



HSS REGISTERED

Director of Clinical Services
Medical Practitioners Agreement; Year 1-9

Position Number: 005986

Medical / Executive

Armadale Kalamunda Group / East Metropolitan Health Service (EMHS)

Reporting Relationships

Chief Executive – East Metropolitan Health Service
Health Service Executive
Position Number: 602766



Executive Director - Armadale Kalamunda Group
Health Executive Service – Grade B
Position Number: 602758



This Position



Directly reporting to this position:

Title	Classification	FTE
• Deputy Director – Clinical Services	MP Year 1-9	
• Head of Departments (Medical)	MP Year 1-9	



Also reporting to this supervisor:

- Service Director, Mental Health; HSO Level G-12
- Director Nursing and Midwifery; SRN Level 10
- Director Allied Health; HSO Level G-10
- Director Corporate Operations; HSO Level G-11
- Manager – Safety, Quality, Innovation and Education; HSO Level G-10
- Senior Project Officer; HSO Level G-8
- Executive Officer, HSO Level G-5

Key Responsibilities

Responsible for clinical leadership and governance within the Armadale Kalamunda Group. Takes a leading role in planning, developing and introducing change in accordance with the Clinical Services Framework within the East Metropolitan Health Service.

EMHS Vision and Values

Our Vision

***Healthy people, amazing care.
Koorda moort, moorditj kwabadak.***

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

Brief Summary of Duties (in order of importance)

1. Director Clinical Services

- 1.1 Responsible for clinical leadership and direction of medical services ensuring that high standards of clinical care are supported by appropriate clinical governance systems within the Armadale Kalamunda Group (AKG).
- 1.2 Responsible for the credentialing of senior medical practitioners within the AKG and represents AKG on the Area Credentialing Committee.
- 1.3 Coordinates the implementation, management and development of an effective and integrated workforce to ensure that current and future medical service requirements are able to be met within the AKG.
- 1.4 Effectively promotes a culture of patient communication, patient safety and timely efficient implementation of patient safety and quality initiatives for the AKG.
- 1.5 Works with the Heads of Department (HoDs) to distribute planned and unplanned patient demand across each speciality and other hospital sites and champions clinical service redesign to improve systems of care.
- 1.6 Assists with recruitment, selection, deployment, orientation, performance management and development of all medical staff at AKG.
- 1.7 Participates in planning and developing capital works projects.
- 1.8 Responsible for overseeing clinical incidents/accidents and overseeing complaint investigations relating to medical services including Open Disclosure.
- 1.10 Coordinates medical responses to meet Public Health and State Emergency Service requirements.
- 1.11 Actively promotes Area wide service delivery by promoting partnerships with other health services within EMHS and wider health sector.
- 1.12 Responsible for meeting the Key Performance Indicators relating to Performance, Workforce, Finance, Safety, Quality and Risk as agreed.

2. EMHS Governance, Safety and Quality Requirements

- 2.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision
- 2.2 Actively participates in the Peak Performance program.
- 2.3 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.
- 2.4 Adheres to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
- 2.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.6 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

3. Undertakes other duties as directed

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

Essential Selection Criteria

1. Eligible for registration with the Medical Board of Australia and Fellowship of an Australasian Specialist college.
2. Contemporary knowledge of clinical governance systems.
3. Demonstrated leadership and strategic management skills.
4. Highly developed conceptual and analytical skills.
5. Highly developed communication, interpersonal, negotiation and conflict resolution skills.
6. Demonstrated success in facilitating medical workforce effectiveness.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Post graduate qualification as a recognised specialist.
2. Knowledge of administrative and legal processes underpinning the health sector.
3. Knowledge of AMA Industrial Agreement for salaried medical staff.
4. Knowledge of Medical Services Agreement for Visiting Medical Practitioners.

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 or	HE Number	Date
Dept. / Division Head Name	Signature or	HE Number	Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or	HE Number	Date
Effective Date			

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on
	May 2020