

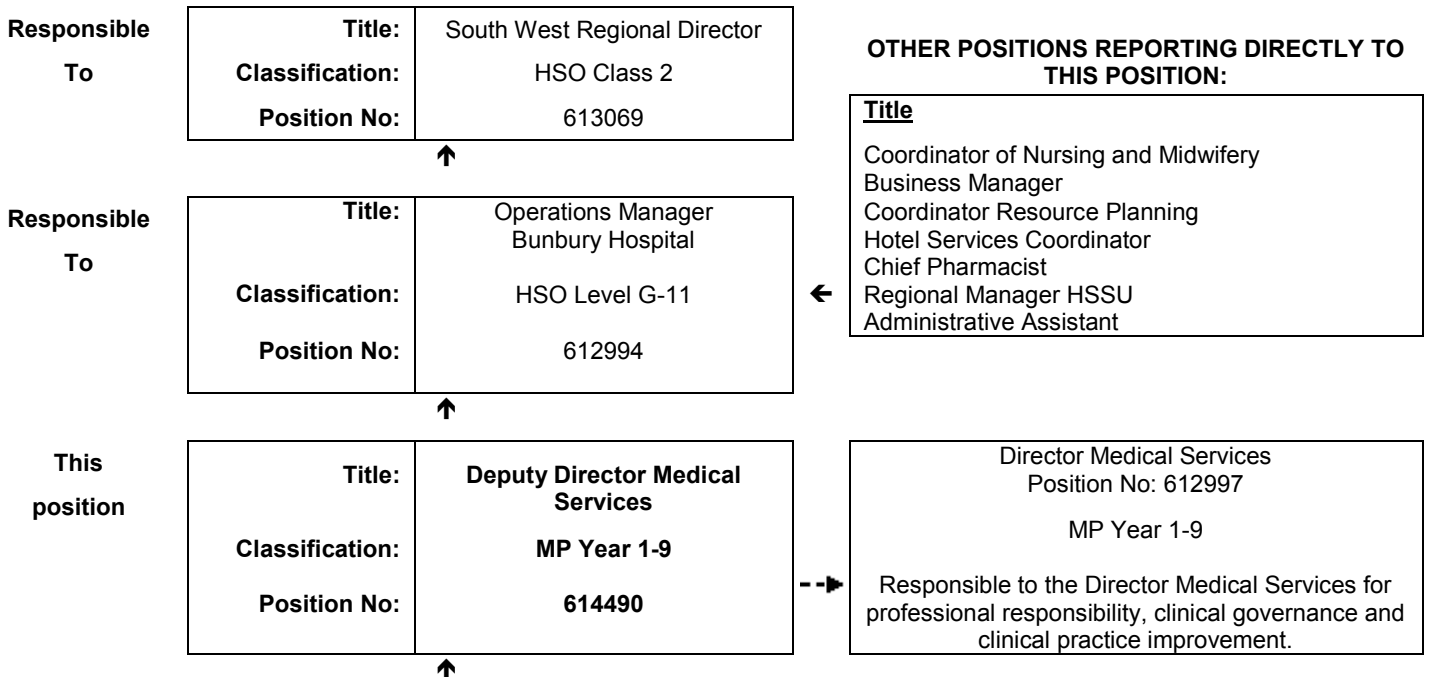


**JOB DESCRIPTION FORM**

**Section 1 – POSITION IDENTIFICATION**

<b>WA Country Health Service</b>		<b>Position No:</b>	<b>614490</b>
<b>Division:</b>	South West	<b>Title:</b>	<b>Deputy Director Medical Services</b>
<b>Branch:</b>	Bunbury Hospital	<b>Classification:</b>	<b>MP Year 1-9</b>
<b>Section:</b>	Medical Services	<b>Award/Agreement</b>	Medical Practitioners Agreement

**Section 2 – POSITION RELATIONSHIPS**



<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>
Position No.                      Title  Heads of Departments Specialist Consultants (salaried contracted sessional locum) Administration Assistant – Medical Director Clinical Training	Category                                      Number  All Medical Practitioners including: Senior Medical Practitioners; Junior Medical Officers, Interns

**Section 3 – KEY RESPONSIBILITIES**

Provide day to day operational management of medical services and medical leadership at Bunbury Hospital to ensure safe clinical service delivery.

Ensure and support Medical Clinical Governance at the Bunbury Hospital and participates in and leads continuous quality improvement within the Hospital.

Provide support to the Director Medical Services in implementing WACHS South West strategic directions and ensuring WACHS South West regional health network performance.

Establish and maintain collaborative and functional relationships with Contracted Clinical Service providers to ensure seamless timely clinical care delivery.

<b>WA Country Health Service</b> <b>South West</b>  <b>11 August 2017</b>  <b>REGISTERED</b>
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TITLE	Deputy Director Medical Services	POSITION NO	614490
		CLASSIFICATION	MP 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 approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Aboriginal health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

### OUR PURPOSE

To improve, promote and protect the health of country Western Australians.

### WHAT WE STAND FOR

**Quality health services for all.**

**Improving the health of Aboriginal people and those most in need.**

**A fair share for country health.**

**Supporting our team – workforce excellence and stability.**

### OUR VALUES

**Community** – making a difference through teamwork, generosity and country hospitality.

**Compassion** – listening and caring with empathy and dignity.

**Quality** – creating a quality health care experience for every consumer.

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

**Justice** – valuing diversity with a fair share for all.

**WA Country Health Service  
South West**

**11 August 2017**

**REGISTERED**

<b>TITLE</b>	<b>Deputy Director Medical Services</b>	<b>POSITION NO</b>	<b>614490</b>
		<b>CLASSIFICATION</b>	<b>MP Year 1-9</b>

#### Section 4 – STATEMENT OF DUTIES

<b>Duty No.</b>	<b>Details</b>	<b>Freq.</b>	<b>%</b>
	Line management of the DDMS is to the Operations Manager Bunbury Hospital. Professional responsibility with the Director Medical Services – South West (DMS). The DMS and the Operations Manager will jointly undertake performance management of the Deputy Director Medical Services.		
<b>1.0</b>	<b>LEADERSHIP</b>		
1.1	Participate as a member of the SW Bunbury Hospital Management Team and attend meetings as scheduled.		
1.2	Ensure the delivery of medical services within allocated resources, activity targets and key performance indicators ( eg WEAT)		
1.3	Responsible to the DMS for the recruitment, selection, deployment, orientation, training and development and performance of all Bunbury Hospitals medical staff.		
1.4	Advise on Medical Service Agreements and Industrial Agreements in consultation with the DMS and the Medical Workforce Consultant.		
1.5	Actively participate in developing and monitoring clinical governance, reviewing and evaluating the quality and timeliness of clinical services at Bunbury Hospital and the clinical services interfacing with SJOG Bunbury.		
1.6	Monitor the development, implementation and performance of health policies in the Bunbury Hospital as they relate to the standard of clinical governance in medical services.		
1.7	Responsible for ensuring the timely preparation of professional reports, reviews and other investigations to the DMS.		
1.8	Administer and participates in the Medical Advisory committee at Bunbury Hospital Hospitals in conjunction with the Chairman with a particular focus on clinical governance.		
1.9	Work with regional Sub-Acute, Aged Care, Mental Health, Population Health services and other health agencies to ensure integrated and cohesive services occur across region.		
1.10	Develop and maintain effective relationships with peers and colleagues and foster a culture of clinical collaboration, multidisciplinary engagement and clinical trust.		
1.11	Lead, participate and enable the Regional Resource Centre to support region wide clinical governance across specialist disciplines, at the direction of the DMS/RD.		
1.12	Deputise for the Director Medical Services – South West as appropriate.		
<b>2.0</b>	<b>HEALTH POLICY</b>		
2.1	Provide advice to the Bunbury and WACHS SW Executive Team on the planning and provision of appropriate services.		
2.2	Assist the DMS on specific health issues pertinent to improved health outcomes for the South West community.		
<b>3.0</b>	<b>PLANNING AND EVALUATION</b>		
3.1	Participate in the planning and development of clinical services within the Bunbury Hospital and region.		
3.2	Coordinate the development of submissions for available special purpose funding for clinical medical services in conjunction with the DMS, Operations Manager and Regional Director.		

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**Section 4 – STATEMENT OF DUTIES**

<b>Duty No.</b>	<b>Details</b>	<b>Freq.</b>	<b>%</b>
<b>4.0</b>	<b>QUALITY AND RISK</b>		
4.1	Leads adverse incident monitoring and investigation, root cause analyses of sentinel and adverse events as required by DMA/RD/Operations Manager.		
4.2	Advise on medico-legal cases for Bunbury Hospital and provides reports as required.		
4.3	Participate in consumer engagement activities as well as responding to consumer feedback regarding clinical services including investigation and response to complaints relating to medical services.		
<b>5.0</b>	<b>MEDICAL WORKFORCE</b>		
5.1	Responsible to the DMS for the appropriate management coordination and deployment of medical services and resources within Bunbury Hospital including rostering of the on call medical service.		
5.2	Direct and manage Medical Administration staff in the management of all medical staff in the Bunbury Hospital.		
5.3	Ensure systems are implemented for ongoing monitoring of evidenced based clinical practice and supervision.		
5.4	Advise and participate in consultation with the DMS and Operations Manager on medical resources and strategies to recruit and deploy medical officers within the district.		
<b>6.0</b>	<b>CLINICAL CARE</b>		
6.1	Facilitate and enable Bunbury and SJOG Hospitals clinical interactions to ensure clinical services safety within resources available.		
6.2	Ensure that plans are in place for functioning of a Disaster Preparedness team systems and processes including pandemic planning and external disasters relating to the Bunbury Hospital.		
6.3	Lead the ongoing development of the internal Bunbury Hospitals emergency management responses including Code Blue responses.		
6.4	Ensure that clinical services are provided in a manner sensitive to and appropriate for people of Aboriginal and other cultural backgrounds.		
<b>7.0</b>	<b>EDUCATION</b>		
7.1	Assist with the educational needs of medical staff in the Bunbury Hospital and in the region as per WACHS strategies, priorities and programs as required.		
7.2	Coordinate (where relevant) onsite teaching services for medical officers, medical students and other health workers as appropriate.		
<b>8.0</b>	<b>OTHER</b>		
8.1	Other duties as directed by the Operations Manager Bunbury or DMS South West.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to 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. Recognised clinical experience and/or postgraduate qualifications commensurate with clinical duties and medical administration role.
3. Considerable experience in a senior management role in the health sector, preferably in a hospital environment.
4. Demonstrated excellent interpersonal, verbal and written skills.
5. Demonstrated excellent strategic management and planning skills.
6. Demonstrated experience in the application of continuous quality improvement principles including managing change and the implementation and evaluation of integrated clinical governance strategies.
7. Current knowledge of legislative obligations for Equal Employment Opportunity, Disability Services and Occupational Safety and Health, Act, Freedom of Information and how these impact on employment and service delivery.
8. Current C or C-A class drivers licence.

**DESIRABLE**

1. Postgraduate qualifications in health administration eg. FRACMA, FAFPHM, MBA, MHA, or progress towards their attainment.
2. Experience in liaising with private Visiting Medical Practitioners (VMPs) and government and non-government agencies.

**Section 6 – APPOINTMENT FACTORS**

<b>Location</b>	Bunbury	<b>Accommodation</b>	As determined by the WA Country Health Service Policy
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Evidence of registration by the Medical Board of Australia must be provided prior to commencement.</li> <li>• Completion of a 100 point identification check.</li> <li>• Successful Criminal Record Screening clearance.</li> <li>• Successful Pre- Placement Health Screening clearance.</li> <li>• Evidence of current C or C-A class drivers licence.</li> </ul>		
<b>Specialised equipment operated</b>			

**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: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Executive Services**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Chief Executive 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

<p><b>WA Country Health Service</b>  <b>South West</b></p> <p><b>11 August 2017</b></p> <p><b>REGISTERED</b></p>
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