



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	612997
Division:	South West	Title:	Regional Director Medical Services
Branch:	South West Regional Office	Classification:	MP Year 1 - 9
Section:	Medical Services	Award/Agreement	Medical Practitioners Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Chief Operating Officer WACHS
	Classification:	Health Executive Grade D – Health Professional
	Position No:	614487



Responsible To	Title:	Regional Director – South West
	Classification:	Health Executive Grade B – Health Professional
	Position No:	613069



This position	Title:	Regional Director Medical Services
	Classification:	MP Year 1 - 9
	Position No:	612997



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
Regional Director Nursing & Midwifery
Director Population Health
Regional Manager Mental Health
Operations Manager - Bunbury Hospital
Operations Manager – Inland
Operations Manager – Coastal
Regional Manager Aged Care
Regional Manager Infrastructure & Support Service
Director Business Services
Regional Manager Human Resources
Coordinator Executive Services
Regional Aboriginal Health Consultant



Positions under direct supervision:		← Other positions (indirectly) under control:	
Position No.	Title	Category	Number
610059	Senior Medical Admin Officer	Deputy DMS – Coastal	
613254	Regional Clinical Risk Coordinator	Deputy DMS - Bunbury	
613255	Clinical Practice Improvement Coordinator	Public Health Physician	
613256	Clinical Governance Support Officer		
613335	Clinical Audit Officer		
615765	Regional Manager Medical Workforce		
609838	Regional Chief Pharmacist		

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
South West

20 October 2021

REGISTERED

TITLE	Regional Director Medical Services	POSITION NO	612997
		CLASSIFICATION	MP Year 1 - 9



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 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.

**WA Country Health Service
South West**

20 October 2021

REGISTERED

TITLE	Regional Director Medical Services	POSITION NO	612997
		CLASSIFICATION	MP Year 1 - 9

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 of 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 WACHS South West in collaboration with the EDMS, Regional Director, Director Medical Services, Regional Director Nursing & Midwifery, Population Health, Aged Care, Mental Health and Operations Managers.		
1.2	Leads clinical governance and clinical performance within the region, including credentialing and clinical indicator monitoring within a multidisciplinary context.		
1.3	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.		
1.4	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.		
1.5	Actively participates as a member of regional executive committees and working groups.		
1.6	Liases and manages intra and inter regional relationships with relevant external bodies, including local government and non-government organisations (eg SJA, RFDS) to ensure optimal clinical service provision.		
1.7	Develops (under direction from the RD and in collaboration with regional executives) and manages regional medical initiatives and projects including a medical workforce plan.		
1.8	Provides professional support, development and mentorship to medical staff as required.		
1.9	Represents WACHS South West as appropriate.		
1.10	In collaboration with others, identifies supports and facilitates change management initiatives within the region.		
1.11	Chairs or is a member of relevant clinical and non-clinical committees.		
1.12	Maintains availability and visible contact with clinical staff.		
2.0	MEDICAL MANAGEMENT		
2.1	Provides advice to and from the Regional Director and EDMS on rural and regional specific medical related matters.		
2.2	Implements clinical risk identification and management processes.		
2.3	Participates in quality and patient safety initiatives for the region, demonstrating medical leadership in continuous quality improvement.		
2.4	Participates in clinical incident management, review and practice improvement.		
2.5	Ensures actions and initiatives arising from senior medical and other committees internal and external to WACHS are progressed.		
2.6	Facilitates and promotes an efficient and effective Health Service either directly and / or through the provision of advice and support to regional executive/ managers.		
2.7	Oversees the coordination of complex medico-legal cases within the region.		
2.8	Seeks opportunities to facilitate medical education and research in the region.		
2.9	Provides medical management for the Inland District Hospitals in the South West and medical oversight for the Regional Resource Centre and the Coastal District as well as Mental Health, Aged Care and Population Health as appropriate.		
2.10	Supports Disaster Management and Business Continuity Plans.		
WA Country Health Service South West		Continued	

20 October 2021

REGISTERED

TITLE	Regional Director Medical Services	POSITION NO	612997
		CLASSIFICATION	MP Year 1 - 9

Section 4 – STATEMENT OF DUTIES continued

	Details	Freq.	%
3.0	HEALTH SERVICE DELIVERY		
3.1	In collaboration with regional executive/ managers, supports the optimisation of the medical workforce service and cover arrangements throughout the region, including salaried medical officers, regional medical specialists and contracted visiting medical practitioners.		
3.2	Manages regional medical workforce performance and professional development either directly or indirectly in conjunction with regional executive/managers.		
3.3	Monitors medical workload, develops / implements workload management systems and assesses resource management issues and provides related advice to the Regional Director and EDMS.		
3.4	Monitors and facilitates training and development opportunities for the regional medical workforce.		
3.5	Ensure medical workforce functions within allocated resources, meets activity targets and key performance indicators (eg WEAT)		
4.0	POLICY AND PLANNING		
4.1	Implements WACHS standards, medical policies and related clinical guidelines and procedures within the region.		
4.2	Reviews, develops and evaluates medical service policy requirements and ensures implementation within the region.		
4.3	Contributes to strategic and operational planning at all levels of the Health Service.		
4.4	Participates in the clinical equipment replacement program for the region.		
4.5	Leads medical workforce engagement with consumers including Aboriginal minority community members, in line with WACHS consumer engagement strategy.		
4.6	Actively participates in the assessment/evaluation of effectiveness of the implementation of quality improvement processes.		
5.0	OTHER		
5.1	Other duties as directed by Regional Director given due regard to the RDMS's 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.

<p>WA Country Health Service South West</p> <p>20 October 2021</p> <p>REGISTERED</p>

TITLE	Regional Director Medical Services	POSITION NO	612997
		CLASSIFICATION	MP Year 1 - 9

Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Eligible for registration by the Medical Board of Australia.
2. Senior health management experience including the ability to proactively plan, manage resources, influence change and team participation at a strategic level.
3. Demonstrated contemporary knowledge of professional issues and trends in the medical profession, with a particular focus on indigenous, rural and remote service delivery.
4. Demonstrated experience in the development, implementation and evaluation of health policy and programs.
5. Demonstrated high level interpersonal, verbal and written communication skills, including negotiation and conflict resolution.
6. Demonstrated commitment to clinical governance within healthcare, including credentialing, scope of practice, clinical indicator management and safety and quality programs.
7. Eligible for / or in possession of a current C or C-A Class drivers licence.
8. 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. Fellowship of the Royal Australasian College of Medical Administrators (FRACMA) or evidence of progression towards Fellowship.
2. Post Graduate Health Management qualifications.
3. Experience in rural and remote medical practice and / or management.
4. Experience of strategic health planning processes.
5. Evidence of participating in or leading Quality Improvement initiatives or health management research.

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. • Ability to undertake travel 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: ____/____/____
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

WA Country Health Service South West
20 October 2021
REGISTERED