



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

GREAT SOUTHERN		Position No:	608142
Division:	Regional Office	Title:	Regional Director Medical Services
Branch:	Medical Services	Classification:	MP Year 1-9
Section:	Medical Administration	Award/Agreement	Medical Practitioners Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Chief Operating Officer
	Classification:	HSO Class 3
	Position No:	614487
		↑
Responsible To	Title:	Regional Director
	Classification:	HSO Class 2
	Position No:	008024
		↑
This position	Title:	Regional Director Medical Services
	Classification:	MP Year 1-9
	Position No:	608142
		↑

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
006200 Senior Project Officer HSO G-6
007616 Manager Mental Health HSO G-10
007720 Director Population Health HSO G-11
008027 Director Business Services HSO G-11
613109 Operations Manager Albany Hospital HSO G-11
613268 Regional Director Nursing & Midwifery SRN L10
613295 Manager Seniors Health & Community Rehabilitation HSO G-9
613602 Operations Manager MPS HSO G-11
613703 Coordinator Executive Services HSO G-6
Executive Director Medical Services
Position 613104
Classification HES Medical Administrator Year 1-9
Responsible to the ED Medical Services for professional responsibility, clinical governance and clinical practice improvement.

Positions under direct supervision:			← Other positions under control:	
Position No.	Title		Category	Number
005044	Regional Chief Pharmacist	HSO P-4		
613123	Medical Administration Coordinator	HSO G-5		
613619	Director Clinical Training	MP Yr 1-9		
614466	Director Clinical Training	MP Yr 1-9		
TBC	Regional Manager Patient Safety & Quality	HSO G-9		

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.

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.	%
	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.		
1.0	MEDICAL LEADERSHIP		
1.1	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).		
1.2	Leads clinical governance and clinical performance within the region, including credentialing and clinical indicator monitoring		
1.3	Actively participates as a member of regional executive committees and working groups.		
1.4	Chairs or is a member of relevant clinical and non-clinical committees.		
1.5	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.		
1.6	Develops and manages regional medical initiatives and projects including a medical workforce plan.		
1.7	Provides professional support, development and mentorship to MPs as required in conjunction with regional executive/managers.		
1.8	Assist in the implementation and evaluation of training and development systems for the regional medical workforce.		
1.9	Completion of responses to Ministerial queries and other business documentation for the Medical Directorate, as relevant to portfolio.		
1.10	Represents WA Country Health Service (WACHS) region as appropriate.		
2.0	MEDICAL MANAGEMENT		
2.1	Provides advice on rural and regional specific medical related matters.		
2.2	Provides regional medical management and oversight for all regional clinical services.		
2.3	Ensures actions and initiatives arising from senior MPs and other committees internal and external to WACHS are progressed.		
2.4	Facilitates and promotes an efficient and effective Health Service through the provision of advice and support to regional executive/ managers.		
2.5	Oversees the coordination of complex medico-legal cases within the region.		
2.6	Seeks opportunities to facilitate medical education and research in the region.		
2.7	Supports Disaster Management and Business Continuity Plans.		
3.0	HEALTH SERVICE DELIVERY		
3.1	Supports the optimisation of the medical workforce service and cover arrangements including salaried medical officers, regional medical specialists and contracted visiting medical practitioners.		
3.2	Monitors medical workload, develops / implements workload management systems and assesses resource management issues, providing advice to the RD and EDMS.		
3.3	Ensure medical workforce functions within allocated resources, meets activity targets and key performance indicators.		
4.0	QUALITY AND RISK		
4.1	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.		
4.2	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.		
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.		

5.0	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.
6.0	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 highest achievement level in 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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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 C or C-A Class driver's licence.
9. Current knowledge of legislative obligations including Equal Employment Opportunity, Disability Services, Occupational Safety and Health and Freedom of Information and how these impact on 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	Albany	Accommodation	As per WACHS 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- Placement Health Screening clearance • Evidence of current C or C-A class driver's licence. • Ability to undertake travel including overnight stays • Completion of training for Mandatory Reporting Of Child Sexual Abuse 		
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 Operating 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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