



Government of Western Australia WA Country Health Service

JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	614490
Division:	South West	Title:	Director Medical Services
Branch:	Bunbury Hospital	Classification:	MP Year 1-9
Section:	Medical Services	Award/Agreement	Medical Practitioners Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible
To

Title:	South West Regional Director
Classification:	HSO Class 2
Position No:	613069



Responsible
To

Title:	Operations Manager Bunbury Hospital
Classification:	HSO Level G-11
Position No:	612994



This
position

Title:	Director Medical Services
Classification:	MP Year 1-9
Position No:	614490



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
Coordinator of Nursing & Midwifery
Business Manager
Manager Admin & Support Services
Regional Chief Pharmacist
Acute Allied Health Manager
Regional Manager HSSU
Administrative Assistant



Regional Director Medical Services Position No: 612997 MP Year 1-9
Responsible to the Director Medical Services for professional responsibility, clinical governance and clinical practice improvement.

Positions under direct supervision:

Position No.	Title	Category	Number
	Heads of Departments Specialist Consultants (salaried contracted sessional locum) Administration Assistant – Medical Director Clinical Training	All Medical Practitioners including: Senior Medical Practitioners; Doctors in Training	

Section 3 – KEY RESPONSIBILITIES

Provide day to day management of medical services and medical leadership at Bunbury Hospital to ensure safe clinical service delivery.

Ensure and support Medical Governance at the Bunbury Hospital and participates in and leads continuous quality improvement within the Hospital.

Provide support to the Regional Director Medical Services in implementing WACHS South West strategic directions and ensuring WACHS South West regional health network performance.

Establish and maintain collaborative and functional relationships with Contracted Clinical Service providers to ensure seamless timely clinical care delivery.

**WA Country Health Service
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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.	%
1.0	LEADERSHIP		
1.1	Line management of the DMS is to the Operations Manager Bunbury Hospital. Professional responsibility with the Regional Director Medical Services – South West		
1.2	Participate as a member of the SW Bunbury Hospital Management Team and Operational Departmental meetings and attend meetings as scheduled.		
1.3	Ensure the delivery of medical services within allocated resources, activity targets and key performance indicators (eg WEAT).		
1.4	Responsible to the Regional DMS for the recruitment, selection, deployment, orientation, training and development and performance of all Bunbury Hospitals medical staff.		
1.5	Advise on Medical Service Agreements and Industrial Agreements in consultation with the Regional DMS and the Medical Workforce Consultant.		
1.6	Actively participate in developing and monitoring clinical governance, reviewing and evaluating the quality and timeliness of clinical services at Bunbury Hospital and the clinical services interfacing with SJOG Bunbury.		
1.7	Monitor the development, implementation and performance of health policies in the Bunbury Hospital as they relate to the standard of clinical governance in medical services.		
1.8	Responsible for ensuring the timely preparation of professional reports, reviews and other investigations to the Regional DMS.		
1.9	Administer and participates in the Medical Advisory Committee at Bunbury Hospital Hospitals in conjunction with the Chairman with a particular focus on clinical governance.		
1.10	Work with regional Sub-Acute, Aged Care, Mental Health, Population Health services and other health agencies to ensure integrated and cohesive services occur across region.		
1.11	Develop and maintain effective relationships with peers and colleagues and foster a culture of clinical collaboration, multidisciplinary engagement and clinical trust.		
1.12	Lead, participate and enable the Regional Resource Centre to support region wide clinical governance across clinical disciplines, at the direction of the Regional DMS and/or Regional Director.		
2.0	HEALTH POLICY		
2.1	Deputise for the Regional Director Medical Services – South West as appropriate.		
2.2	Provide advice to the Bunbury and WACHS SW Executive Team on the planning and provision of appropriate services.		
3.0	PLANNING AND EVALUATION		
3.1	Assist the Regional DMS on specific health issues pertinent to improved health outcomes for the South West community.		
3.2	Participate in the planning and development of clinical services within the Bunbury Hospital and region.		
4.0	QUALITY AND RISK		
4.1	Coordinate the development of submissions for available special purpose funding for clinical medical services in conjunction with the DMS, Operations Manager and Regional Director.		
4.2	Promotes and leads, in conjunction with the Bunbury Hospital senior management team, the delivery of safe, high quality clinical care in keeping with the National Safety and Quality Health Service Standards and Clinical Care Standards.		
	Maintains an awareness of trends, issues and developments in relation to clinical services and actively manages risk.		

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Duty No.	Details	Freq.	%
4.3	Leads adverse incident monitoring and investigation, root cause analyses of sentinel and adverse events as required.		
4.4	Advise on medico-legal cases for Bunbury Hospital and provides reports as required.		
4.5	Participate in consumer engagement activities as well as responding to consumer feedback regarding clinical services including investigation and response to complaints relating to medical services.		
5.0	MEDICAL WORKFORCE		
5.1	Responsible to the Operations Manager and Regional DMS for the appropriate management coordination and deployment of medical services and resources within Bunbury Hospital including rostering of the on call medical service.		
5.2	Direct and manage Medical Administration staff in the management of all medical staff in the Bunbury Hospital.		
5.3	Ensure systems are implemented for ongoing monitoring of evidenced based clinical practice and supervision.		
5.4	Advise and participate in consultation with the Regional DMS and Operations Manager on medical resources and strategies to recruit and deploy medical officers within the district.		
6.0	CLINICAL CARE		
6.1	Facilitate and enable Bunbury and SJOG Hospitals clinical interactions to ensure clinical services safety within resources available.		
6.2	Ensure that plans are in place for functioning of a Disaster Preparedness team systems and processes including pandemic planning and external disasters relating to the Bunbury Hospital.		
6.3	Lead the ongoing development of the internal Bunbury Hospital emergency management responses including Code Blue responses.		
6.4	Ensure that clinical services are provided in a manner sensitive to and appropriate for people of Aboriginal and other cultural backgrounds.		
7.0	EDUCATION		
7.1	Assist with the educational needs of medical staff, including orientation and mandatory training, in the Bunbury Hospital and in the region as per WACHS strategies, priorities and programs as required.		
7.2	Direct and Manage the Bunbury Hospital Medical Education Unit to support the education and training of medical officers, monitor the supervision and welfare of Doctors in Training and provide oversight of medical students within Bunbury Hospital.		
7.3	Establish and maintain standards required for ongoing accreditation of medical officer positions including accreditation by the Postgraduate Medical Council of Western Australia and the relevant specialist medical colleges.		
7.4	Promote and Coordinate (where relevant) onsite teaching and education services and accreditation site visits for medical officers, medical students and other health workers as appropriate.		
8.0	OTHER		
8.1	Other duties as directed by the Operations Manager Bunbury or Regional DMS South West.		
	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 Medical Administrators or demonstrated progression towards attainment.
3. Considerable experience in a senior management role in the health sector, preferably in a hospital environment.
4. Demonstrated leadership, strategic and change management skills.
5. Highly developed communication, interpersonal, negotiation and conflict resolution skills.
6. Contemporary knowledge of clinical governance systems with demonstrated experience in the application of continuous quality improvement principles and the implementation and evaluation of integrated clinical governance strategies.
7. Demonstrated high level conceptual and analytical skills.
8. Current knowledge of legislative obligations for Equal Employment Opportunity, Disability Services and Occupational Safety and Health, Act, Freedom of Information and how these impact on employment and service delivery.
9. Eligible for / or in possession of a current C or C-A Class drivers licence.

DESIRABLE

1. Postgraduate qualifications in health administration eg. MBA, MHA, or progression towards their attainment.
2. Knowledge of administrative and legal processes underpinning the health sector
3. Knowledge of the AMA Industrial Agreement for salaried medical staff.
4. Experience in the management of private Visiting Medical Practitioners (VMPs).

Section 6 – APPOINTMENT FACTORS

Location	Bunbury	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	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. • Evidence of current C or C-A class drivers licence. 		
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: ____/____/____
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

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