



HSS Registered December 2018

Deputy Director Medical Services
Medical Practitioners Agreement: Year 1-9
Position Number: 004879
Corporate Medical Services
Sir Charles Gairdner Osborne Park Health Care Group (SCGOPHCG)
North Metropolitan Health Service (NMHS)

Reporting Relationships

Chief Executive NMHS & Executive Director
 SCGOPHCG
 Position Number: 000001 & 005827



Executive Director Medical Services SCGOPHCG
 MP Consultant Year 1-9
 Position Number: 008128



This Position



← Also reporting to this supervisor:

- Director Allied Health
- Director PGME
- Director Medical Research
- Manager Medical Workforce
- Manager HIMS

Directly reporting to this position:			Other positions under control		
Title	Classification	FTE	Title	Classification	FTE
Registrar Medical Administration		1.0	Junior Medical Officers	MP	615

Prime Function / Key Responsibilities
 Responsible to the Executive Director Medical Services, Sir Charles Gairdner Osborne Park Health Care Group (SCGOPHCG), assisting with strategic advice and undertaking projects and/or research directly related to the delivery of medical services across SCGOPHCG. Actively contributes to continuously improving services and ensuring that clinical care is supported by systems of risk management and clinical governance.

Brief Summary of Duties (in order of importance)

Operational

1. Assists the Executive Director Medical Services in providing oversight for clinical service delivery for the SCGOPHCG, including acute and elective demand management.
2. Supports Clinical Divisions to problem solve clinical issues.
3. Provides advice on business requirements to support the delivery of clinical care for the SCGOPHCG, including workforce, infrastructure and IT.
4. Assists the Executive Director Medical Services to effectively manage budgets allocated to the division to ensure appropriate utilisation of funds to deliver cost effective and safe care.
5. Forms part of the Emergency Control Group.
6. Participates in the on-call roster as required for both ambulance distribution and the Emergency Control Group.

Strategic Leadership and Accountability

7. As a senior staff member of the SCGOPHCG, contributes to making decisions on whole of health issues for the Area by undertaking projects, research and related activities as directed by the Area Chief Executive and Executive Director(s).
8. Provides advice on medical issues and standards of clinical practice across the SCGOPHCG and develops and implements policies, procedures and evaluates performance in relation to clinical standards and patient care.
9. Supports the implementation of change to ensure the delivery of contemporary, cost effective, best practice clinical care.
10. Assists in monitoring and facilitating the compliance of the medical workforce employed by the SCGOPHCG with relevant legislation, medical standards, safety and quality systems.
11. Initiates and participates in the development of formal quality improvement and risk management projects and programs.

Communication and Consultation

12. Communicates and promotes policies and priorities of Government and the Department of Health.
13. Undertakes work in close consultation with the Executive Director Medical Services SCGOPHCG and/or Hospital Medical Directors.
14. Initiates and facilitates forums and discussion groups to discuss and resolve issues relating to the allocated projects, policies and initiatives as these apply to medical services.
15. Undertakes liaison and coordination with the Department of Health and the Chief Medical Officer regarding allocated responsibilities.

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16. Develops and manages working relationships in order to effectively liaise, consult and negotiate with professional, industry and non-government groups relevant to medical services.
17. Represents SCGOPHCG and the NMHS as required.
18. May be required to undertake other roles and duties consistent with executive responsibilities from time to time as directed.

NMHS Governance, Safety and Quality Requirements

19. Ensures, as far as practicable, the provision of a safe work environment in consultation with staff under their supervision.
20. Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
21. 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.
22. Completes mandatory training (including safety and quality training) as relevant to role.
23. Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
24. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
25. **Undertakes other duties as directed.**

Work Related Requirements

Essential Selection Criteria

1. Eligible for registration by the Medical Board of Australia.
2. Evidence of Fellowship of an Australasian Specialist Medical College or equivalent.
3. Individual Characteristics.
Exhibits a commitment to customer service, personal integrity and personal learning and development. Demonstrates values and behaviours consistent with the organisation and public sector codes e.g. accountability, compassion, continuous learning and teamwork.
4. Leadership.
Assumes a pivotal role in achieving an environment within the NMHS that provides forward thinking, clearly articulated strategic direction and effective management of change. Demonstrating the ability to establish networks and communicate effectively with a diverse range of people is important to this criterion.
5. People Management.
Promotes a work environment that empowers, motivates and develops the diverse talents of people and ensures an optimum level of appropriately skilled employees.
6. Management of Physical and Financial Resources.
Ensures Service / Division resources including financial, physical, technological and information requirements are available to maintain product/service delivery.
7. Policy and Strategic Development.
Recognises opportunities to enhance product/ service delivery and capitalise on these through development of realistic solutions and effective change strategies. This includes initiating policy development and review within a public policy environment. The ability to demonstrate conceptual and analytical skills is fundamental to this criterion.
8. Achievement of Outcomes.
Delivers products/ services consistent with customer needs and contemporary standards of Safety and Quality in Health care.
9. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

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Desirable Selection Criteria

1. Fellowship of the Royal Australasian College of Medical Administrators.
2. Completion of or progression towards tertiary qualifications relevant to the position e.g. leadership or management.

Appointment Prerequisites

Appointment is subject to:

- Evidence of registration by the Medical Board of Australia must be provided prior to commencement.
- Approved credentialing and scope of clinical practice appropriate to the position.
- 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.

Manager/Supervisor	Dept./Division Head	Position Occupant
Name: Dr D R Coid Signature / HE09247 Date: 29/11/2018	Name: Signature/HE: Date:	Name: Signature/HE: Date: