



# Job Description Form



GOLDFIELDS

Landscape Photos: Tourism Western Australia

## Position Title

Position number: 601248

## Regional Director Medical Services

### Regional Overview

The Goldfields region of the WA Country Health Service covers the Goldfields-Esperance Region of Western Australia. The region is located in the south eastern corner of Western Australia and covers 770,488 sq km (including offshore islands). The WA Country Health Service Goldfields consists of two main health campuses located in Kalgoorlie & Esperance, and three smaller hospitals located in Laverton, Leonora and Norseman. The Goldfields is a culturally rich region with a number of Aboriginal communities spread out across the region, 16 distinct Aboriginal language groups and an Aboriginal population that represents 12.3 per cent of our total population, with 1 in 10 people, on average, identifying as Aboriginal – this in comparison to the state average of 3.6 per cent. The region supports a wide range of industry, including mining, agriculture, aquaculture and tourism. Mining is the predominant sector in the central and northern parts of the region, with a well-established agricultural sector in the south.

### About the WA Country Health Service

#### Our Strategic Priorities



#### 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.

#### Our Vision

To be a global leader in rural and remote healthcare.

#### Our Mission

To deliver and advance high quality care for country WA communities.

Position Title: Regional Director Medical Services	Position Number: 601248	Classification: Medical Administrator Year 1-9
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## Directorate Overview

This portfolio provides the region with medical leadership and governance. It also supports the following: medical and surgical specialities and visiting medical practitioners. This portfolio has a regional focus on medical workforce (engagement and clinical training), regional improvement, safety, quality and risk management.

Our Directorate actively supports and encourages diversity and inclusion across all occupational groups through the development and implementation of initiatives aimed at accessing and improving employment and mentoring opportunities for all people. Our strategies are located at [www.wacountry.health.wa.gov.au](http://www.wacountry.health.wa.gov.au)

## Position Details

Position Number:	601248	Registration Date:	December 2021
Classification:	Medical Administrator Year 1-9	Location:	Kalgoorlie
Award / Agreement:	Medical Practitioners Agreement		
Organisational Context:	Regional		

## Position Overview

Provides a high standard of medical leadership in the WA Country Health Service (WACHS) – Goldfields. Drives medical clinical governance and continuous quality improvement. Provides administrative leadership and supports the Regional Director in implementing WACHS Goldfields strategic directions and ensuring WACHS Goldfields regional health network performance.

## Reporting Relationships

### Responsible to:

601000: Regional Director



### This position:

601248: Regional Director Medical Services  
Medical Administrator Year 1-9



### Positions under direct supervision:

601116: Executive Assistant  
601163: Regional Chief Pharmacist  
616330: Regional Safety and Quality Manager

### Other positions reporting to this position:

601001: Coordinator Executive Services  
601201: Director Population Health  
601341: Regional Manager HR Services  
601358: Regional Manager Mental Health  
601585: Director Business Services  
601756: Project Officer  
601909: Manager Service Development  
607939: Operations Manager Kalgoorlie  
608190: Redevelopment Project Officer  
613267: Regional Director of Nursing & Midwifery  
614390: Operations Manager Esperance  
614441: Regional Manager Infrastructure & Support Services  
615655: Regional Aboriginal Health Consultant  
616140: REOC Lead  
616492: Director Strategy, Change and Service Development



Position Title: Regional Director Medical Services	Position Number: 601248	Classification: Medical Administrator Year 1-9
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## Key Duties/Responsibilities

### 1. MEDICAL AND STRATEGIC LEADERSHIP AND MANAGEMENT

- 1.1. Provides medical leadership and management; works in collaboration with the Executive Director of Medical Services, Regional Director, Director of Medical Services, Regional Director of Nursing & Midwifery, Population Health, Aged Care, Mental Health and Operations Managers
- 1.2. Provides operational and strategic leadership and advice in areas such as regional and hospital management, clinical service development and models of care (including supporting change management, emergency planning, disaster management and business continuity plans), and financial and clinical governance
- 1.3. Actively participates as a Chair or member of clinical/non-clinical committees, regional executive committees and working groups
- 1.4. Provides medical leadership for the region in collaboration with the Director of Medical Services as well as leaders in Mental Health, Aged Care and Population Health as appropriate
- 1.5. Liaises with stakeholders including but not limited to, tertiary hospitals, General Practitioners, Medicare Locals, Specialist Medical Colleges, Royal Flying Doctor Service, Rural Health West, Rural Doctors of Western Australia, Aboriginal Medical Service, Australian Medical Association, Australian Health Practitioner Regulation Agency, Medical Board of Australia and local health service providers
- 1.6. Builds and maintains relationships and networks to enhance multi-disciplinary health service delivery
- 1.7. Represents WACHS Goldfields on inter-agency policy and liaison committees, at other forums relevant to the areas of delegated responsibilities
- 1.8. Ensures the implementation of State and National Health Reform in accordance with WACHS / Local Health Network (LHN) agenda
- 1.9. Accountable for activity and resourcing of the Pharmacy service including managing the performance of the Regional Chief Pharmacist

### 2. HEALTH SERVICE PLANNING AND DELIVERY

- 2.1. Reviews existing clinical services and develops future appropriate clinical services for the Goldfields
- 2.2. Monitors and evaluates the quality, effectiveness and efficiency of clinical services and resources in the Goldfields
- 2.3. Effectively promotes a culture of patient communication, patient safety and timely efficient care for all patients within the region

### 3. SAFETY AND QUALITY

- 3.1. Provides effective management and supervision of the Regional Patient Safety and Quality Unit staff to ensure that safety and quality systems are integrated with governance processes, and ensure effective resource management, performance development and continuous improvement
- 3.2. Supports the workforce in recognising and reporting clinical incidents
- 3.3. Lead or actively participate in clinical incident investigations of sentinel and adverse events and uses information from the analysis to inform safety and quality initiatives.
- 3.4. Ensure clinical audits of safety and quality measures are conducted periodically, and monitor and report performance and outcomes
- 3.5. Works closely with Director of Medical Services and other regional executive members in reviewing, evaluating, formulating and implementing medical service guidelines, protocols, procedures and policies
- 3.6. In conjunction with the other Executive members, oversees the implementation of patient safety and quality initiatives and assess/evaluate the effectiveness of such initiatives for the region as required
- 3.7. Takes a leading role in overseeing and/or facilitating open disclosure processes and addressing feedback/complaints/compliments



Position Title: Regional Director Medical Services	Position Number: 601248	Classification: Medical Administrator Year 1-9
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3.8. Ensures adoption and compliance with Operational Directives, WACHS / LHN policy, guidelines and local site instructions

3.9. Participation and leadership in accreditation activities

#### **4. MEDICAL ADMINISTRATION AND WORKFORCE**

4.1. Responsible for developing and sustaining regional systems that will ensure efficient processes, effective engagement and sound governance of all matters pertaining to medical administration systems including managing the performance of the Medical Administration Coordinator and staff members.

4.2. Leads in the design, development and implementation of region-specific medical workforce strategies, plans and models to ensure optimisation, sustainability and retention in line with the clinical service framework (under direction from the Regional Director and in collaboration with other regional executive members)

4.3. Oversees and facilitates clinical performance and effectiveness within the region, including recruitment, credentialing and scope of clinical practice, performance appraisals and management, education, training and development as well as auditing clinical practice for quality assurance purposes to ensure that clinicians operate within the clinical governance framework (in conjunction with regional executives/managers)

4.4. Seeks opportunities to facilitate medical education, training and research within the region

4.5. Ensure continuous engagement and provides professional support, development and mentorship to medical staff including the Director of Medical Services as required

4.6. Monitors, reviews and evaluates the quality and timeliness of clinical services provided by salaried and Contracted Medical Practitioners (CMPs).

4.7. Address industrial relations and/or professional issues as they relate to medical staff across the region in consultation with Regional Director and Human Resources

#### **5. MEDICOLEGAL ISSUES**

5.1. Ensures the medico-legal and coronial functions operate effectively and expeditiously

5.2. Oversees the response to medico-legal cases for WACHS Goldfields and provide reports as required

5.3. Acts as the health region delegate for regulatory and statutory compliance where a qualified medical practitioner is required

#### **6. PROVIDES CLINICAL CARE**

6.1. If approved by Area Credentialing Committee, provides clinical care commensurate with available time, clinical need and where directed for clinical teaching.

#### **7. HEALTH TECHNOLOGIES**

7.1. Advises Regional Director and stakeholders on new medical procedures and equipment or technological developments as they relate to WACHS Goldfields.

#### **8. HEALTH SERVICE EXECUTIVE MANAGEMENT**

8.1. Active participation in the Regional Executive and relevant sub committees.

8.2. Active participation (ex-officio) of Medical Advisory Committees / Clinical Staff committees, providing leadership in alignment with policy.

8.3. Reports in professional matters to the Executive Director Medical Services EDMS, and works cooperatively with EDMS, other Regional Directors of Medical Services and Area based committees.

8.4. Works in conjunction with other RMDs in WACHS/ the LHN and leads or acts for other RMDs as instructed by the Regional Director.

8.5. Active participation in succession planning, junior medical administrator development, and ensuring that suitable leave relief is in place when required.



Position Title: Regional Director Medical Services	Position Number: 601248	Classification: Medical Administrator Year 1-9
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8.6. Completion of responses to Ministerial queries and other business documentation including briefing notes and business cases for the Medical Directorate and related areas.

**9. MEDIA LIAISON**

9.1. Spokesperson for Goldfields medical issues (not local health service issues) in consultation with WACHS LHN Public Relation Department, as delegated by Regional Director.



Position Title: Regional Director Medical Services	Position Number: 601248	Classification: Medical Administrator Year 1-9
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## Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

### Essential

1. Eligible for registration by the Medical Board of Australia.
2. Demonstrated experience in the application of clinical governance within healthcare, including safety and quality programs and change management.
3. Demonstrated excellent strategic management and project management skills including the ability to plan, prioritise, make decisions, meet deadlines and manage resources.
4. Demonstrated leadership skills and highly developed communication, interpersonal, negotiation and conflict resolution skills.
5. Demonstrated contemporary knowledge of professional issues and trends in the medical profession, with a particular focus on rural and remote service delivery.
6. Considerable experience in a senior management role in the health sector, preferably in a hospital environment.
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.
8. Eligible for or in possession of a current C or C-A class driver's licence.

### Desirable

1. Postgraduate qualification in health administration e.g. FRACMA, MBA, MHA, FCHSM.
2. Experience in liaising with private medical practitioners (VMPs) and government and non-government agencies.
3. Substantial clinical experience especially in rural or remote settings.
4. Ability to fully engage with the local community and travel within the Region.

## Appointment Pre-requisites

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 Health Assessment
- Successful WA Health Integrity Check
- Completion of training for Mandatory Reporting of Child Sexual Abuse
- Evidence of a current C or C-A Class driver's licence or other specialised licence class

WA Country Health Service –  
GOLDFIELDS

13 December 2021

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