences
- Executive Director Safety, Quality & Consumer Engagement
- Executive Director Corporate Services & Finance
- Director Office of the Chief Executive

Key Responsibilities

The Area Director Clinical Services is the Health Service's Chief Medical executive and provides leadership on change and advises management on the delivery of medical services and other clinical services (excluding nursing) in the EMHS. Provides strategic leadership to support the achievement of high standards of practice and to ensure that clinical care, teaching, training and research are supported by appropriate clinical governance. Provides inspirational executive and professional leadership in the delivery of clinical services at Royal Perth Bentley Group (RPBG) to ensure that the hospitals are able to meet their role in the provision of services to the state and area health service. The Area Director Clinical Services actively leads and promotes organisational culture in line with RPBG values and vision. This includes leading innovation, change programs and reconfiguration that result in transformation of clinical services. Contributes to the achievement of RPBG goals by participating at executive level in policy making, coordination and liaison with internal and external stakeholders. In liaison with the Director of Nursing and Service Co-Directors, coordinates the development, implementation and management of an effective and integrated workforce.

EMHS Vision and Values

Our Vision

***Healthy people, amazing care.
Koorda moort, moorditj kwabadak.***

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

RPMG Values

Our staff have a long tradition of caring for the Western Australian community, with a strong sense of pride among our staff. Embedded in our culture are the values of SERVIO, Latin for 'to serve'.

Service and Safety

Excellence and Education

Respect and Research

Valuing our Patients and Staff

Integrity and Innovation

Organisational Learning

Brief Summary of Duties (in order of importance)

1. Strategic Leadership and Accountability

- 1.1 As a member of the EMHS senior management team contribute to decision making on whole of Health Service issues.
- 1.2 Promotes, guides and facilitates high standards of practice and professional services.
- 1.3 Participates and promotes organisational cultural change.
- 1.4 Ensures that the portfolio's services and activities meet all clinical and/or corporate governance requirements.
- 1.5 Represents the EMHS on relevant Boards, Committees and Forums.

2. Communication and Consultation

- 2.1 Initiates and facilitates forums and discussion groups to discuss and resolve issues relating to the development and implementation of strategic and operational plans, policies and initiatives.
- 2.2 Establishes and maintains strategic alliances with internal and external stakeholders.

3. Specific Position and/or Operational Responsibilities – Clinical Services EMHS

- 3.1 Responsible for clinical leadership and direction of medical services in the EMHS in collaboration with other stakeholders.
- 3.2 Participates in Health Service clinical services planning and has a role in change management to implement new service delivery models and/or the re-configuration of existing services.
- 3.3 Coordinate the development, implementation and management of an effective and integrated medical workforce to ensure that current and future medical service requirements are met.
- 3.4 Provides medical advice on matters associated with the public / private partnerships including Midland Public Hospital.
- 3.5 Provides strategic leadership and advice on medical issues and standards of practice across the EMHS and ensures that clinical care is supported by appropriate clinical governance systems.
- 3.6 Establish, promotes and participates in teaching and research activities.
- 3.7 Assists in the development of a partnership with the Universities and EMHS in regards to issues of teaching, research and clinical services.
- 3.8 Responsible in ensuring that all Credentialing and Scope of Practice for medical staff is adhered to.
- 3.9 Oversees the EMHS medico-legal obligations, and Ethics responsibilities and governance.

4. Specific Position and/or Operational Responsibilities

- 4.1 As a member of RPBG Executive team contribute to decision making on RPBG issues and provide representation on RPBG Executive Committee and other relevant Governance Committees as required.
- 4.2 Responsible for clinical leadership and direction of medical services at Royal Perth and Bentley Hospitals in collaboration with other stakeholders.
- 4.3 Oversees the RPBG medico-legal obligations.
- 4.4 Contribute to ACHS Accreditation program at RPBG.
- 4.5 Leadership of RPBG Morbidity and Mortality Committee and shared learning from Coroner's reports.
- 4.6 As required, provide advice and support on medical workforce matters at RPBG, including disciplinary and standards of practice.
- 4.7 Provide leadership for radiation safety across RPBG.

5. EMHS Governance, Safety and Quality Requirements

- 5.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 5.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 5.3 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.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Exemplifies personal integrity and commitment to public service
 - *demonstrates public service professionalism, probity and accountability*
 - *ability to work within and promote the values of EMHS*
 - *exhibits personal commitment to customer service*
 - *engages with risk*
 - *demonstrates personal commitment to professional development*
2. 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*
3. 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*
4. Builds productive relationships
 - *nurtures internal and external relationships*
 - *facilitates cooperation and partnerships*
 - *guides, coaches and develops people*
5. Communicates and influences effectively
 - *communicates clearly*
 - *listens, understands and adapts to audience*
 - *negotiates and advocates persuasively*
 - *values individual differences and diversity*
6. Eligible for registration as a Specialist Medical Practitioner with the Australian Health Practitioner Agency (AHPRA).
7. 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 in management are highly desirable.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- 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.

.....
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

.....
 June 2016

Last Updated on

.....
 April 2019