



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	615743
Division:	Medical Administration	Title:	Director Medical Services
Branch:	Kalgoorlie Health Campus	Classification:	MP Year 1-9
Section:	Operations	Award/Agreement	Medical Practitioners Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title: Regional Director Classification: HSO Class 2 Position No: 601000	OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION: Title 601029 – Administration Assistant 601073 – Nursing Coordinator - Ambulatory 601074 – Nursing Coordinator - Inpatient 601112 – Business Manager 601117 – Patient Assisted Travel Clerk 601119 – Clerk Doctors Accounts 601150 – Chief Medical Imaging Technologist 601163 – Regional Chief Pharmacist 601574 – Coordinator Patient Support Services 601756 – Coordinator Hotel Services
Responsible To	Title: Operations Manager Classification: HSO Level G11 Position No: 607939	
This position	Title: Director Medical Services Classification: MP Year 1-9 Position No: 615743	
		Professional and Clinical Governance Accountability Title: Director Medical Services (Regional) Classification: MP Year 1-9 Position No: 601248

Positions under direct supervision:		Other positions under control:	
Position No.	Title	Category	Number

Section 3 – KEY RESPONSIBILITIES

Provide day to day operational management of medical services at Kalgoorlie Hospital as required. Ensure and support Medical Clinical Governance at Kalgoorlie Hospital and participate in continuous quality improvement within the Hospital. Provide support to the Director Medical Services (Regional) – Goldfields in implementing WACHS-Goldfields strategic directions. Establish and maintain collaborative and functional relationships with Contracted Clinical Service Providers to ensure seamless and timely clinical care.

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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	<i>Line management of the Director Medical Services rests with the Operations Manager, Kalgoorlie Hospital. The Director Medical Services will be separately accountable to the Director Medical Services (Regional) for professional and clinical governance issues and clinical practice improvement. The Director of Medical Services will undertake annual, or as required, performance review of leadership and management with the Operations Manager, and annual, or as required, specialist review of professional medical skills and development with the Director Medical Services (Regional).</i>		60
	LEADERSHIP		
1.1	Participates as a member of the Kalgoorlie Hospital 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 and Director Medical Services (Regional) for the recruitment, selection, deployment, orientation, training and development / performance of all Kalgoorlie Hospital medical staff.		
1.4	Advises the Operations Manager 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 Kalgoorlie Hospital.		
1.6	Monitors the development, implementation and performance of health policies at Kalgoorlie Hospital as they relate to the standard of clinical governance in medical services.		
1.7	Ensures the timely preparation of professional reports, reviews and other investigations as required.		
1.8	Administers and participates in the Medical Advisory Committee at Kalgoorlie Hospital 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 Kalgoorlie Hospital.		
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.		
2.0	HEALTH POLICY		
2.1	Provides advice to the Kalgoorlie Hospital Management Group on the planning and provision of appropriate services.		
3.0	PLANNING AND EVALUATION		
3.1	Participate in the planning and development of clinical services within Kalgoorlie Hospital.		
3.2	Coordinate the development of submissions for available special purpose funding for clinical medical services in conjunction with the Operations Manager and DMS (Regional).		

Section 4 – STATEMENT OF DUTIES continued next page

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Section 4 – STATEMENT OF DUTIES continued

4.0	QUALITY AND RISK		
4.1	Leads adverse incident monitoring and investigation, root cause analyses of sentinel and adverse events as required by the Operations Manager and Director Medical Services (Regional).		
4.2	Advise on medico-legal cases for Kalgoorlie Hospital and provides reports as required.		
4.3	Participates in responding to consumer feedback regarding clinical services including leading the investigation and response to complaints relating to medical services.		
5.0	MEDICAL WORKFORCE		
5.1	Responsible to the Operations Manager and Director Medical Services (Regional) for the appropriate management, coordination and deployment of medical services and resources within Kalgoorlie Hospital including rostering of the on-call medical service.		
5.2	Direct and manage medical administration staff in the management of all medical staff at Kalgoorlie Hospital.		
5.3	Undertaking performance appraisal and development review of staff under direct supervision, ensuring compliance with mandatory training, organisational policy & KPIs.		
5.4	Ensure systems are implemented for ongoing monitoring of evidenced based clinical practice and supervision.		
5.5	Advise and participate in consultation with the DMS (Regional) and Operations Manager on medical resources and strategies to recruit and deploy medical officers within the region.		
6.0	CLINICAL CARE		40
6.1	Ensure that medical service plans are in place for functioning of a Disaster Preparedness response to identified disaster risks for the Hospital.		
6.2	Lead the ongoing development of the internal Kalgoorlie Hospital emergency management responses including Code Blue responses.		
6.3	Ensure that Hospital clinical services are provided in a manner sensitive to and appropriate for people of Aboriginal and other cultural backgrounds.		
6.4	Provides clinical services to patients within Kalgoorlie Hospital in accordance with approved credentialing and scope of practice.		
7.0	EDUCATION		
7.1	Assist with the educational needs of medical staff at Kalgoorlie Hospital 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.		
8.0	OTHER		
8.1	Other duties as directed by the Operations Manager or Director Medical Services (Regional), Goldfields.		
	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. 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 driver's licence or equivalent and the ability to travel within the region including overnight stays.

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

Location	Kalgoorlie	Accommodation	As determined by the WA Country Health Service policy
Allowances/ Appointment Conditions	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 • Evidence of a current WA C or C-A class drivers licence or equivalent Allowances <ul style="list-style-type: none"> • District Allowance as applicable • Annual Leave Travel Concession as applicable 		
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: ____/____/____
Operations 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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