



North Metropolitan Health Service
Job Description Form

HSS Registered

Area Director Clinical Services

Health Executive - Medical Practitioner - AMA Industrial Agreement - Year 1-9

Position Number: 008128

North Metropolitan Health Service

Sir Charles Gairdner & Osborne Park Health Care Group (SCGOPHCG)

Reporting Relationships

Chief Executive NMHS	Executive Director, SCGOPHCG
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This Position



← Also reporting to this supervisor:

- Executive Director Nursing Services
- 2 x Co-Director, Medical Division
- 2 x Co-Director, Surgical Division
- 2 x Co-Director, Medical Specialities Division
- 2 x Co-Director, Osborne Park Hospital
- Director Safety, Quality and Performance
- Manager of Operations
- Manager Innovation and Improvement
- Executive Assistant

<p>Directly reporting to this position:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Title</th> <th style="text-align: left;">Classification</th> <th style="text-align: left;">FTE</th> </tr> </thead> <tbody> <tr> <td>Deputy Director Medical Services</td> <td>MP</td> <td>1.0</td> </tr> <tr> <td>Director Allied Health</td> <td>HSO G11</td> <td>1.0</td> </tr> <tr> <td>Director, Post Graduate Medical Education</td> <td>MP</td> <td>1.0</td> </tr> <tr> <td>Director Medical Research</td> <td>MP</td> <td>1.0</td> </tr> <tr> <td>Manager, Outpatient Operations</td> <td></td> <td>1.0</td> </tr> <tr> <td>Manager, HIMS</td> <td></td> <td>1.0</td> </tr> <tr> <td>Manager, Medical Administration Group</td> <td></td> <td></td> </tr> </tbody> </table>	Title	Classification	FTE	Deputy Director Medical Services	MP	1.0	Director Allied Health	HSO G11	1.0	Director, Post Graduate Medical Education	MP	1.0	Director Medical Research	MP	1.0	Manager, Outpatient Operations		1.0	Manager, HIMS		1.0	Manager, Medical Administration Group			<p>Other positions under control</p> <ul style="list-style-type: none"> • Emergency Procedures Department State and Trauma Services
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Prime Function / Key Responsibilities

The Area Director Clinical Services in the Health Service's Chief Medical executive provides leadership on change management initiatives and advises management on the delivery of medical services and other clinical services (excluding nursing and midwifery) across the North Metropolitan Health Service (NMHS).

Provides strategic leadership to support the achievement of high standards of practice and to ensure that clinical care, teaching, training and research are supported by appropriate clinical governance. The position is also responsible for the coordination of clinical governance for the Sir Charles Gairdner and Osborne Park Healthcare Group (SCGOPHCG).

Brief Summary of Duties (in order of importance)

1. Strategic Leadership and Accountability

- 1.1 Promotes, guides and facilitates high standards of clinical practice and professional services.
- 1.2 Participates and promotes organisational cultural changes.
- 1.3 Ensures that the portfolio's services and relevant activities meet all clinical and/or corporate governance requirements.
- 1.4 Represents the NMHS on relevant Boards, Committees and Forums.

2. Communication and Consultation

- 2.1 Initiates and facilitate forums and discussion groups to discuss and resolve issues relating to the development and implementation of strategic and operational plans, policies and initiatives.
- 2.2 Establishes and maintains strategic alliances with internal and external stakeholders.

3. Clinical Services NMHS (0.3 FTE)

- 3.1 As a member of the NMHS Area Executive Group, contributes to the decision making on whole of Health Service issues.
- 3.2 Responsible for clinical leadership and direction of medical services in the NMHS in collaboration with other stakeholders.
- 3.3 Participates in Health Service clinical services planning and initiates and leads change management to implement new services delivery models and/or the reconfiguration of existing services.
- 3.4 Coordinates the development, implementation and management of an effective and integrated medical workforce to ensure that current and future medical services requirements are met.
- 3.5 Provides medical advice on matters associated with the public/private partnerships including Joondalup Health Campus.
- 3.6 Provides strategic leadership and advice on medical issues and standards of practices across the NMHS and ensures that clinical care is supported by appropriate clinical governance systems.
- 3.7 Establishes, promotes and participates in teaching and research activities.
- 3.8 Assists in the development of partnerships with universities in regards to teaching, research and clinical services.
- 3.9 Responsible for the Credentialing and Scope Practice for all medical staff is adhered to.
- 3.10 Oversees the NMHS medico-legal obligations, and Ethics responsibilities and governance.

4. Clinical Governance SCGOPHCG (0.7 FTE)

- 4.1 As a member of the SCGOPHCG executive team contributes to decision making and representation on various committees.
- 4.2 Responsible for clinical leadership and direction of medical services at the Sir Charles Gairdner hospital in collaboration with other stakeholders.
- 4.3 Oversees the SCGOPHCG medico-legal obligations.
- 4.4 Contributes to the ACHS Accreditation program at SCGHOPHCG.
- 4.5 Provides leadership of the SCGOPHCG Morbidity and Mortality Committee. Ensure coordination and implementation of responses and learnings from Coroner's reports.
- 4.6 Provides advice and support on medical workforce matters at SCGOPHCG including disciplinary and standard practice matters.
- 4.7 Provides leadership for radiation safety across SCGOPHCG.

5. NMHS Governance, Safety and Quality Requirements

- 5.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 5.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 5.3 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.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. Undertakes other duties as directed

Work Related Requirements

Essential Selection Criteria

1. Eligible for registration by the Medical Board of Australia. Relevant Fellowship that may include but is not limited to Fellowship of The Royal Australasian College of Medical Administrators. A tertiary health management qualification at Masters Level or equivalent is highly desirable.
2. Exemplifies personal integrity and commitment to public service
 - a. Demonstrates public services professionalism, probity and accountability
 - b. Ability to work within and promote the values of NMHS
 - c. Exhibits personal commitment to customer service
 - d. Engages with risk
 - e. Demonstrates personal commitment to professional development
3. Shapes and Manages Strategy
 - a. Inspires a sense of purpose and direction towards achieving a strategic vision
 - b. Shows forward thinking, judgement, intelligence and common sense
 - c. Directs policy development within a public policy environment
 - d. Directs the implementation of operational reforms
 - e. Harnesses information and opportunities
4. Achieves results and operational excellence
 - a. Builds organisational skills and shapes culture
 - b. Steers and implements change and deals with uncertainty
 - c. Delivers intended results
 - d. Ensures delivery of high quality services
 - e. Manages all resources in a constrained environment
 - f. Demonstrates leadership in workforce and succession planning
5. Builds productive relationships
 - a. Nurtures internal and external relationships
 - b. Facilitates cooperation and partnerships
 - c. Guides, coaches and develops people
6. Communicates and influences effectively
 - a. Communicates clearly
 - b. Listens, understands and adapts to the audience
 - c. Negotiates and advocates persuasively
 - d. Values individual differences and diversity
7. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment, people management and service delivery.

Desirable Selection Criteria

1. Tertiary qualifications in management are highly desirable.

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:
Date:

Position Occupant

Name:
Signature:
Date:

Updated on: December 2018
HSS