



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	613110
Division:	Pilbara	Title:	Regional Medical Director
Branch:	Pilbara Regional Office	Classification:	Director of Medical Services / Medical Administrator Year 1 - 5
Section:	Medical Services	Award/Agreement	Medical Practitioners Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Chief Operating Officer
	Classification:	HSO Special 3
	Position No:	613274

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
Operations Manager (East & West Pilbara)
Director Population Health
Director Corporate Services Pilbara
Aged Care – Manager
Human Resource Manager
Manager Pilbara Mental Health Drug & Alcohol
Coordinator Executive Services

Responsible To	Title:	Regional Director
	Classification:	HSO Class 2
	Position No:	600100

This position	Title:	Regional Medical Director
	Classification:	Director of Medical Services Year 1 - 5
	Position No:	613110

Positions under direct supervision:		Other positions under control:	
Position No.	Title	Category	Number
300133	Cons – Public Health Medical		
613112	Medical Admin Coordinator		
613113	Medical Specialist Services Officer		
613234	Clinical Risk Coordinator		
613235	Clinical Practice Improvement Coordinator		
613391	Regional Chief Pharmacist		

Section 3 – KEY RESPONSIBILITIES

The Regional Medical Director (RMD) provides high level clinical and strategic leadership, management and governance within the region. The RMD provides professional leadership and governance for all medical practitioners within the region with a focus on medical workforce, patient safety and quality improvement, clinical service planning, medical education and clinical research. The RMD develops the regional health network and progresses health reform strategy.

**WA Country Health Service
Pilbara**

12 December 2018

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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.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	<p>The Regional Medical Director (RMD) reports to the Regional Director (RD), however the RMD will also be responsible to the Executive Director of Medical Services (EDMS) for professional matters. The RD and the EDMS will jointly support and develop the Regional Medical Director.</p> <p>MEDICAL LEADERSHIP</p> <ul style="list-style-type: none"> Provides medical leadership within WACHS, in collaboration with the EDMS, Regional Directors, other Medical Directors, Nurse Directors, Population Health, Aged Care, Mental Health and Operations Managers. Leads clinical governance and clinical performance within the region, including credentialing and clinical indicator monitoring within a multidisciplinary context. Maintains an awareness of trends, issues and developments in relation to medical services. Actively participates as a member of regional executive committees and working groups. Liaises and manages intra and inter regional relationships with relevant external bodies, including local government and non-government organisations (eg SJA, RFDS) to ensure optimal clinical service provision. Develops (under direction from the RD and in collaboration with budget managers) and manages regional medical initiatives and projects including a medical workforce plan. Provides professional support, development and mentorship to medical staff as required. Represents WACHS within the region as appropriate. In collaboration with others, identifies supports and facilitates change management initiatives within the region. Chairs or is a member of relevant clinical and non-clinical committees. Maintains availability and visible contact with clinical staff 		
2.0	<p>MEDICAL MANAGEMENT</p> <ul style="list-style-type: none"> Provides advice to the Regional Director and EDMS on rural and regional specific medical related matters. Implements clinical risk identification and management processes. Participates in quality and patient safety initiatives for the region, demonstrating medical leadership in continuous quality improvement. Participates in clinical incident management, review and practice improvement. Ensures actions and initiatives arising from senior medical and other committees internal and external to WACHS are progressed. Facilitates and promotes an efficient and effective Health Service either directly and / or through the provision of advice and support to budget managers. Oversees the coordination of complex medico-legal cases within the region. Seeks opportunities to facilitate medical education and research in the region. Provides medical management for Regional Resource Centres and or other facilities within a region as appropriate. Supports Disaster Management and Business Continuity Plans. 		
3.0	<p>HEALTH SERVICE DELIVERY</p> <ul style="list-style-type: none"> In collaboration with budget managers, supports the optimisation of the medical workforce service and cover arrangements throughout the region, including salaried medical officers, regional medical specialists and contracted visiting medical practitioners. Manages regional medical workforce performance and professional development either directly or indirectly in conjunction with regional executive officers. Monitors medical workload, develops / implements workload management systems and assesses resource management issues and provides related advice to the Regional Director and EDMS. Monitors and facilitates training and development opportunities for the regional medical workforce. 		

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Eligible for registration by the Medical Board of Australia
2. Senior health management experience including the ability to proactively plan, manage resources, influence change and team participation at a strategic level.
3. Demonstrated contemporary knowledge of professional issues and trends in the medical profession, with a particular focus on indigenous, rural and remote service delivery.
4. Demonstrated experience in the development, implementation and evaluation of health policy and programs.
5. Demonstrated high level interpersonal, verbal and written communication skills, including negotiation and conflict resolution.
6. Demonstrated commitment to clinical governance within healthcare, including credentialing, scope of practice, clinical indicator management and safety and quality programs.
7. Current C or C-A Class drivers licence, with the ability to undertake travel including overnight stays
8. Current knowledge of legislative obligations including Equal Employment Opportunity, Disability Services, Occupational Safety and Health and Freedom of Information and how these impact on employment and service delivery.

DESIRABLE

1. Fellowship of the Royal Australasian College of Medical Administrators (FRACMA) or evidence of progression towards Fellowship.
2. Post Graduate Health Management qualifications.
3. Experience in rural and remote medical practice and / or management.
4. Experience of strategic health planning processes.
5. Evidence of participating in or leading Quality Improvement initiatives or health management research.

Section 6 – APPOINTMENT FACTORS

Location	South Hedland	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	District Allowance if applicable, Annual Leave Travel Concession if applicable, one week additional leave for above the 26 th Parallel, Air-conditioning subsidy if applicable 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. • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance • Successful Working With Children clearance • Ability to undertake travel including overnight stays • Current C or C-A Class drivers licence 		
Specialised equipment operated			

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

