



JOB DESCRIPTION FORM

Section 1 - POSITION IDENTIFICATION

		Position No:	200999
Division:	Kimberley	Title:	Regional Director Medical Services
Branch:	Regional Executive	Classification:	DMS Year 1-5
Section:	Medical Services	Award/Agreement:	Medical Practitioners Agreement

Section 2 - POSITION RELATIONSHIPS

Responsible to	Title:	Chief Operating Officer	Other positions reporting directly to this position:
	Classification:	HSO Class 3	
	Position No:	614487	
		↑	
Responsible to	Title:	Regional Director – Kimberley	
	Classification:	HSO Class 2	
	Position No:	200000	
		↑	
This position	Title:	Regional Director Medical Services	
	Classification:	DMS Year 1-5	
	Position No:	200999	
		↑	

Title

Operations Manager – Multiple
Regional Manager KMHDS
Director Kimberley Population Health Unit
Manager Kimberley Aged Community Services
Regional Director Nursing and Midwifery
Director Business Services
Executive Services Coordinator
Regional Manager Infrastructure & Support
Regional Aboriginal Health Consultant

Positions under direct supervision:		← Other positions under control:	
Position No	Title	Category	Number
200018	Consultant – Obstetrician & Gynaecologist		
200326	Consultant – Physician – General Medicine		
200361	Consultant – Paediatrician – General		
200446	Consultant – Surgeon – General Surgeon		
200633	Regional Chief Pharmacist		
613813	Consultant – Physician – General Medicine		
613814	Consultant – Paediatrician – General		
614215	Consultant – Paediatrician – General		
614216	Consultant - Paediatrician - General		

Section 3 - KEY RESPONSIBILITIES

The Regional Director Medical Services (RDMS) provides high level clinical and strategic leadership, management and governance within the region. The RDMS provides professional leadership and governance for all medical practitioners within the region with a focus on medical workforce, patient safety and quality improvement, clinical service planning, medical education and clinical research. The RDMS develops the regional health network and progresses health reform strategy.

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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

Duty No.	Details	Freq.	%
1	MEDICAL LEADERSHIP		
1.1	The Regional Director Medical Services (RDMS) reports to the Regional Director (RD), however the RDMS will also be responsible to the Executive Director Medical Services (EDMS) for professional matters. The RD and the EDMS will jointly support and develop the RDMS.		
1.2	Provides medical leadership across the region in collaboration with the EDMS, RD, Directors Medical Services (DMS), Nurse Directors, Program Managers, Operations Managers and senior medical practitioners (MPs).		
1.3	Leads clinical governance and clinical performance within the region, including credentialing and clinical indicator monitoring.		
1.4	Actively participates as a member of regional executive committees and working groups.		
1.5	Chairs or is a member of relevant clinical and non-clinical committees.		
1.6	Liaises and manages intra and inter regional relationships with relevant external stakeholders, including local government and non-government organisations to ensure optimal clinical service provision.		
1.7	Develops and manages regional medical initiatives and projects including a medical workforce plan.		
1.8	Provides professional support, development and mentorship to MPs as required in conjunction with regional executive/managers.		
1.9	Assist in the implementation and evaluation of training and development systems for the regional medical workforce.		
1.10	Completion of responses to Ministerial queries and other business documentation for the Medical Directorate, as relevant to portfolio.		
2	MEDICAL MANAGEMENT		
2.1	Represents WA Country Health Service (WACHS) region as appropriate.		
2.2	Provides advice on rural and regional specific medical related matters.		
2.3	Provides regional medical management and oversight for all regional clinical services.		
2.4	Ensures actions and initiatives arising from senior MPs and other committees internal and external to WACHS are progressed.		
2.5	Facilitates and promotes an efficient and effective Health Service through the provision of advice and support to regional executive/ managers.		
2.6	Oversees the coordination of complex medico-legal cases within the region.		
2.7	Seeks opportunities to facilitate medical education and research in the region.		
3	HEALTH SERVICE DELIVERY		
3.1	Supports Disaster Management and Business Continuity Plans.		
3.2	Supports the optimisation of the medical workforce service and cover arrangements including salaried medical officers, regional medical specialists and contracted visiting medical practitioners.		
3.3	Monitors medical workload, develops / implements workload management systems and assesses resource management issues, providing advice to the RD and EDMS.		
4	QUALITY AND RISK		
4.1	Ensure medical workforce functions within allocated resources, meets activity targets and key performance indicators.		
4.2	Provides effective day to day management and supervision of the Regional Patient Safety and Quality Unit staff and systems and ensures effective resource management, performance development planning and review and continuous quality in service delivery.		
	Maintains an awareness of trends, issues and developments in relation to clinical services, quality and safety in health services including National Standards Safety and Quality Health Care standards.		

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4.3	Participates in clinical incident management, and addresses complaints and compliments received.		
4.4	Participates in quality and patient safety initiatives for the region, demonstrating medical leadership in continuous quality improvement.		
5	POLICY AND PLANNING		
5.1	Reviews, develops and implements WACHS standards, medical policies and related clinical guidelines and procedures within the region.		
5.2	Contributes to strategic and operational planning at all levels of the Health Service.		
5.3	Participates in the clinical equipment replacement program for the region.		
5.4	Leads medical workforce engagement with consumers including Aboriginal minority community members, in line with WACHS consumer engagement strategy.		
6	OTHER		
6.1	Other duties as directed by Regional Director given due regard to the RDMSs credentialing and scope of practice.		
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. Recognised clinical experience and/or postgraduate qualifications commensurate with clinical duties and medical administration role.
3. Demonstrated excellent strategic management and project management skills including the ability to plan, prioritise, make decisions, meet deadlines and manage resources.
4. Demonstrated contemporary knowledge of professional issues and trends in the medical profession, with a particular focus on indigenous, rural and remote service delivery.
5. Demonstrated experience in the development, implementation and evaluation of health policy and programs.
6. Demonstrated high level interpersonal, verbal and written communication skills, including negotiation and conflict resolution.
7. Demonstrated commitment to clinical governance within healthcare, including credentialing, scope of practice, clinical indicator management and safety and quality programs.
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these affect employment and service delivery.

DESIRABLE:

1. Post Graduate management qualifications in health administration or evidence of progression towards (e.g. FRACMA, MBA, MHA, FCHSM).
2. Experience in rural and remote medical practice and / or management.
3. Evidence of participating in or leading Quality Improvement initiatives or health management research.

Section 6 - APPOINTMENT FACTORS

Location	Broome	Accommodation	As per WACHS Kimberley policy
Appointment/ Allowances Conditions	Where applicable - District Allowance, Annual Leave Travel Concession, one week additional Annual leave for above the 26 th parallel, air conditioning subsidy. Appointment is subject to: <ul style="list-style-type: none"> • Evidence of registration by the Medical Board of Australia must be provided prior to commencement. • Provision of the minimum identity proofing requirements • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check • Successful Working With Children Check 		
Specialised equipment operated			

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: ____/____/____

**Regional Director
WACHS Kimberley**

Signature and Date: ____/____/____

**Chief Executive Officer
WACHS Kimberley**

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

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