



**HSS REGISTERED**

**Director Clinical Services**  
**Medical Practitioners Agreement: Year 1-9**  
**Position Number: 00008184**  
**Corporate and Executive Services Directorate**  
**Women and Newborn Health Service**

**Reporting Relationships**

Chief Executive North Metropolitan Health Service



Executive Director, WNHS  
 Position Number: 00005575



This Position



- ← Also reporting to this supervisor:
- Director Midwifery, Nursing & Patient Support Services
  - Director Finance & Business
  - Director Safety, Quality, Performance & Organisational Culture
  - Medical Co-Director Obstetrics
  - Midwife Co-Director Obstetrics
  - Medical Co-Director Gynaecology & Imaging
  - Nurse Midwife Co- Director Gynaecology & Imaging
  - Medical Co-Director Neonatology
  - Nurse Co-Director Neonatology
  - Medical Co-Director Women's Health Genetics & Mental Health
  - Service Co-Director Women's Health Genetics & Mental Health
  - Midwifery Director Statewide Obstetrics Support Unit
  - Medical Director Statewide Obstetrics Support Unit
  - Manager Medico Legal & Freedom of Information Service
  - Director BreastScreen WA

Directly reporting to this position:			Other positions under control
<b>Title</b>	<b>Classification</b>	<b>FTE</b>	<ul style="list-style-type: none"> <li>• Manager Medical Technology Management Unit</li> <li>• Manager Medical Illustrations</li> </ul>
Manager Medical Administration	HSU G8		
Chief Pharmacist	HSU P5		
GP Liaison Officer	Consultant Yr 1-9		
Manager Health Information Administration Service	HSU 8		
Manager Library & Information Services	HSU P3		
Dir Clinical Research Gov & Ethics Dir Postgraduate Medical Education	Consultant Yr 1-9		

### **Prime Function / Key Responsibilities**

The Director Clinical Services provides leadership and strategic advice to facilitate the delivery, by the medical workforce, of safe, high-quality and efficient patient care consistent with the Health Service's vision, mission and goals. This position will be required to initiate, implement and support strategies for the Women and Newborn Health Service (WNHS) as part of North Metropolitan Health Service and the Department of Health WA. As the primary tertiary teaching hospital for women and newborns, the Director Clinical Services, in conjunction with the Director WNHS, has a leadership role in the delivery of state wide services governed by WNHS. As part of the Executive team, this position will be jointly responsible for the clinical and corporate governance of the Health Service.

### **Brief Summary of Duties**

1. Accountable to the Executive Director, the Director Clinical Services provides professional medical leadership across the WNHS as part of the WNHS Executive team.
2. Promote, support and facilitate the development and application of the highest standards of efficient clinical practice within the medical services.
3. Leads and promotes organisational culture in line with WNHS & North Metropolitan Health Service strategic goals, vision and values.
4. Provides leadership and advice on medical issues and standards of clinical practice across WNHS to ensure safe high quality standards of clinical practice, within budget and resource allocations, and the management of clinical and corporate risk.
5. Ensures evidence based practice and research form the foundation of advances in clinical care and in clinical care systems.
6. Leads the development and implementation of strategic and operational plans, policies and initiatives for the WNHS in alignment with the vision and operational imperatives of the health service.
7. Initiates and leads improvement agendas across the areas of accountability, working closely with all stakeholders. Challenges conventional approaches and drives change when needed, with a commitment to continuous improvement.
8. Works closely and collaboratively with all members of the executive to establish and manage safe, efficient and effective patient care across the Health Service.
9. Ensures staff within areas of accountability are managed and appropriately supported and supervised at all times within relevant policy and public sector standards in a work environment that recruits, retains and supports quality staff.
10. Establish and maintain relevant policies and guidelines to ensure that clinical programs integrate effectively with State and area wide programs.
11. Lead and foster quality and cultural improvement and best practice initiatives in medical and women's health policy, and patient support services.
12. Monitor the compliance of the medical workforce with all clinical and corporate governance requirements including the Health Services Act 2016, medical standards, applicable statutory requirements, safety and quality systems and the policies and priorities of the Department of Health.

### **Communication & Consultation**

13. Actively participates in Health Service Executive activities, including chairing clinical and corporate governance committees and representing and/or advocating for WNHS at state/national conferences.
14. Establishes and maintains strong strategic and operational alliances and working relationships with internal and external stakeholders including the Department of Health, the Chief Medical Officer and the NMHS Area Executive Director, Medical Services. Negotiates with professional, industry and non-government groups relevant to Clinical services
15. Leads and participates in forums and discussions related to the strategic and operational planning for the Medical Service.
16. Meet and consult regularly with Co-Directors, Finance and Business Officers, Heads of Department, and other clinical leads to ensure multi-disciplinary teams are a cornerstone of patient management for the effective performance of WNHS.

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### ***Specific Position and/or Operational Responsibilities***

17. Lead medical workforce planning to meet current and future requirements of WNHS, including medical workforce performance and development and delivery of professional and clinical training and education, promoting multidisciplinary forums.
18. Ensures efficient rostering for medical officers compliant with the AMA Industrial Agreement.
19. Provides monitoring and advice in relation to quality of clinical outcomes, financial performance and meeting key performance indicators which include the National Emergency Access Targets (NEAT) and the National Elective Surgery Targets (NEST),
20. Through appropriate planning, coordination and the application of policies and protocols, ensure the quality of clinical and administrative services provided by departments reporting to the position. This includes but not limited to the development and implementation of systems to manage medical administration, clinical information and records, credentialing and scope of clinical practice and medical staff appointments.
21. Participate in WNHS Human Research and Ethics committees to review, monitor and guide research across WNHS to comply with ethical guidelines of the National Health and Medical Research Council and other relevant agencies.
22. Participate in the Clinical Ethics Service and provide advice and support to clinician stakeholders.
23. Act as the focal point for clinical leaders and executives in resolving complex, clinical, medico legal, ethical and operational challenges faced by WNHS. Ensures integration between clinical and non-clinical services.
24. Participates in business continuity and contingency management for the Service including emergency planning.

### ***NMHS Governance, Safety and Quality Requirements***

25. Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
26. Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
27. 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.
28. Completes mandatory training (including safety and quality training) as relevant to role.
29. Performs duties in accordance with Government, WA Health, North Metropolitan Health Service, WNHS and Departmental / Program specific policies and procedures.
30. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
31. Undertakes other duties as directed

## Work Related Requirements

### Essential Selection Criteria

1. The Director Clinical Services will be Eligible for registration with the Medical Board of Australia. Relevant Fellowship that may include but is not limited to Fellowship of The Royal Australasian College of Medical Administrators with a track record in professional leadership.

The Director Clinical Services will be able to evidence business acumen with a strong track record in:

2. **Shaping and managing strategy** including the ability to focus strategically by aligning business imperatives with strategic priorities, the ability to harness information and opportunities in order to manage change, the capacity to champion organisational vision and goals and promote a shared commitment to the organisations strategic direction.
3. **Achieving results** including the ability to build organisational capability and responsiveness, and the capability to manage human, physical and financial resources in an environment of constraint.
4. **Building productive relationships** including the ability to broker cooperation and partnerships across an organisation and the ability to develop and maintain positive working relationships with colleagues and with diverse groups of people within the health sector.
5. **Management of clinical services** in a large complex acute health care including balancing of diverse and competing interests and the achievement of high quality patient outcomes, service satisfaction and operational efficiency.
6. **Demonstrated high level competency** in seeking and accepting opportunities to develop, implement and evaluate policies and programs that serve to improve health outcomes, with a commitment to clinical governance within healthcare, including safety and quality programs.
7. **Current knowledge of legislative and regulatory requirements** in the areas of Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment, people management and service delivery.

### Desirable Requirements

8. A tertiary health management qualification at Masters Level or equivalent is highly desirable
9. Knowledge of current issues facing the health industry in WA.
10. Management experience in a public teaching hospital.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Medical Board of Australia must be provided prior to commencement;
- The completion of 100 point Identification Check;
- A successful Criminal Record Screening Clearance;
- A successful Pre-Employment Integrity Check;
- A successful Pre-Employment Health Assessment;
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia every three years.

## 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:  
HE:  
Date:

### Dept./Division Head

Name:  
Signature/HE:  
Date:

### Position Occupant

Name:  
Signature/HE:  
Date: