



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

GREAT SOUTHERN		Position No:	615789
Division:	Albany Health Campus	Title:	Director Medical Services
Branch:	Medical Services	Classification:	MP Year 1-9
Section:		Award/Agreement	Medical Practitioners Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title: Regional Director – Great Southern Classification: HSO Class 2 Position No: 008024	OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION: Title 006002 Manager Business Operations HSO LG-7 007836 Hotel Services Coordinator HSO LG-5 613578 Coordinator of Nursing & Midwifery SRN L7 613822 Coordinator Allied Health HSO LP-3 614156 Manager Admin Services HSO LG-6 614161 Administrative Assistant HSO LG-3
Responsible To	Title: Operations Manager Classification: HSO Level G-11 Position No: 613109	
This position	Title: Director Medical Services Classification: MP Year 1-9 Position No: 615789	
		Professional Reporting and Clinical Governance Accountability Title: Regional Director Medical Services Classification: MP Year 1-9 Position No: 608142

Positions under direct supervision:			← Other positions under control:	
Position No.	Title	Classification	Category	Number
614819	Director Emergency Medicine	MP Yr 1-9	Consultants	
614454	Cons-Phys-Gen Med	MP Yr 1-9	Visiting Medical Specialists	
008020	Cons-Surgeon-Gen Surg	MP Yr 1-9	Senior Medical Practitioners	
008082	Director Obstetrics & Gyn	MP Yr 1-9	Medical Practitioners	
613618	Cons-Anaesthetist	MP Yr 1-9	Registrars	
614634	Consultant Physician Geriatrics	MP Yr 1-9	Interns	

Section 3 – KEY RESPONSIBILITIES

- Provide day to day operational management of Medical Services and medical leadership at Albany Health Campus (AHC) to ensure safe clinical service delivery.
- Leads Medical Clinical Governance and continuous quality improvement for Medical Services at AHC.
- Provides support to the Regional Director Medical Services in implementing WACHS Great Southern strategic directions and ensures WACHS Great southern regional health network performance.
- Establish and maintain collaborative and functional relationships with Contracted Clinical Service Providers to ensure seamless and timely clinical care.

**WA Country Health Service –
Great Southern**

04 May 2021

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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.	%
	<ul style="list-style-type: none"> Line Management of the Director Medical Services (DMS) is provided by the Operations Manager Albany Health Campus (AHC). Professional reporting and clinical governance accountability is provided by the Regional Director Medical Services. Performance management for the DMS position will be jointly undertaken by the Operations Manager (AHC) and the Regional Director Medical Services. 		
1	LEADERSHIP		60%
1.1	Participates as a member of the AHC Management Group and attend meetings as scheduled.		
1.2	Ensures the delivery of medical services within allocated resources, activity targets and key performance indicators (e.g. WEAT).		
1.3	Works in collaboration with the Operations Manager (AHC) and Regional Director Medical Services for the recruitment, selection, deployment, orientation, training and development / performance of all AHC medical staff.		
1.4	Advises the Operations Manager (AHC) on Medical Agreements and Award issues in consultation with the Regional Director Medical Services and the Medical Workforce Consultant.		
1.5	Actively participates in developing and monitoring clinical governance, reviewing and evaluating the quality and timeliness of clinical services at AHC.		
1.6	Monitors the development, implementation and performance of health policies at AHC as they relate to the standard of clinical governance in Medical Services.		
1.7	Ensures the timely preparation and delivery of professional reports, reviews and other investigations as required.		
1.8	Administers and participates in the Medical Advisory Committee at AHC in conjunction with the Chairman with a particular focus on clinical governance.		
1.9	Works with Sub-Acute, Aged Care, Mental Health, and Population Health services and other health agencies to ensure integrated and cohesive services occur at AHC.		
1.10	Develops and maintains effective relationships with peers and colleagues and fosters a culture of clinical collaboration, multidisciplinary engagement and clinical trust.		
1.11	Participates in, and, where necessary, leads department meetings as the senior medical representative.		
1.12	Leads and participates in Region-wide initiatives around clinical governance as required by the Regional Director Medical Services.		
1.13	Deputises for the Regional Director Medical Services as appropriate.		
2	HEALTH POLICY		
2.1	Provides advice and participates in the planning, development and provision of appropriate services.		
3	PLANNING AND EVALUATION		
3.1	Participate in the planning and development of clinical services within AHC.		
3.2	Coordinate the development of submissions for available special purpose funding for clinical medical services in conjunction with the Regional Director Medical Services, Operations Manager (AHC).		
4	QUALITY AND RISK		
4.1	Leads adverse incident monitoring and investigation, root cause analyses or sentinel adverse events as required by the Operations Manager (AHC) and Regional Director Medical Services.		
4.2	Advise on medico-legal issues and provide reports as required.		
4.3	Participates in consumer engagement activities and respond to consumer feedback including investigation into, and reporting, relating to complaints.		

	<p>5 MEDICAL WORKFORCE</p> <p>5.1 Responsible to the Operations Manager (AHC) and Regional Director Medical Services for the appropriate management, coordination and deployment of medical services and resources within AHC including rostering of the on-call medical service.</p> <p>5.2 Direct and manage medical administration staff in the management of all medical staff at AHC.</p> <p>5.3 Undertaking performance appraisal and development review of staff under direct supervision, ensuring compliance with mandatory training, organisational policy & KPIs.</p> <p>5.4 Ensure systems are implemented for ongoing monitoring of evidenced based clinical practice and supervision.</p> <p>5.5 Advise and participate in consultation with the Regional Director Medical Services and Operations Manager (AHC) on medical resources and strategies to recruit and deploy medical officers within the Region.</p> <p>6 CLINICAL CARE</p> <p>6.1 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 AHC.</p> <p>6.2 Lead the ongoing development of the internal AHC emergency management responses including Code Blue responses.</p> <p>6.3 Ensure that clinical services are provided in a manner sensitive to and appropriate for people of Aboriginal and other cultural backgrounds.</p> <p>6.4 Provides clinical services to patients within AHC in accordance with level of skill and qualification, approved credentialing and scope of practice.</p> <p>7 EDUCATION</p> <p>7.1 Assist with the educational needs of medical staff in the AHC and in the Region as per WACHS strategies, priorities and programs as required.</p> <p>7.2 Coordinate (where relevant) onsite teaching services for medical officers, medical students and other health workers as appropriate.</p> <p>8 OTHER</p> <p>8.1 Other duties as directed by the Operations Manager (AHC) or Regional Director Medical Services.</p>		40%
<p>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.</p>			

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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. Experience in a senior management role in the health sector, preferable in a hospital environment
4. Demonstrated excellent interpersonal, verbal and written skills
5. Demonstrated excellent strategic management and planning skills
6. Demonstrated experience in the application of continuous quality improvement principles including management change and the implementation and evaluation of integrated clinical governance strategies
7. 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
8. Eligible for / or in possession of a current C or C-A Class drivers licence

DESIRABLE

1. Postgraduate qualifications in health administration e.g. FRACMA, FAFPHM, MBA, MHA, or progress towards their attainment
2. Experience in liaising with private Visiting Medical Practitioners (VMPs) and government and non-government agencies

Section 6 – APPOINTMENT FACTORS

Location	Albany	Accommodation	As per WACHS Accommodation 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 • Successful Working With Children Check • Evidence of a current C or C-A class driver's licence and ability to travel within the region as required including overnight stays 		
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: ____/____/____
Manager

Signature and Date: ____/____/____
Regional Director

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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