POSITION DESCRIPTION

Position Title	Director of Medical Services
Position Number	N5793
Department	Executive Services
Classification	Remuneration reflective of experience
Agreement	Health Executive Employment and Remuneration (HEER) policy
Reports to:	Chief Executive
Direct Reports:	Head of Obstetrics Head of Anaesthetics Clinical Lead – Urgent Care VRGP Coordinator

Position Purpose

The Director of Medical Services (DMS) has a key leadership role within East Grampians Health Service. The DMS maintains close working relationships with all Medical Officers based in East Grampians Health Service, in local Medical Centres and Visiting Medical Officers working at the service.

The DMS is part of the Executive team responsible for managing the delivery of quality care within East Grampians Health Service, through competent clinical and business practices effective communication and active participation. The position is also responsible to ensure the implementation of strategic objectives.

Supporting our core value Learning Culture the DMS will manage the Grampians Medical Intern Program (GMIP) and the Grampians Region Victorian Rural Generalist Program (VRGP), and will lead on behalf of EGHS for the Deakin University Medical Education Program.

The DMS will also manage the recruitment, retention, and roster of Medical Officers in the EGHS Urgent Care, Obstetrics and Anaesthetists.

Organisational Context

East Grampians Health Service is a rural health service located in Ararat and Willaura in Western Victoria and is an integral part of a thriving community that is committed to quality services providing health and wellbeing to people of all backgrounds.

Serving a diverse community, East Grampians Health Service delivers an extensive range of acute, residential, home and community based services striving to continually improve our services to best meet the needs of our patients, residents and the community.

EGHS has an operating budget of $74M, employing over 650 staff supporting 28 acute beds, 81 aged care beds and community services provided from our centres and in the community as well as to local bush nursing centres and corrections facilities.

EGHS has gained a reputation for innovation, excellence, sustainability and growth through its demonstrated leadership and commitment to taking opportunities to improve the health of the community.

EGHS explore, develop, implement and promote ways in which we can deliver quality services to our community which is achieved through listening, questioning, monitoring, evaluating and implementation.

Our Vision
East Grampians Health Service will improve the health, wellbeing and the quality of life for our community.

Our Purpose
To meet people's health needs through leadership, strong partnerships and wise use of resources.

Our Values

Integrity	**We value integrity, honesty and respect in all relationships**
Excellence	**We value excellence as the appropriate standard for all services and practices**
Community	**We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background**
Working Together	**We value equally all people who make a contribution to EGHS to achieve shared goals**
Learning Culture	**We strive to continually lead and develop through education, training, mentoring and by teaching others.**

Strategic Actions
See Strategic Plan 2023 – 2027.

Organisational Responsibilities

- Be aware of and work in accordance with EGHS policies and procedures, including:
  Victorian Public Sector - Code of Conduct
  Confidentiality, Security and Management of Information - SOPP 24.02
  Hand Hygiene - SOPP 70.18
  Occupational Health and Safety - SOPP 72.09
  Person Centred Care - SOPP 60.20
  Occupational Health, Safety and Wellbeing - SOPP 72.09
  Performance Development - SOPP 35.27
  Risk Management - SOPP 74.01
  Child Safe – SOPP 57.24
- Be respectful of the needs of patients, consumers, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
- Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates to your area of work and associated accreditation.
- Undertake other duties as directed that meet relevant standards and recognised practice.
- Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check.

Also provide a National Disability Insurance Scheme (NDIS) worker check or the necessary details (if required).

- Identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients, consumers and visitors
- Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
- Participate in all mandatory education and orientation sessions as outlined by EGHS.

East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

Responsibilities

- **Lead Medical Services** — Provide strategic and operational leadership for all EGHS Medical Services, ensuring safe, effective and high-quality service delivery.
- **Contribute to Executive Decision-Making** — Participate in Executive leadership meetings and contribute to organisational decision-making processes.
- **Support the Chief Executive** — Ensure the Chief Executive is supported through effective oversight and monitoring of quality, safety and performance activities.
- **Plan Service Development** — Develop short, medium and long-term capital, resource and service-delivery plans that align with EGHS strategic priorities.
- **Manage Medical Workforce** — Oversee recruitment, retention and rostering for Medical Officers across the Urgent Care Centre, Obstetrics and Anaesthetics.
- **Ensure Policy Compliance** — Ensure all Medical Officers (Visiting and Employed) comply with EGHS policies, including recruitment, credentialling, performance management, award entitlements, mandatory education, leave management and workforce planning.
- **Oversee Accreditation** — Lead accreditation activities relevant to Medical Services and ensure compliance with required standards.
- **Provide Clinical Governance** — Maintain responsibility for medical clinical governance, including risk management, quality systems and continuous improvement.
- **Manage GMIP & VRGP** — Oversee the Grampians Medical Intern Program and the Grampians Victorian Rural Generalist Program.
- **Credential Medical Practitioners** — Ensure all medical practitioners are appropriately credentialed and meet ongoing scope-of-practice requirements.
- **Resolve Performance Issues** — Manage and resolve performance issues within Medical Services, including Visiting Medical Officers.
- **Lead Deakin Teaching Program** — Represent EGHS in leading the Deakin University Medical Teaching Program.
- **Optimise Resources** — Demonstrate efficient use of resources and contribute to the development of innovative medical service models.
- **Conduct Clinical Reviews** — Undertake clinical reviews as required to support quality and safety.
- **Participate in Committees** — Attend and contribute to relevant EGHS committees.
- **Participate in Regional & State Forums** — Participate in and contribute to Regional and State Medical and Director of Medical Services (DMS) forums and meetings, representing EGHS and ensuring alignment with EGHS and broader sector priorities.
- **Collaborate with AMC** — Constructively work with the Ararat Medical Centre (AMC) to support recruitment, training, retention and rostering of medical staff, ensuring alignment with accreditation standards and workforce needs.
- **Attend Board & Lead CCC** — Attend Board meetings and chair the Clinical Consultative Committee



Key Selection Criteria

Essential Criteria:

- Current general or specialist registration with the Australian Health Practitioners Regulation Agency
- Current registration ~~or working towards~~, Fellowship of the Royal Australian College of Medical Administration
- Demonstrated strong performance in senior medical role
- Demonstrated outstanding leadership qualities
- Demonstrated achievement in leading organisations to significant positive outcomes
- Skilled management in organisational planning, development and change management
- Demonstrated high level strategic, conceptual and analytical skills
- Ability to influence and negotiate in a sensitive and effective manner
- Extensive understanding of relevant the accreditation standards
- Extensive understanding of medical credentialing
- Advanced understanding and knowledge of Medical and Clinical issues in a rural health environment – including intern and rural generalist training
- Advanced understanding and knowledge of undergraduate medical education

Must comply with having or completion of:

- National Police Check (renewed every 3 years)
- Working with Children Check (renewed every 5 years)
- NDIS check (renewed every 5 years)
- Immunisations – including Influenza (as required)

Acknowledgement

Employee Name:			
Employee Signature:		**Date:**	
Manager Name:			
Manager Signature :		**Date:**	
Developed Date:	**August 2026**		
Developed By – Name:	**Nick Bush**		
Developed by – Title:	**Chief Executive**		
Date of Next Review:	**August 2029**		