

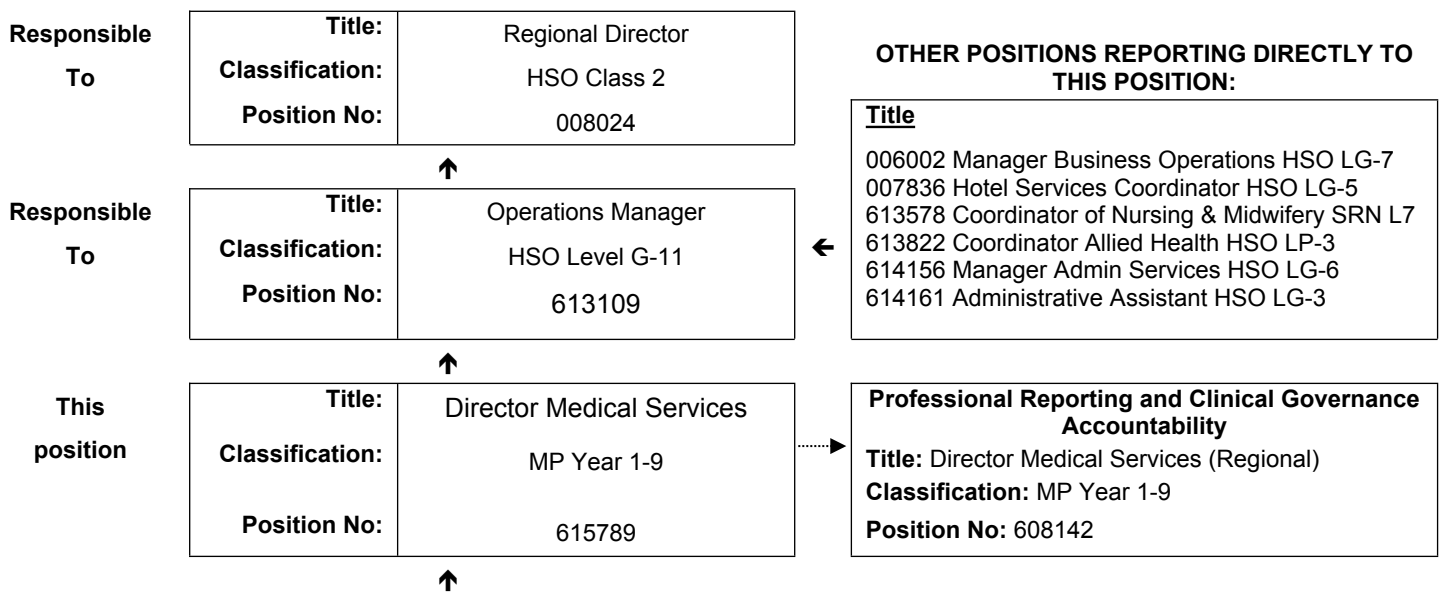


## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>GREAT SOUTHERN</b>		<b>Position No:</b>	615789
<b>Division:</b>	Albany Health Campus	<b>Title:</b>	Director Medical Services
<b>Branch:</b>	Medical Services	<b>Classification:</b>	MP Year 1-9
<b>Section:</b>		<b>Award/Agreement</b>	Medical Practitioners Agreement

### Section 2 – POSITION RELATIONSHIPS



Positions under direct supervision:			← Other positions under control:	
Position No.	Title	Classification	Category	Number
614819	Director Emergency Medicine	MP Yr 1-9	Consultants	
614454	Cons-Phys-Gen Med	MP Yr 1-9	Visiting Medical Specialists	
008020	Cons-Surgeon-Gen Surg	MP Yr 1-9	Senior Medical Practitioners	
008082	Director Obstetrics & Gyn	MP Yr 1-9	Medical Practitioners	
613618	Cons-Anaesthetist	MP Yr 1-9	Registrars	
614634	Consultant Physician Geriatrics	MP Yr 1-9	Interns	

### Section 3 – KEY RESPONSIBILITIES

- Provide day to day operational management of Medical Services and medical leadership at Albany Health Campus (AHC) to ensure safe clinical service delivery.
- Leads Medical Clinical Governance and continuous quality improvement for Medical Services at AHC.
- Provides support to the Director Medical Services (Regional) in implementing WACHS Great Southern strategic directions and ensures WACHS Great southern regional health network performance.
- Establish and maintain collaborative and functional relationships with Contracted Clinical Service Providers to ensure seamless and timely clinical care.

**WA Country Health Service –  
Great Southern**

**04 December 2018**

**REGISTERED**

TITLE	Director Medical Services	POSITION NO	615789
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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.	%
	<ul style="list-style-type: none"> <li>Line Management of the Director Medical Services (DMS) is provided by the Operations Manager Albany Health Campus (AHC).</li> <li>Professional reporting and clinical governance accountability is provided by the Director Medical Services (Regional).</li> <li>Performance management for the DMS position will be jointly undertaken by the Operations Manager (AHC) and the Director Medical Services (Regional).</li> </ul>		
<b>1</b>	<b>LEADERSHIP</b>		<b>60%</b>
1.1	Participates as a member of the AHC Management Group and attend meetings as scheduled.		
1.2	Ensures the delivery of medical services within allocated resources, activity targets and key performance indicators (e.g. WEAT).		
1.3	Works in collaboration with the Operations Manager (AHC) and Director Medical Services (Regional) for the recruitment, selection, deployment, orientation, training and development / performance of all AHC medical staff.		
1.4	Advises the Operations Manager (AHC) on Medical Agreements and Award issues in consultation with the Director Medical Services (Regional) and the Medical Workforce Consultant.		
1.5	Actively participates in developing and monitoring clinical governance, reviewing and evaluating the quality and timeliness of clinical services at AHC.		
1.6	Monitors the development, implementation and performance of health policies at AHC as they relate to the standard of clinical governance in Medical Services.		
1.7	Ensures the timely preparation and delivery of professional reports, reviews and other investigations as required.		
1.8	Administers and participates in the Medical Advisory Committee at AHC in conjunction with the Chairman with a particular focus on clinical governance.		
1.9	Works with Sub-Acute, Aged Care, Mental Health, and Population Health services and other health agencies to ensure integrated and cohesive services occur at AHC.		
1.10	Develops and maintains effective relationships with peers and colleagues and fosters a culture of clinical collaboration, multidisciplinary engagement and clinical trust.		
1.11	Participates in, and, where necessary, leads department meetings as the senior medical representative.		
1.12	Leads and participates in Region-wide initiatives around clinical governance as required by the Director Medical Services (Regional).		
1.13	Deputises for the Director Medical Services (Regional) as appropriate.		
<b>2</b>	<b>HEALTH POLICY</b>		
2.1	Provides advice and participates in the planning, development and provision of appropriate services.		
<b>3</b>	<b>PLANNING AND EVALUATION</b>		
3.1	Participate in the planning and development of clinical services within AHC.		
3.2	Coordinate the development of submissions for available special purpose funding for clinical medical services in conjunction with the Director Medical Services (Regional), Operations Manager (AHC).		
<b>4</b>	<b>QUALITY AND RISK</b>		
4.1	Leads adverse incident monitoring and investigation, root cause analyses or sentinel adverse events as required by the Operations Manager (AHC) and Director Medical Services (Regional).		
4.2	Advise on medico-legal issues and provide reports as required.		
4.3	Participates in consumer engagement activities and respond to consumer feedback including investigation into, and reporting, relating to complaints.		

<p><b>5</b></p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p> <p><b>6</b></p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p><b>7</b></p> <p>7.1</p> <p>7.2</p> <p><b>8</b></p> <p>8.1</p>	<p><b>MEDICAL WORKFORCE</b></p> <p>Responsible to the Operations Manager (AHC) and Director Medical Services (Regional) for the appropriate management, coordination and deployment of medical services and resources within AHC including rostering of the on-call medical service.</p> <p>Direct and manage medical administration staff in the management of all medical staff at AHC.</p> <p>Undertaking performance appraisal and development review of staff under direct supervision, ensuring compliance with mandatory training, organisational policy &amp; KPIs.</p> <p>Ensure systems are implemented for ongoing monitoring of evidenced based clinical practice and supervision.</p> <p>Advise and participate in consultation with the Director Medical Services (Regional) and Operations Manager (AHC) on medical resources and strategies to recruit and deploy medical officers within the Region.</p> <p><b>CLINICAL CARE</b></p> <p>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 AHC.</p> <p>Lead the ongoing development of the internal AHC emergency management responses including Code Blue responses.</p> <p>Ensure that clinical services are provided in a manner sensitive to and appropriate for people of Aboriginal and other cultural backgrounds.</p> <p>Provides clinical services to patients within AHC in accordance with level of skill and qualification, approved credentialing and scope of practice.</p> <p><b>EDUCATION</b></p> <p>Assist with the educational needs of medical staff in the AHC and in the Region as per WACHS strategies, priorities and programs as required.</p> <p>Coordinate (where relevant) onsite teaching services for medical officers, medical students and other health workers as appropriate.</p> <p><b>OTHER</b></p> <p>Other duties as directed by the Operations Manager (AHC) or Director Medical Services (Regional).</p>		<p>40%</p>
<p>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 &amp; 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.</p>			

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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. Experience in a senior management role in the health sector, preferable 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 management 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. Possession of a current WA C or C-A class Drivers Licence or equivalent and the ability to travel within the Region including overnight stays.

**DESIRABLE**

1. Postgraduate qualifications in health administration e.g. 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>	Albany	<b>Accommodation</b>	As per WACHS Accommodation 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>• Successful Working With Children Check</li> <li>• Evidence of current WA C or C-A class Drivers Licence or equivalent</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: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Manager**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Regional Director**

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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**REGISTERED**