



**HSS REGISTERED**

**Program Manager**  
**Health Salaried Officers Agreement; HSO Level G8**  
**Position Number: 113642**  
**Orthopaedic Department Service 3**  
**Fiona Stanley Fremantle Hospital Group / South Metropolitan Health Service**

**Reporting Relationships**

Medical Director  
 Medical Administrator Year 1-9  
 Position Number: 113257



Head of Service Orthopaedics Fremantle Hospital  
 Consultant Year 1-9  
 Position Number: 000830



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Clinical Data Manager	HSO Level G6	1.0FTE

← Also reporting to this supervisor:

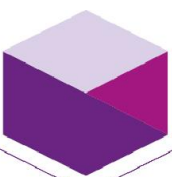
- Consultant- Surgeon-orthopaedic Surgery, Consultant Year 1-9. Multiple FTE

**Key Responsibilities**

Collaborate and liaise with stakeholders to ensure effective management and delivery of Orthopaedic Program outcomes. Point of contact for Orthopaedic Department at Fremantle Hospital.

Manage and coordinate;

- Orthopaedic strategies and initiatives and service delivery ensuring Orthopaedic staff provide integrated and consistent clinical services.
- Activities of the Orthopaedic Department to ensure the workforce, finances and resources are appropriate to achieve performance targets.
- Clinical governance throughout Orthopaedic services.
- Orthopaedic Research Unit incorporating the hospital orthopaedic clinical outcome database.
- Prosthetic costs associated with the whole of WA Health arthroplasty tender and site level orders.



## Brief Summary of Duties (in order of importance)

### 1. Strategic and Planning

- 1.1. In consultation with Head of Orthopaedic Surgery at Fremantle Hospital, develops and implements strategic business plans relevant to the Service.
- 1.2. Provides project management support for key initiatives that support change and reform. Responsible for ensuring key deliverables are achieved.
- 1.3. Identifies and analyses potential risks, benefits, cost and impact on Orthopaedic surgery service in relation to proposed initiatives and strategies and advises the Fremantle Hospital Head of Orthopaedic Surgery.
- 1.4. Maintains effective liaison with key clinical and industry stakeholders with respect to orthopaedic projects and research, demonstrating advanced written and verbal skills.
- 1.5. Responsible for monitoring compliance with the development, implementation and evaluation of policies, protocols and procedures in accordance with National Standards and accreditation requirements to maximise compliance.

### 2. Clinical Flow

- 2.1. Monitors and optimises theatre capacity against waitlist demand, maintains open communications around prioritising theatre resources and facilitating patient flow.
- 2.2. Works closely with clinical directors and other clinical managers in effective coordination and management of orthopaedic patient flow.

### 3. Research

- 3.1. Manages the activities of external research and clinical trials, accounts, human resource, purchasing, and staff.

### 4. Leadership

- 4.1. Provides support and consultancy to medical, nursing and allied health professionals in the strategic development of proactive Orthopaedic service objectives.
- 4.2. As a member of the senior hospital management provides leadership which fosters the provision of high quality patient focussed services.
- 4.3. Establishes and maintains effective communication within Orthopaedics and with senior management and related services.
- 4.4. Ensures integrity and ethical behaviours and contributes to effective team work.

### 5. Financial and Activity

- 5.1. Manages and accounts for Orthopaedic Surgery financial and activity matters in the context of planning and annual budgeting processes.
- 5.2. Preparation of financial and activity reports as required both internally and to external groups.
- 5.3. Monitors prosthetic costs associated with whole of WA Health Arthroplasty Tender incorporating SLO agreements.
- 5.4. Monitors Orthopaedic special purpose accounts in accordance with hospital policy.

### 6. Human Resource and Workforce Operations

- 6.1. Develops and manages HR systems for staff to achieve HRM strategies including induction, performance management, recruitment and selection.

### 7. Information Technology and Physical Resource

- 7.1. Manages, monitors and maintains acquisition, use and maintenance of material resources and updates the hospital's asset register as required.

### **8. SMHS Governance, Safety and Quality Requirements**

- 8.1. Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 8.2. Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 8.3. 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.
- 8.4. Completes mandatory training (including safety and quality training) as relevant to role.
- 8.5. Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 8.6. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### **9. Undertakes other duties as directed.**

## **Work Related Requirements**

### **Essential Selection Criteria**

1. Demonstrated extensive experience in health systems within Orthopaedic Surgery or related systems management skills that can readily translate into the required role.
2. Demonstrated skills in program development, management, implementation and evaluation.
3. Demonstrated involvement in change management implementation, quality improvement audits and experience in practical application related to customer service/delivery needs.
4. Demonstrated experience involving financial and activity reporting systems.
5. High level of oral and written communication skills including high level conceptual, analytical and report writing skills, liaison and consultation with personnel at all levels in the organisation.
6. Demonstrated experience in evaluation, quality and research methodologies in health.
7. Demonstrated ability to work without supervision, prioritise tasks and meet deadlines.
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 qualification in business, management, health services or other relevant disciplines.
2. Advanced knowledge of key performance indicators and benchmarking practices relevant to orthopaedic surgery.
3. Experience in the application of hospital information management systems and analysis of database management systems and spreadsheets.
4. Demonstrated experience with human resource management systems.

### **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.**

<b>Manager / Supervisor Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>
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<b>Dept. / Division Head Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>
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**As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

<b>Occupant Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>
<b>Effective Date</b>			

**HSS Registration Details (to be completed by HSS)**

<b>Created on</b>	<b>Last Updated on</b> 14/06/2018
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