



North Metropolitan Health Service
Job Description Form

HSS Registered April 2019

Medical Co-Director

Medical Practitioners Agreement: Year 1-9

Position Number: 707202

Osborne Park Hospital

Sir Charles Gairdner and Osborne Park Hospital Care Group (SCGOPHCG)

Reporting Relationships

Chief Executive North Metropolitan Health Service



Executive Director, SCGOPHCG



This Position



Also reporting to this supervisor:

- Executive Director Medical Services
- Executive Director Nursing Services
- Medical Co-Director, Medical Division
- Medical Co-Director, Surgical Division
- Medical Co-Director, Medical Specialities Division
- Director Finance & Business
- Director Safety, Quality and Performance
- Manager Innovations and Improvement
- Manager of Operations
- Executive Assistant

Directly reporting to this position:			Other positions under control
Title	Classification	FTE	
Clinical HOD		2.4	
Chief Pharmacist		1	
GP Liaison		0.2	
Chief Medical Technologist		0.5	
Senior Workforce Manager		0.5	
Medical Officer Medical Education		0.6	
Senior Finance & Business Officer		1	

Prime Function / Key Responsibilities

The Medical Co-Director is jointly responsible and accountable for achieving the objectives defined for the division by the Sir Charles Gairdner and Osborne Park Health Care Group. The Medical Co-Director will work in partnership to provide effective leadership, governance, strategic planning and operational management of the clinical stream. Support all staff within the service to provide high quality and efficient patient care consistent with the hospital's safety, quality and performance frameworks. As part of the executive team provide clinical and corporate governance within the hospital.

Brief Summary of Duties (in order of importance)

Strategy, Leadership and Accountability

1. As part of the SCGOPHCG executive team will work in partnership to lead and manage the Directorate. They are accountable to the Executive Director, SCGOPHCG and represent the major link in a chain of accountability between the Health Service Executive and the clinical service lines (departments or units).
2. Leads and promotes organisational culture in line with SCGOPHCG and North Metropolitan Health Service (NMHS) strategic goals, vision and values.
3. Accountable for the achievement of the divisional performance parameters as set by WA Health and the NMHS Board.
4. Accountable for the safe and high quality standards of clinical practice, informed by national and international benchmarks and the management of clinical and corporate risk within the Directorate.
5. Ensures evidence based practice and research form the foundation of advances in clinical care and in clinical care systems.
6. Leads the development and implementation of strategic and operational plans for the Directorate in alignment with the vision and operational imperatives of the hospital/health service.
7. Initiates and leads improvement agendas across the Directorate, working closely with all stakeholders.
8. Challenges conventional approaches and drives change when needed, with a commitment to continuous improvement.
9. Works closely and collaboratively with all members of the executive to establish and manage safe, efficient and effective patient care across the Health Service in an Activity Based Funding (ABF) environment.
10. Responsible for the achievement of relevant service targets and resources within an ABF environment.
11. Ensures staff within the Directorate are managed within relevant policy and public sector standards in a work environment that recruits, retains and supports quality staff.
12. Ensures that service clinical programs integrate effectively with state and area wide programs.
13. Promotes awareness of and ensures compliance with all Clinical and Corporate Governance Requirements.

Communication and Consultation

14. Promotes an interdisciplinary team environment with a focus on leadership development across the Directorate.
15. Ensures multidisciplinary team meetings are a cornerstone of patient management.
16. Promotes clinical education including multidisciplinary forums within the Directorate.
17. Ensures junior medical staff are appropriately supported and supervised at all times.
18. Actively participates in SCGOPHCG executive activities, including peak committees, representing and/or advocating for SCGOPHCG/NMHS at state/national conferences.
19. Establishes and maintains strong strategic and operational alliances and working relationships with internal and external stakeholders.
20. Leads and participates in forums and discussions related to the strategic and operational planning for the SCGOPHCG.
21. Meet and consult regularly with Finance and Business Officers, Heads of Department and multi-disciplinary leads to ensure effective performance of the service.

Specific Position and/or Operational Responsibilities

22. Responsible for ensuring leadership and direction within the Directorate.
23. Responsible for the planning and implementation of day to day operational and demand management and performance of the Directorate planning and management of patient volumes to meet service requirements.
24. Ensures integration between clinical and non-clinical services.
25. Undertakes business continuity and contingency management for the service including emergency planning.

NMHS Governance, Safety and Quality Requirements

26. Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
27. Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
28. 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.
29. Completes mandatory training (including safety and quality training) as relevant to role.
30. Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and SCGOPHCG specific policies and procedures.
31. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
32. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Eligible for registration by the Medical Board of Australia.
2. Demonstrated experience to lead and drive continuous improvement, champion organisational vision and goals and promote a shared commitment to the organisations strategic direction.
3. Demonstrated experience to achieve results through accountability for organisational capability and responsiveness, and the management of human, physical and financial resources in an environment of constraint.
4. Demonstrated experience to build and maintain effective teams and relationships with colleagues and diverse groups of people within the health sector.
5. Demonstrated understanding of and a commitment to the SCGOPHCG Core Values of *Accountability, Compassion, Continuous Learning and Teamwork*.
6. Demonstrated specialist expertise in providing clinical care.
7. 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 Requirements

1. Knowledge of current issues facing the health industry in WA.
2. Management experience in a public teaching hospital.

Appointment Prerequisites

Appointment is subject to:

- Evidence of registration by the Medical Board of Australia must be provided prior to commencement.
- 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

Name:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: