



HSS Registered

## Area Director of Clinical Services

**Health Executive – Medical Practitioner – AMA Industrial Agreement – Year 1-9**

**Position Number: 113013**

**Specialty / Department**

**South Metropolitan Health Service / Fiona Stanley Fremantle Hospitals Group**

### Reporting Relationships

Director General  
Department of Health



Chief Executive South Metropolitan Health Service (area role)	Executive Director Fiona Stanley Fremantle Hospitals Group (FSFHG role)
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**This Position**



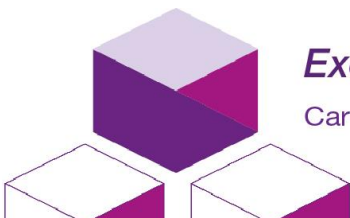
Directly reporting to this position:

Title	Classification	FTE
• Coordinator Credentialing	G6	1
• Dir. of Medical Education		1
• Deputy DCS		2
• Director, IP&C		1
• Snr Proj Coord, CEU		1
• Snr Proj Coord, ODCS		1
• GP Liaison Manager		1
• Manager DP&M		1
• Medical Illustrations Mgr		1
• Clin. Doc Improv. Mgr		1

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**Also reporting to the SMHS CE:**

- Area Director Nursing & Midwifery Services
- Area Director of Allied Health & Health Sciences
- Executive Director Fiona Stanley Fremantle Hospital Group
- Executive Director Rockingham Peel Group
- Executive Director Corporate Services and Finance
- Executive Director Safety Quality & Consumer Engagement
- Executive Director Contract Management
- Executive Director Clinical Service Planning & Population Health
- Executive Director Transformation
- Director Office of the Chief Executive



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

### **Key Responsibilities**

The Area Director Clinical Services is the Health Service's Chief Medical executive and provides leadership on change and advises management on the delivery of medical services and other clinical services (excluding nursing and midwifery) across SMHS.

### **Tertiary responsibilities (70%)**

Provides inspirational executive and professional leadership in the delivery of clinical services at Fiona Stanley Fremantle Hospitals Group (FSFHG) to ensure that the hospitals are able to meet their role in the provision of services to the state and area health service. Provides governance oversight of medical services within FSFHG. As a member of the senior management team, contributes to the achievement of FSFHG and SMHS performance objectives through the development and implementation of strategic and operational plans, policy and service improvement strategies. In liaison with the Director of Nursing and Midwifery and service co-directors, coordinates the development, implementation and management of an effective and integrated workforce.

### **Area responsibilities (30%)**

Provision of expert strategic advice to the Chief Executive of the South Metropolitan Health Service (SMHS) on all aspects of clinical services. Provides strategic leadership to support the achievement of high standards of medical practice and ensure that clinical care, teaching, training and research are supported by appropriate clinical governance. Contributes to the achievement of SMHS performance objectives through the development and implementation of strategic and operational plans, policy and service improvement strategies. The Area Director Clinical Services actively leads and promotes organisational culture in line with SMHS values and vision. This includes championing innovation, change programs and reconfiguration that result in transformation of clinical services.

## SMHS Values

The SMHS considers the values, attributes and attitudes of candidates along with the assessment of competency-based criteria of the position as part of employee recruitment and ongoing performance development.

SMHS is unified across its hospitals and services by its values and behaviours that provide a strong expectation of conduct for all SMHS staff no matter where they work.



## Brief Summary of Duties (in order of importance)

### 1. Strategic Leadership and Accountability

- 1.1 As a member of SMHS and FSFHG leadership teams, contributes to decision making on health issues for SMHS and FSFHG strategic and operational plans.
- 1.2 Ensures that SMHS and FSFHG services and activities meet all clinical and/or corporate governance requirements.
- 1.3 Actively promotes, guides and facilitates high standards of medical practice and professional services across both SMHS and specifically at FSFHG.
- 1.4 Actively leads and promotes organisational cultural change.
- 1.5 Ensures that resources are managed and developed to meet service requirements and area outcomes.
- 1.6 Represents SMHS and FSFHG on relevant organisation and system-wide boards, committees and forums.

### 2. Specific Position and/or Operational Responsibilities

- 2.1 Responsible for clinical leadership and direction of medical services in SMHS and at FSFHG in conjunction with other stakeholders.
- 2.2 Executive lead for medical engagement across SMHS and FSFHG.
- 2.3 Provide strategic advice in area clinical services planning, development and future operations, and takes a key role in change management to implement new service delivery models and/or the re-configuration of existing services.
- 2.4 Coordinates the development, implementation and management of an effective and integrated medical workforce to ensure that current and future medical service requirements are able to be met.
- 2.5 Oversees credentialing and scope of practice of the SMHS medical workforce, including FSFHG.
- 2.6 Provides strategic leadership and advice on medical issues and standards of clinical practice in SMHS and at FSFHG and ensures that clinical care is supported by appropriate clinical governance systems.
- 2.7 Establishes, promotes and participates in clinical teaching and research activities. Ensures research is undertaken consistent with the Australian Code and the National Statement.
- 2.8 Assists in the development of a partnership with the universities in regard to issues of teaching, research and clinical services.
- 2.9 Leads emergency planning and preparedness, business continuity and resilience for SMHS and FSFHG.
- 2.10 Coordinates the development, implementation and management of the SMHS Clinical Excellence Unit, proactively and positively engages senior clinicians to identify excellence and opportunities for improvement and variations in practice / Choosing Wisely.
- 2.11 As a member of the FSFHG Executive team, contributes to decision making on FSFHG issues and provides representation on FSFHG Executive Committee and other relevant Governance Committees as required.
- 2.12 Responsible for clinical leadership and direction of medical services at FSFHG in collaboration with other stakeholders.
- 2.13 As required, provide advice and support on medical workforce matters at FSFHG, including disciplinary and standards of practice.
- 2.14 Supervises the FSFHG Department of Medical Education.
- 2.15 Supports the SMHS medico-legal obligations, and Ethics responsibilities and governance.
- 2.16 Contributes actively to ACHS Accreditation and ongoing internal assurance processes.

#### SMHS Job Description Form

2.17 Provides strategic and operational medical opinion on matters associated with public/private partnerships and key projects including Peel Health Campus.

### **3. Communication and Consultation**

3.1 Initiates and facilitates forums and discussion groups to discuss and resolve issues relating to the development and implementation of strategic and operational plans, policies and initiatives

3.2 Establishes and maintains strategic alliances with internal and external stakeholders.

### **4. SMHS Governance, Safety and Quality Requirements**

4.1 Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the SMHS Vision and SMHS Values of Care, Integrity, Respect, Excellence and Teamwork.

4.2 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.

4.3 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.

4.4 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.

4.5 Completes mandatory training (including safety and quality training) as relevant to role.

4.6 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures, and applicable legislative obligations under the Public Sector Management Act, the Health Services Act, Occupational Safety and Health Act, the Disability Services Act and the Equal Opportunity Act.

### **5. 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 role and the SMHS Values.

### **Essential Selection Criteria**

1. Eligible for registration by the Medical Board of Australia. Relevant Fellowship that may include but is not limited to Fellowship of The Royal Australasian College of Medical Administrators. A tertiary health management qualification at Masters Level or equivalent is highly desirable.

2. Exemplifies personal integrity and commitment to public service

- Demonstrates public service professionalism, probity and accountability.
- Ability to work within and promote the values of SMHS.
- Exhibits personal commitment to customer service.
- Engages with risk.
- Demonstrates personal commitment to professional development.

3. Shapes and manages strategy

- Inspires a sense of purpose and direction towards achieving a strategic vision.
- Shows forward thinking, judgment, intelligence and common sense.
- Directs policy development within a public policy environment.
- Directs the implementation of operational reforms.
- Harnesses information and opportunities.

### **SMHS Job Description Form**

4. Achieves results and operational excellence
  - a. Builds organisational skill and shapes culture.
  - b. Steers and implements change and deals with uncertainty.
  - c. Delivers intended results.
  - d. Ensures delivery of high quality services.
  - e. Manages all resources in a constrained environment.
  - f. Demonstrates leadership in workforce and succession planning.
5. Builds productive relationships
  - a. Nurtures internal and external relationships.
  - b. Facilitates cooperation and partnerships.
  - c. Engage, guides, coaches and develops people.
6. Communicates, influences and engages effectively
  - a. Communicates clearly.
  - b. Listens, understands and adapts to audience.
  - c. Negotiates and advocates persuasively.
  - d. Values individual differences and diversity.
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. Qualifications – Tertiary qualifications in management are considered highly desirable.

#### **Appointment Prerequisites**

Appointment is subject to:

- 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 Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

<p><b>The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.</b></p> <p>.....</p>			
<p>.....</p> <p><b>Chief Executive SMHS</b></p>	<p>.....</p> <p><b>Signature</b></p>	<p>.....</p> <p><b>or</b></p>	<p>.....</p> <p><b>HE Number</b></p>
<p><b>Date</b></p>			
<p><b>As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.</b></p>			
<p>.....</p> <p><b>Occupant Name</b></p>	<p>.....</p> <p><b>Signature</b></p>	<p>.....</p> <p><b>or</b></p>	<p>.....</p> <p><b>HE Number</b></p>
<p>.....</p> <p><b>Effective Date</b></p>	<p>.....</p> <p><b>Date</b></p>		
<p><b>HSS Registration Details (to be completed by HSS)</b></p>			
<p>.....</p> <p><b>Created on</b></p>	<p>.....</p> <p><b>Last Updated on</b></p>	<p>.....</p> <p><b>10/12/2021</b></p>	