



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	601248
Division:	Kalgoorlie Health Campus	Title:	Regional Director Medical Services
Branch:	Regional Office	Classification:	Medical Administrator, Year 1–9
Section:	Medical Services	Award/Agreement	Medical Practitioners Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Chief Operating Officer
	Classification:	HSO Class 3
	Position No:	614487



Responsible To	Title:	Regional Director
	Classification:	HSO Class 2
	Position No:	60100



This position	Title:	Regional Director Medical Services
	Classification:	Medical Administrator, Year 1 – 9
	Position No:	601248



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>
601001 – Coordinator Executive Services
601003 – Executive Assistant
601201 – Director Population Health
601431 – Regional Manager HR Services
601358 – Regional Manager Mental Health
601585 – Director Business Services
601909 – Manager Service Development
607939 – Operations Manager Kalgoorlie
608190 – Redevelopment Project Officer
615655 – Regional Aboriginal Health Consultant
614390 – Operations Manager Esperance
614441 – Regional Manager Infrastructure & Procurement



Positions under direct supervision:	Other positions under control:		
Position No.	Title	Category	Number
601116	Executive Assistant	Clinical Governance Support Officer	613277
613276	Clinical Practice Improvement Coordinator		
613275	Regional Clinical Risk Coordinator		
	All medical staff and Visiting Medical Officers		

Section 3 – KEY RESPONSIBILITIES

Provides a high standard of medical leadership in the WA Country Health Service (WACHS) – Goldfields. Drives medical clinical governance and continuous quality improvement. Provides administrative leadership and supports the Regional Director in implementing WACHS Goldfields strategic directions and ensuring WACHS Goldfields regional health network performance.

<p>WA Country Health Service – GOLDFIELDS</p> <p>5 June 2019</p> <p>REGISTERED Job Description Form</p>
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		CLASSIFICATION	Medical Administrator, Year 1-9



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

OUR GUIDING PRINCIPLES

Consumers first in all we do Safe, high quality services and information at all times

Care closer to home where safe and viable. Evidence based services

Partnerships and collaboration

OUR VALUES

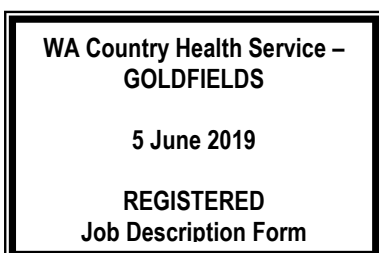
Community – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

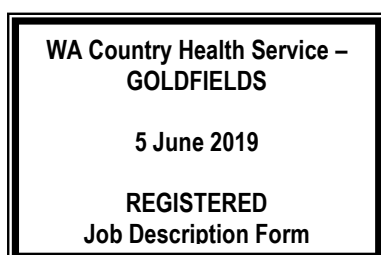


TITLE	Regional Director Medical Services	POSITION NO	601248
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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	LEADERSHIP		
1.1	Advises and works closely with Goldfields Regional Director, Salaried Medical Officers and Visiting Medical Practitioners (VMPs) in the Goldfields on clinical issues.		
1.2	Liases with stakeholders including but not limited to, tertiary hospitals, General Practitioners, Medicare Locals, Specialist Medical Colleges, Royal Flying Doctor Service, Rural Health West, Rural Doctors of Western Australia, Aboriginal Medical Service, Australian Medical Association, Australian Health Practitioner Regulation Agency, Medical Board of Australia and local health service providers.		
1.3	Builds and maintains relationships and networks to enhance multi-disciplinary health service delivery.		
1.4	Represents WACHS Goldfields on inter-agency policy and liaison committees and at other forums relevant to the areas of delegated responsibilities.		
1.5	Ensures the implementation of State and National Health Reform in accordance with WACHS / Local Health Network (LHN) agenda.		
1.6	Assists in strategic planning in conjunction with hospital and regional management.		
2.0	PROVIDES DIRECTION ON HEALTH SERVICE DELIVERY		
2.1	Reviews existing clinical services and develops future appropriate clinical services for the Goldfields.		
2.2	Monitors and evaluates the quality, effectiveness and efficiency of clinical services and resources in the Goldfields.		
2.3	Assists the Regional Director in formulating and implementing medical service policies		
2.4	Monitors, reviews and evaluates the quality and timeliness of clinical services provided by salaried and Visiting Medical Practitioners (VMPs).		
2.5	Ensures the credentialing and defines the scope of practice of Medical Practitioners in the interim before consideration by the Area Credentialing and Scope of Practice (ACSOP) Committee. Sits on the Area committee.		
2.6	Assists the development of Disaster Management procedures and protocols for the Goldfields.		
3.0	QUALITY AND RISK		
3.1	Promotes adverse incident monitoring and provides leadership on root cause analyses of sentinel and adverse events.		
3.2	Drives the implementation of Quality /Risk policies. Takes a leading role in addressing complaints/compliments.		
3.3	Leads Clinical Governance Practices.		
3.4	Ensures adoption and compliance with Operational Directives, WACHS / LHN policy, guidelines and local site instructions.		
3.5	Ensures clinical audit is maintained throughout the Goldfields.		

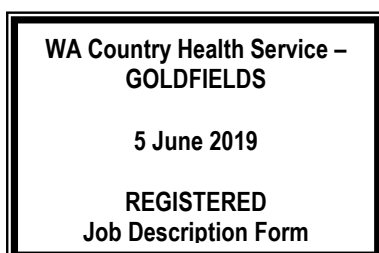
Section 4 – STATEMENT OF DUTIES continued next page



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Section 4 – STATEMENT OF DUTIES continued

4.0	ASSISTS WITH MEDICAL WORKFORCE AND INDUSTRIAL RELATIONS		
4.1	Coordinates recruitment and retention of medical staff through the WACHS / LHN strategies that apply from time to time.		
4.2	Conducts Performance Management of direct reports. Participates in quality assurance of doctors' performance and clinical services.		
4.3	In consultation with Regional Director and Human Resources deals with industrial relations issues as they relate to Medical Staff.		
4.4	Provides for an environment that supports teaching, training and learning in the WACHS Goldfields.		
5.0	MEDICO – LEGAL ISSUES		
5.1	Oversees the response to medico-legal cases for WACHS Goldfields and provides reports as required.		
5.2	Acts as the health region delegate for regulatory and statutory compliance where a qualified medical practitioner is required.		
6.0	PROVIDES CLINICAL CARE		
6.1	If approved by Area Credentialing Committee, provides clinical care commensurate with available time, clinical need and where directed for clinical teaching.		
7.0	SUPPORTS HEALTH TECHNOLOGY DEVELOPMENT IN WACHS GOLDFIELDS		
7.1	Advises Regional Director and stakeholders on medical technological developments as they relate to WACHS Goldfields.		
8.0	PARTICIPATES IN HEALTH SERVICE EXECUTIVE MANAGEMENT		
8.1	Active participation in the Regional Executive and relevant sub committees.		
8.2	Active participation (ex-officio) of Medical Advisory Committees / Clinical Staff committees, providing leadership in alignment with policy.		
8.3	Reports in professional matters to the Executive Director Medical Services EDMS, and works cooperatively with EDMS, other Regional Directors of Medical Services and Area based committees.		
8.4	Works in conjunction with other RMDs in WACHS/ the LHN, and leads or acts for other RMDs as instructed by the Regional Director.		
8.5	Active participation in succession planning, junior medical administrator development, and ensuring that suitable leave relief is in place when required.		
8.6	Completion of responses to Ministerial queries and other business documentation including briefing notes and business cases for the Medical Directorate and related areas.		
9.0	PROVIDES MEDIA LIAISON		
9.1	Spokesperson for Goldfields medical issues (not local health service issues) in consultation with WACHS LHN Public Relation Department, as delegated by Regional Director.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		



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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Eligible for registration by the Medical Board of Australia.
2. Demonstrated experience in the application of clinical governance within healthcare, including safety and quality programs and change management.
3. Demonstrated excellent strategic management and project management skills including the ability to plan, prioritise, make decisions, meet deadlines and manage resources.
4. Demonstrated leadership skills and highly developed communication, interpersonal, negotiation and conflict resolution skills.
5. Demonstrated contemporary knowledge of professional issues and trends in the medical profession, with a particular focus on rural and remote service delivery.
6. Considerable experience in a senior management role in the health sector, preferably in a hospital environment.
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.
8. Eligible for or in possession of a current C or C-A class driver's licence.

DESIRABLE

1. Postgraduate qualification in health administration eg FRACMA, MBA, MHA, FCHSM
2. Experience in liaising with private medical practitioners (VMPs) and government and non-government agencies.
3. Substantial clinical experience especially in rural or remote settings.
4. Ability to fully engage with the local community and travel within the Region.

Section 6 – APPOINTMENT FACTORS

Location	Kalgoorlie	Accommodation	As per the WA Country Health Service policy.
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Evidence of registration by the Medical Board of Australia must be provided prior to commencement • Provision of the minimum identity proofing requirements • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check • Completion of training for Mandatory Reporting of Child Sexual Abuse • Evidence of a current C or C-A class drivers licence Allowances: <ul style="list-style-type: none"> • District Allowance as applicable 		
Specialised equipment operated	Personal Computer		

Section 7 – CERTIFICATION

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

Signature and Date: ____/____/____
Regional Director

Signature and Date: ____/____/____
Chief Operating Officer

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

Name	Signature	Date Appointed	Date Signed

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