



HSS Registered February 2023

# Medical Co-Director (Surgical Services)

## Position Details

Position Number: 007330  
Classification: MP Year 1-9  
Agreement: Medical Practitioners Agreement  
Directorate: Surgical Services  
Department: Division Office  
Location: Sir Charles Gairdner and Osborne Park Hospitals

## Reporting Relationships

This position reports to:

005827	Executive Director SCGOPHCG	Health Executive Service
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Positions under direct supervision:

- Heads of Clinical Departments

### Primary Purpose of the Role

The Medical Co-Director Surgical Services is jointly responsible and accountable for achieving the objectives defined for the division by the Sir Charles Gairdner and Osborne Park Health Care Group (SCGOPHCG).

The Medical Co-Director will work in partnership to provide effective leadership, governance, strategic planning and operational management of the clinical stream.

Support all staff within Surgical Services to provide high quality and efficient patient care consistent with the hospital's safety, quality and performance frameworks.

As part of the SCGOPHCG executive team, provide clinical and corporate governance within the organisation.



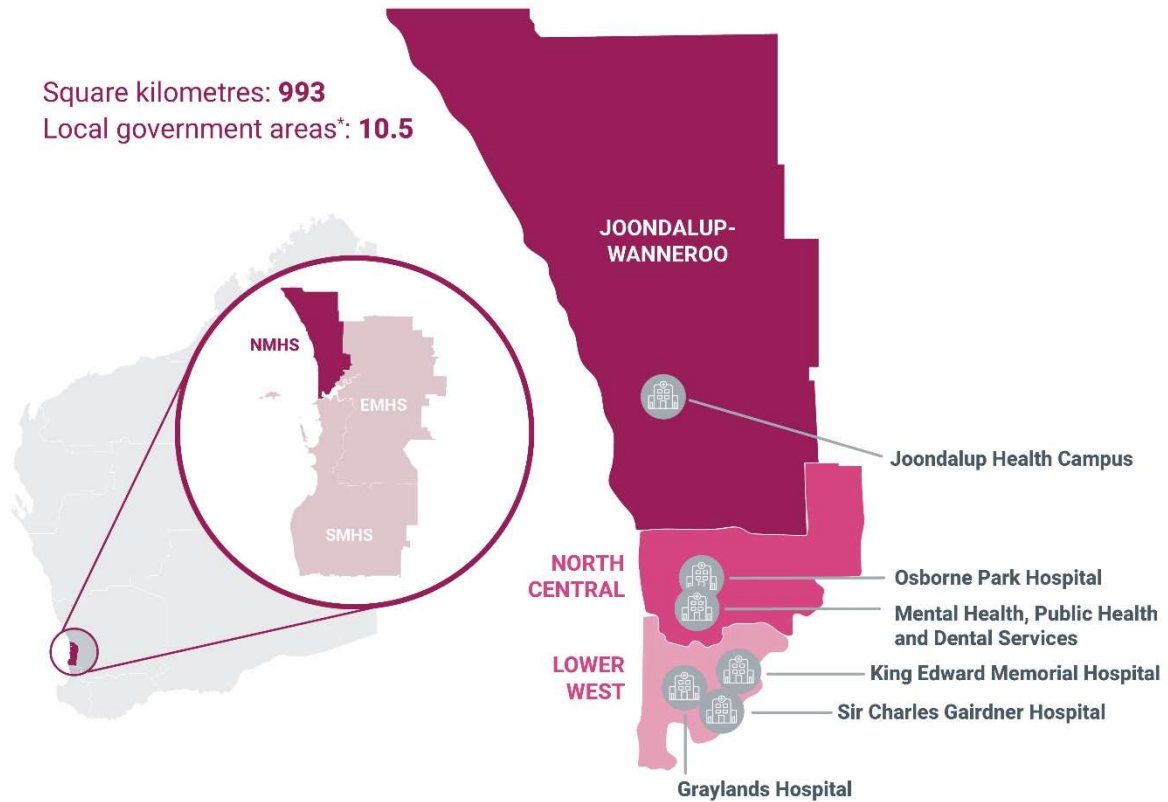
**Vision**

A trusted partner, delivering excellent health care for our people and our communities.



**Mission**

To promote and improve the health of our people and our communities.



**North Metropolitan Health Service**

Since our establishment in 2016, NMHS has embraced best practice to deliver improved clinical outcomes in the face of rising challenges for all healthcare providers. With a budget of \$2.16 billion and 8,917 full-time equivalent (FTE) staff, we serve a population of 736,907 people (about 28% of Western Australia’s total population) within a catchment area of almost 1,000 square kilometres. The population we serve is projected to increase by 17% between 2021 and 2031, and the number aged 65 years and older will increase by 41% over the same period. NMHS provides a comprehensive range of adult specialist medical, surgical, mental health and obstetric services in WA, delivered across three tertiary hospitals and two secondary hospitals, all fully accredited. NMHS oversees the provision of contracted public health care from Joondalup Health Campus operated under a public-private partnership. A range of statewide, highly specialised multidisciplinary services is offered from several NMHS hospital and clinic sites.



## Our values



### Care

We show empathy, kindness and compassion to all.



### Respect

We are inclusive of others and treat everyone with courtesy and dignity.



### Innovation

We strive for excellence and are courageous when exploring possibilities for our future.



### Teamwork

We work together as one team in a spirit of trust and cooperation.



### Integrity

We are honest and accountable and deliver as promised.

Please refer to [NMHS Values – Organisational/Individual Behaviours](#) for information on individual behaviours that reflect the organisation's values.

## Our strategic priorities

We are focussing on six strategic priorities for the 2020-2025 period:



### Enabling healthy communities

We build healthy and engaged communities



### People-centred care

We will place our consumers' and their carers' best interests and experience at the core of all we do



### Integration and connection

We will build strong connections and partnerships



### Innovation and adaptive models of care

We will use research and technology to improve outcomes



### Trusted, engaged and capable people

We will invest in our people and our culture



### Sustainable and reliable

We will reduce harm, waste and unwarranted variation



## Key Accountabilities

### Strategy, Leadership and Accountability

1. As part of the SCGOPHCG executive team will work in partnership to lead and manage the Surgical Services Directorate. They are accountable to the Executive Director, SCGOPHCG and represent the major link in a chain of accountability between the Health Service Executive and the clinical service lines (departments or units).
2. Leads and promotes organisational culture in line with North Metropolitan Health Service (NMHS) strategic goals, vision and values.
3. Accountable for the achievement of the divisional performance parameters as set by WA Health and the NMHS Board.
4. Accountable for the safe and high-quality standards of clinical practice, informed by national and international benchmarks and the management of clinical and corporate risk within the Surgical Services Directorate.
5. Ensures evidence-based practice and research form the foundation of advances in clinical care and in clinical care systems.
6. Leads the development and implementation of strategic and operational plans for the Surgical Services Directorate in alignment with the vision and operational imperatives of the hospital/health service.
7. Initiates and leads improvement agendas across the Surgical Services Directorate, working closely with all stakeholders.
8. Challenges conventional approaches and drives change when needed, with a commitment to continuous improvement.
9. Works closely and collaboratively with all members of the executive to establish and manage safe, efficient and effective patient care across the Health Service in an Activity Based Funding (ABF) environment.
10. Responsible for the achievement of relevant service targets and management of resources within the organisation.
11. Ensures staff within the Surgical Services Directorate are managed within relevant policy and public sector standards in a work environment that recruits, retains and supports quality staff.
12. Ensures that service clinical programs integrate effectively with state and area wide programs.
13. Promotes awareness of and ensures compliance with all Clinical and Corporate Governance Requirements.

### Communication and Consultation

14. Promotes an interdisciplinary team environment with a focus on leadership development across the Surgical Services Directorate.
15. Ensures multidisciplinary team meetings are a cornerstone of patient management.
16. Promotes clinical education including multidisciplinary forums within the Surgical Services Directorate.
17. Ensures junior medical staff are appropriately supported and supervised at all times.
18. Actively participates in SCGOPHCG executive activities, including peak committees, representing and/or advocating for SCGOPHCG/NMHS at State/National conferences.
19. Establishes and maintains strong strategic and operational alliances and working relationships with internal and external stakeholders.
20. Leads and participates in forums and discussions related to the strategic and operational planning for the SCGOPHCG.
21. Meet and consult regularly with Finance and Business Officers, Heads of Department and multi-disciplinary leads to ensure effective performance of the service.



### **Specific Position and/or Operational Responsibilities**

22. Responsible for ensuring leadership and direction within the Surgical Services Directorate.
23. Responsible for the planning and implementation of day to day operational and demand management and performance of the Surgical Services Directorate planning and management of patient volumes to meet service requirements.
24. Ensures integration between clinical and non-clinical services.
25. Undertakes business continuity and contingency management for the service including emergency planning.

#### **1. NMHS Values: *Care, Respect, Innovation, Teamwork, Integrity***

- 1.1 Reflect the NMHS values in the way you work, behave and make decisions.

#### **2. NMHS 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 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 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 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

#### **3. Undertakes other duties as directed.**

## **Work Related Requirements**

The following criteria should be considered in the context of the NMHS Vision, Mission and Values.

### **Essential Selection Criteria**

1. Eligible for registration by the Medical Board of Australia.
2. Demonstrated experience to lead and drive continuous improvement, champion organisational vision and goals and promote a shared commitment to the organisations strategic direction.
3. Demonstrated experience to achieve results through accountability for organisational capability and responsiveness, and the management of human, physical and financial resources in an environment of constraint.
4. Demonstrated experience to build and maintain effective teams and relationships with colleagues and diverse groups of people within the health sector.
5. Demonstrated understanding of and a commitment to the NMHS values of *Care, Respect, Innovation, Teamwork and Integrity*.
6. Demonstrated specialist expertise in providing tertiary level clinical care.
7. Current "C" or "C.A." class drivers licence.
8. 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. Knowledge of current issues facing the health industry in WA.
2. Management experience in a public teaching hospital.

**Appointment Prerequisites**

Appointment is subject to:

- Evidence of registration by the Medical Board of Australia must be provided prior to commencement.
- Evidence of current “C” or “C.A.” class drivers licence.
- Provision of the minimum identity proofing requirements.
- 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/HE:  
Date:

**Dept./Division Head**

Name:  
Signature:  
Date:

**Position Occupant**

Name:  
Signature:  
Date:

