



HSS Registered

Deputy Director of Clinical Services

Medical Practitioners Agreement: Year 1-9

Position Number: 104974

Clinical Services

Royal Perth Bentley Group / East Metropolitan Health Service (EMHS)

Reporting Relationships

Executive Director, Royal Perth Bentley Group
Position Number: 104882



Area Director of Clinical Services
Medical Practitioner Agreement
Position Number: 104971



This Position



Also reporting to this supervisor:

- Director of Postgraduate Medical Education
- GP Liaison
- Coordinator, Pastoral Care

Directly reporting to this position:

Title	Classification	FTE
Manager, Medical Workforce	HSO G10	1.0 FTE
Program Coordinator	HSO G10	1.0 FTE

Professional line of reporting:

Title	Classification	FTE
Junior Medical Officers	MP	Varied
Executive Assistant	Various	Varied

Key Responsibilities

Responsible to the Area Director of Clinical Services, East Metropolitan Health Service (EMHS) / Royal Perth Bentley Group (RPBG) with professional leadership in the delivery of clinical services at RPBG including clinical leadership and governance. Takes a leading role in strategic planning in matters related to delivery of medical services across RPBG. Contributes to continuously improving services and ensuring clinical care is supported by systems of risk management and clinical governance.

EMHS Vision and Values

Our Vision

Healthy people, amazing care.

Koorda moort, moorditj kwabadak.

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

RPBG Values

Our staff have a long tradition of caring for the Western Australian community, with a strong sense of pride among our staff. Embedded in our culture are the values of SERVIO, Latin for 'to serve'.

Service and Safety

Excellence and Education

Respect and Research

Valuing our Patients and Staff

Integrity and Innovation

Organisational Learning

Brief Summary of Duties (in order of importance)

1. Operational

- 1.1 The Deputy Director of Clinical Services Royal Perth Bentley Group (RPBG) assists the Area Director of Clinical Services and Nursing and Service Co-Directors in providing oversight, leadership and in the promotion of organisational RPBG culture in line with the values and vision.
- 1.2 Supports Executive to problem solve clinical issues.
- 1.3 Provides advice on business requirements to support the delivery of clinical care for the RPBG, including workforce, infrastructure and IT.
- 1.4 Assists the Area Director of Clinical Services to effectively manage budgets allocated to the division to ensure appropriate utilisation of funds to deliver cost effective and safe care.
- 1.5 Participates in the on-call roster as required for ambulance distribution and medical administration.
- 1.6 Contributes to the operational management of Bentley Hospital including assisting patient flow across all specialty areas including medical services, anaesthetic services, elective surgery, mental health services and maternity services.
- 1.7 Ensures that clinical programs integrate effectively with State and area wide programs. Actively promotes guides and facilitates safe and high quality standards of clinical practice throughout the Health Service.

2. Strategic Leadership and Accountability

- 2.1 Leads the development and implementation of strategic and operational plans in alignment with the vision and operational imperatives of the health service.
- 2.2 Supports the recruitment, selection, deployment, orientation, performance management and development of all medical staff.
- 2.3 Supports the Area Director of Clinical Services in the leadership of clinical governance, including risk management, credentialing and scope of practice, professional development, management of adverse events and management of complaints.
- 2.4 Provides advice on medical issues and standards of clinical practice across the RPBG and develops and implements policies, procedures and evaluates performance in relation to clinical standards and patient care.
- 2.5 Supports implementation of change to ensure the delivery of contemporary, cost effective, best practice clinical care.
- 2.6 Assists with monitoring and facilitating the compliance of the medical workforce employed by the RPBG with relevant legislation, medical standards, safety and quality systems.
- 2.7 Initiates and participates in the development of formal quality improvement and risk management projects and programs.

3. Communication and Consultation

- 3.1 Communicates and promotes policies and priorities of Government and East Metropolitan Health Service.
- 3.2 Undertakes work in close consultation with the Area Director of Clinical Services and Executive Director RPBG.
- 3.3 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.
- 3.4 Develops and manages working relationships in order to effectively liaise, consult and negotiate with professional industry and non-government groups relevant to medical services.
- 3.5 Represents RPBG and the EMHS as required.
- 3.6 May be required to undertake other roles and duties consistent with executive responsibilities from time to time as directed.

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Actively participates in the Peak Performance program.
- 4.3 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.
- 4.4 Adheres to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
- 4.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.6 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

5. Undertakes other duties as directed

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

Essential Selection Criteria

1. Eligible for registration by the Medical Board of Australia.
2. Current knowledge of clinical governance systems including credentialing and quality improvement.
3. **Individual Characteristics**
Exhibits a commitment to customer services, 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.

Desirable Selection Criteria

1. Fellowship of an Australasian Specialist Medical College or equivalent.
2. Completion of or progression towards tertiary qualifications relevant to the position e.g. leadership or management.
3. Knowledge of administrative, industrial and legal processes underpinning the health sector.
4. Knowledge of the principles of clinical governance and quality improvement
5. Knowledge of Disability Services – Awareness of access to health services that affect the clients of this position.

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 Health Screening Clearance.
- Successful Pre-employment Integrity Check.

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 or	HE Number	Date
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Dept. / Division Head Name	Signature or	HE Number	Date
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or	HE Number	Date
Effective Date			

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on	APRIL 2019
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