



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

WA Country Health Service		<b>Position No:</b>	615940
<b>Division:</b>	Area Operations	<b>Title:</b>	Director Haematology
<b>Branch:</b>	Central Office	<b>Classification:</b>	MP Year 1 - 9
<b>Section:</b>	Cancer Services	<b>Award/Agreement</b>	Medical Practitioners Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<b>Title:</b>	Chief Executive Officer
	<b>Classification:</b>	
	<b>Position No:</b>	607831

<b>Responsible To</b>	<b>Title:</b>	Executive Director Medical Services
	<b>Classification:</b>	MP Year 1 – 9
	<b>Position No:</b>	613104

<b>This position</b>	<b>Title:</b>	<b>Director, Haematology</b>
	<b>Classification:</b>	MP Year 1 – 9
	<b>Position No:</b>	615940

#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
Director Post Graduate Medical Education Unit
Director Safety and Quality Business Support Consultant
Medical Workforce Consultant
Human Research Ethics Executive Officer
Personal Assistant (Medical Services)
Director, Anaesthetics
Director, Emergency Medicine
Director, Obstetrics & Gynaecology
Director, Paediatrics
Director, Surgical Services

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

### Section 3 – KEY RESPONSIBILITIES

The Director, Haematology provides Clinical Leadership for WA Country Health Services (WACHS) specialised Haematology services. In partnership with the Executive Director Medical Services the position promotes improvement in clinical care and innovation for excellence in the area of haematology.



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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 MISSION**

To deliver and advance high quality care for country WA communities

**OUR VISION**

To be a global leader in rural and remote healthcare

**OUR STRATEGIC PRIORITIES**

***Caring for our patients*** - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

***Addressing disadvantage and inequity*** - Delivering focussed and accessible services for those who need it most

***Building healthy, thriving communities*** - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

***Delivering value and sustainability*** - Ensuring that the services we provide are sustainable and we are transparent about our performance

***Enabling our staff*** - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

***Leading innovation and technology*** - Embracing innovation and technology to create a safer, more connected and equitable health system

***Collaborating with our partners*** - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

**OUR VALUES**

***Community*** – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

***Compassion*** – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

***Quality*** – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

***Integrity*** – We bring honesty, collaboration and professionalism to everything that we do.

***Equity*** – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

***Curiosity*** – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

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#### Section 4 – STATEMENT OF DUTIES

<b>Duty No.</b>	<b>Details</b>	<b>Freq.</b>	<b>%</b>
<b>1.0</b>	<b>Clinical Leadership</b>		<b>45%</b>
1.1	Advise WACHS Board, Executive and Regions regarding service delivery		
1.2	Represent WACHS on committees, projects or advisory groups.		
1.3	Develop Strategic partnerships and relationships with key stakeholders within and external to WACHS.		
1.4	Lead the WACHS Clinical Network specific to the specialty area		
1.5	Contribute to the WACHS strategic plan regarding clinical service delivery and workforce development		
1.6	Develop WACHS policies and guidelines specific to the specialty area		
1.7	Support evaluation of clinical services including development of Models of Care within WACHS		
1.8	Advise and facilitate workforce planning and development specific to the specialty area		
1.9	Establish and monitor Credentialing Standards specific to the specialty area.		
1.10	Work in collaboration with the WACHS Medical Education Unit and specific specialty college provide education programs that support WACHS credentialing standards.		
1.11	Promote and support research programs		
<b>2.0</b>	<b>Safety and Quality</b>		<b>25%</b>
2.1	Advise WACHS regarding compliance with the NSQHS National Standards		
2.2	Provide expert advice for Sentinel and Adverse Events, clinical incidents and medico-legal issues specific to the specialty area,		
2.3	Participate in investigations, providing expert advice regarding outcomes and recommendations.		
2.4	Establish processes to monitor and support high standards of medical practice across WACHS		
2.5	Support and facilitate WACHS consumer engagement activities		
2.6	Provide advice and support to rural medical practitioners in managing complex patient complaints or provide Open Disclosure.		
<b>3.0</b>	<b>Management</b>		<b>25%</b>
3.1	Contribute to the development and review of WACHS clinical services.		
3.2	Participate in recruitment and selection, performance development and management of the specialist and generalist medical workforce.		
3.3	Provide expert advice regarding the development of effective WACHS clinical information systems		
3.4	Participate in special projects as agreed with the Executive Director Medical Services.		
<b>4.0</b>	<b>Other</b>		<b>5%</b>
4.1	Other duties as required		

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. Fellowship of the Royal Australasian College of Physicians.
3. Demonstrated extensive knowledge, clinical experience and skills in the identified specialty area.
4. Demonstrated leadership skills including interpersonal and communication skills.
5. Demonstrated strategic planning and policy formulation skills.
6. Highly developed conceptual, analytical and problem solving skills.
7. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment, people management and service delivery.
8. Eligible for / or in possession of a current C or C-A Class drivers licence.

**DESIRABLE**

1. Knowledge of current issues facing the WA Health, and particularly in rural health.
2. Clinical Management experience.
3. Demonstrated commitment to teaching and research.

**Section 6 – APPOINTMENT FACTORS**

<b>Location</b>	WACHS Central Office	<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>• Provision of the minimum identity proofing requirements</li> <li>• Successful WA Health Integrity Check</li> <li>• Successful Working With Children Check</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Evidence of a current C or C-A Class drivers licence</li> <li>• Completion of training for Mandatory Reporting of Child Sexual Abuse</li> <li>• Ability and willingness to undertake regional travel</li> </ul>		
<b>Specialised equipment operated</b>	Commensurate with skills and experience		

**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: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Executive Services**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Chief Executive Officer**

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

