

POSITION DESCRIPTION

Position Title	Director Medical Services
Directorate	Executive Services
Reports To	Chief Executive Officer
Enterprise Agreement	Negotiated as per skills and experience
Classification	As per experience and qualifications
Employment Status	Permanent part time
Hours of work	40 hours per fortnight
Amendment Date	October 2022
Our Organisation	
<p>Dhelkaya Health is a new health service on Dja Dja Wurrung country; it is the coming together of Castlemaine Health, Maldon Hospital and CHIRP Community Health.</p> <p>Dhelkaya Health is shaping a better health system for the people of Mount Alexander Shire and beyond, while staying true and local in everything it does.</p> <p>Dhelkaya Health delivers a diverse range of inpatient, outpatient, aged care, community health and outreach services to Mount Alexander Shire. It also delivers assessment, rehabilitation and allied health services to neighbouring shires. Dhelkaya Health is committed to the quality, accessibility and sustainability of acute, aged and community-based healthcare, and family and housing services.</p> <p>Dhelkaya Health has campuses in Castlemaine and Maldon.</p>	
Position Overview	
<p>The Director Medical Services is accountable for the effective leadership and management of Dhelkaya Health's medical workforce. The incumbent has a key role in leading and promoting an organisational culture of clinical excellence and safety. The position is responsible for medical workforce credentialing, performance and development; education and training for medical practitioners, post graduates and students; clinical service delivery, medico-legal advice and support; and executive and board reporting on medical and clinical matters.</p> <p>The Director Medical Services is a key member of an interdisciplinary senior leadership team who work together to develop innovative and sustainable ways to deliver high quality and safe care to our community. The Director will consult and work collaboratively with internal and external service providers, partners, stakeholders, staff and consumers to achieve service innovations and continuously improve practices. This role is a champion for Dhelkaya Health's values and purpose and promotes and drives commitment to the Health Service's strategic objectives.</p>	
Specific Accountabilities	
Medical and organisational culture leadership	
<ul style="list-style-type: none"> • Clinical governance leadership across Victoria's five domains of clinical governance: consumer participation, clinical practice, leadership and culture, risk management and workforce. • Mortality and morbidity committees as appropriate to the clinical care provided by the health service and within the Regional health service partnerships (HSPs). • Mentoring of medical staff, where appropriate. • Contributes to: <ul style="list-style-type: none"> ○ Development of an organisational culture, whereby consumers have a positive and safe health care experience and person-centred care is delivered. 	

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- Partnerships with consumers, carers and family members to advocate for their rights and responsibilities within our organisation, including the implementation of new health care related legislation, regulation and government policy
- Achieving clinical standards.
- Building, and where appropriate, leading a 'just' culture whereby all health service staff are supported, and their wellbeing is prioritised.
- Supporting organisational change, service improvement and innovation
- Provide quarterly reports to the Board of Directors and regular reports to the Clinical Governance Board Subcommittee
- Risk management and clinical governance oversight on patient safety and quality, predominantly in relation to medical practitioners.
- Advocate, implement and achieve the health service's strategic goals, Statement of Priorities and operational quality and risk program.
- Contributes to:
 - Strategic planning and providing policy development advice.
 - Clinical capability and role delineation advice.

Medical Workforce

- Responsibility and oversight of credentialing and scope of practice of medical practitioners, inclusive of visiting medical officers (VMO) and VMO-general practitioners.
- Responsibility for performance development and management of the medical workforce, and professional educational guidance.
- Compliance with the Australian Health Practitioner Regulation Agency's and the Medical Board of Australia's reporting and appearance requirements, where applicable.
- Supporting recruitment and contracting of the medical workforce and medical industrial relation issues management.

Medico-legal, with legal support as appropriate

- Provide leadership in relation to Duty of Candour and review and management of serious adverse patient safety events.
- Provide and/or facilitate medico-legal advice and industrial relations-medical advice, as appropriate.
- Oversee Freedom of Information and complaint management in relation to medical services and the medical workforce.
- Responding to police inquiries and Coroner's reports in relation to medical services and the medical workforce.
- Medico-legal reports and Victorian Managed Insurance Authority/Medical Indemnity Insurer liaison.

Medical education, training and learning

- Coordinate and support effective customisation and implementation of the Monash University North West Region Year 4 Extended Medical Education Program for medical students undertaking extended clinical placements in rural General Practices.
- Liaise and report in relation to this service to Monash University's Year 4 Extended Rural Cohort Academic lead
- Consult with the medical workforce regarding education, training and learning requirements and facilitate the development and/or implementation of professional development opportunities.

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Medical clinical advice

- Consults with sub-specialty expertise to guide clinical care of patients, where required.
- Provides oversight of surgical and medical procedure activity
- Clinical advice and support to fellow registered health professionals, as appropriate.

Service partnerships and strategic health service system advice

- State and regional Medical Director Forums for rural and regional health services.
- Contributes to:
 - Regional and Local HSP projects, policy and procedure advice and development
 - Positive relationships with external stakeholders such as primary healthcare networks, medical training organisations and other relevant stakeholders.
 - Clinical guideline advice, policy and planning.
 - Public health and primary care collaboration and liaison within region, and at a state and national level as agreed with Chief Executive Officer.
 - Influencing policy and planning across the Department of Health, Safer Care Victoria; Victorian Agency for Health Information, and where appropriate, other external agencies and national bodies

Organisational Accountabilities

Confidentiality

All staff members must comply with the principles of confidentiality relating to patients, residents, clients and other staff members.

Infection Control

All staff members are responsible for minimising the risk of patients, residents, clients, visitors and other staff members acquiring or being exposed to infections arising from activities within the health care environment. Staff members are to support risk management strategies by adhering to relevant Infection Control Guidelines.

No-Smoking Policy

To ensure a healthy and safe work environment for staff, volunteers, patients, residents, clients and visitors, smoking is not permitted on health service grounds, in buildings and offices or in any vehicle.

Occupational Health & Safety

All staff members have the right to a safe working environment and should advise their direct line manager of any risk or condition likely to result in accident or injury. All staff members have the responsibility to take reasonable care of their own health and safety, to co-operate with OH&S policies, and to participate in appropriate safety education and evaluation activities.

Organisational Values

All staff members must demonstrate and uphold their health service's vision, mission and values. This includes accepting accountability and responsibility for their actions, demonstrating a commitment to ongoing education and professional development, and working within current scope of practice.

Pre-Employment Security Screening

All staff members must obtain and/or maintain a current and satisfactory National Police Check for the duration of employment. A Working with Children Check and Disability Worker Exclusion Scheme check may also be required for particular positions.

Quality Improvement

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Staff members are required to participate in Continuous Quality Improvement programs to encourage excellence of care and ensure effective and safe use of resources. Staff members have a role and responsibility in identifying opportunities for improvement and implementing strategies to do so.

Our Health Services are committed to providing an environment that promotes quality learning and further education. Where relevant, staff are required to contribute to the planning and delivery of further education placements, participate in appropriate staff development, training and education opportunities and share knowledge with other staff members.

All staff members are required to participate in regular formal and informal performance review meetings.

Risk Management

All staff members have a duty to take a proactive role in contributing to the identification, management and reporting of risks, including near misses and hazards. Staff members who identify a risk are required to take first line action to minimise the risk and to then report it to their direct line manager for further management. All staff members are required to report any incidents that occur during the course of their duties.

Workplace Behaviour and Codes of Conduct

- All staff members are required to carry out lawful and reasonable directions as outlined in this position description or as delegated to them
- All staff members are required to comply with the legal requirements associated with general employment and those specific to their qualifications and area of work
- Where required, staff members must abide by professional standards and codes of conduct and ethics issued by the professional association relevant to their discipline
- All staff members are required to demonstrate behaviours that are consistent with their health service's Codes of Conduct and the Code of Conduct for Victorian Public Sector Employees.
- All staff members have the right to equal opportunity and a work environment free from any form of workplace harassment and bullying. All staff members must adhere to their health service's policies in this regard and participate in education and training
- All staff members must demonstrate an understanding of appropriate behaviours when engaging with children in line with their health service's child safety policies and codes of conduct.

Qualifications

- Medical Board of Australia general and/or specialist registration under the Australian Health Practitioner Regulation Agency
- Experience and qualification relevant to medical administration/management such as FRACMA / AFRACMA or MBA/MHA (or working towards).

Key Selection Criteria

Essential

- Demonstrated experience in medical practice and high-level medical leadership
- A strong understanding of and commitment to clinical governance
- Contemporary knowledge of professional issues and trends in the medical profession
- Advanced interpersonal and written communication skills
- Demonstrated evidence of commitment to ongoing education and professional development to ensure working within current scope of practice
- Translating knowledge, innovation, policy, regulation and analysis of clinical data into practical actions to improve the quality and safety of healthcare and health outcomes for patients

Desirable

- Advanced understanding and knowledge of medical and clinical issues in rural health

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Additional Information

Diversity and Inclusion

Our health service values diversity and inclusion and fostering a workforce that is welcoming of all individuals. Staff members are required to have an awareness of inclusive practice principles as they relate to vulnerable community groups.

Health and Wellbeing

Our health service has a strong commitment to staff wellbeing and supports the professional growth and accountability of all staff through organisational supervision and a multidisciplinary team approach.

Innovation

Staff members recognise that innovation contributes to the successful delivery of contemporary health services to the community. All staff members are encouraged to demonstrate innovation through exploring ideas that solve problems and create solutions.

Montessori Model of Care

Our health service has implemented the Montessori approach as a model of care which focuses on the persons' abilities, capturing their interest and showing respect. It supports people to stay as independent as possible through involvement in meaningful roles and activities.

Person Centred Care

Person Centred Care (PCC) is a philosophical approach to how health services provide care to patients, residents, clients and interact with other customers, including staff, volunteers and visitors. PCC is based on the principles of respect, value of the individual and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs. PCC is underpinned by a culture of collaboration and partnership and all staff of our health services are required to adhere to these principles.

Social Model of Health

Where programs and services operate within the Social Model of Health, an understanding of the social determinants of health will be incorporated in the planning and delivery of programs and services. Staff members will engage and partner with clients and communities to achieve optimal health outcomes.

Other

- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- This Position Description may be amended and activities added or removed as the need arises. Any such amendments will be made in consultation with the relevant staff member/s.

Employee Acceptance

I acknowledge that:

- I have read and understood the requirements of the position as outlined in the Position Description.
- I possess the necessary skills, knowledge, experience and abilities to successfully perform in this position

Name (print): _____

Signature: _____

Date: / /