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## SA Health Job Pack

Job Title	Director Medical Services
Eligibility	Open to Everyone
Job Number	869674
Applications Closing Date	20 June 2024
Region / Division	Yorke and Northern Local Health Network
Health Service	Medical Services
Location	Port Pirie
Classification	MD2
Job Status	Ongoing Full Time
Total Indicative Remuneration Package (TIRP)	\$560,766 - \$755,300 p.a. * *TIRP includes award salary, various allowances (remote, on-call, PD etc), super and private practice arrangements (if applicable)

## Contact Details

Full name	Sam Burt
Position	Medical Workforce Coordinator
Phone number	8638 4407
Email address	<a href="mailto:sam.burt@sa.gov.au">sam.burt@sa.gov.au</a>

## Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Working with Children Check (WWCC) - DHS
- National Disability Insurance Scheme (NDIS) Worker Check- DHS
- Unsupervised contact with Vulnerable groups- NPC
- Unsupervised contact with Aged Care Sector- DHS
- No contact with Vulnerable Groups - General Employment Probity Check - NPC

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

# Immunisation

## **Risk Category C (minimal patient contact)**

*This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category C (minimal patient contact). [Please click here for further information on these requirements.](#)*

## Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ↪ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ↪ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

\* Refer to [Guidelines for Applicants](#) for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants



## ROLE DESCRIPTION

<b>Role Title</b>	Director Medical Services
<b>Classification Code</b>	MD02
<b>Position Number</b>	
<b>Local Health Network</b>	Yorke and Northern Local Health Network Inc.
<b>Hospital / Service / Cluster / RSS</b>	
<b>Department/Section / Unit/ Ward</b>	Medical Services
<b>Role reports to</b>	Executive Director Medical Services
<b>Role Created/ Reviewed Date</b>	March 2024
<b>Criminal History Clearance Requirements</b>	<input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input checked="" type="checkbox"/> NDIS Worker Screening <a href="#">Please click here for further information on these requirements</a>
<b>Immunisation Risk Category</b>	Category C <a href="#">Please click here for further information on these requirements</a>

## ROLE CONTEXT

### Primary Objective(s) of role:

The Director Medical Services is responsible for

- > Supporting the Executive Director Medical Services, to ensure the safe, effective and efficient delivery of medical services across the Yorke and Northern Local Health Network
- > Assisting the Executive Director Medical Services, providing support to the clinical services across the network to maintain service provision
- > Providing leadership to medical staff at the hospitals in support of the Executive Director Medical Services to mitigate issue and act as a role model of professional standards
- > Contributing to the implementation, monitoring and evaluation of medical services including but not limited to: Clinical Governance and Clinical Risk Management; Morbidity & Mortality Review; Clinical Incident Review; collection, review and action on hospital-wide and specific clinical indications; actively as they arise and review complaints.
- > Supporting the organisation to establish and maintain a positive health and safety culture in the workplace and to consult with workers and other when making decisions that may impact upon the health, safety and welfare of those in the workplace.

### Direct Reports:

- > Regional Medical Staff

### Key Relationships/ Interactions:

#### Internal

- > Responsible to the Executive Director Medical Services
- > Liaise with other directorates and services of YNLHN, with the broader community in pursuit of comprehensive patient care
- > Work closely with Medical Administration staff and other Medical, Nursing and Allied Health leaders within YNLHN
- > Sits on committees within YNLHN and for SA Health at the request of EDMS
- > Assist in the development and implementation of workforce planning for YNLHN

#### External

- > Liaises with other health providers in the community and hospital sector with the broader community in pursuit of comprehensive patient care

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Managing difficult situations and people in times of stress
- > Ensuring good communication between health care professionals
- > Ensuring that the salaried and contracted workforce provide safe appropriate and efficient care to our community
- > Operating successfully in a large and diverse organisation with a high community profile and responsibility for delivering a wide range of services and outcomes
- > Leading and implementing systematic change, by embedding sustainable quality improvement
- > Working successfully with a diverse range of stakeholders, with diverse views and competing interests
- > Ability to be influential within a matrix structure where combinations of direct and professional reporting relationships exist
- > Influencing and working with other directors to drive significant change to clinical practice
- > Developing and sustaining partnerships across all levels of YNLHN
- > Coordinating and prioritising the demanding and competing priorities of the position

**Delegations:**

- > As per the LHN Human Resource Delegations and Authorisations of the LHN Financial delegations

**Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

**Performance Development**

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and Yorke and Northern Local Health Network Inc. values and strategic directions.

As a Manager you, or your delegate, are required to action the Performance Review & Development Program inclusive of six (6) monthly reviews, for all employees for whom you are responsible.

**General Requirements:**

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > Independent Commissioner Against Corruption Act 2012 (SA).
- > SA Information Privacy Principles.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009 (SA)*, *Health Care Act 2008 (SA)*, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.
- > Health Practitioner Regulation National Law (South Australia) Act 2010.

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- > *Mental Health Act 2009 (SA)* and Regulations.
- > *Controlled Substances Act 1984 (SA)* and Regulations.
- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time.
- > SA Health / Yorke and Northern Local Health Network policies, procedures and standards.

### Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

### White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

### Cultural Statement:

Yorke and Northern Local Health Network welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Yorke and Northern Local Health Network is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

### Special Conditions:

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory National Police Certificate (NPC).
- > Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of unsupervised contact with vulnerable groups.
- > Prescribed positions under the Disability Services Act 1993 must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit
- > NPCs and DHS Disability Services Employment Screenings must be renewed every 3 years thereafter from date of issue.
- > WWCCs must be renewed every 5 years thereafter from date of issue.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the Public Sector Act 2009 for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > Intrastate travel as required.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Management	<ul style="list-style-type: none"> <li>&gt; Support strategic medical leadership and contribute to high priority projects identified by Executive/EDMS which will include development of new service models that increase network self-sufficiency.</li> <li>&gt; Ensure services are customer focused and delivered through an integrated team approach with a culture which is highly responsive to the needs of business partners and external clients.</li> <li>&gt; Support effective and efficient clinical leadership of the LHN's medical workforce.</li> <li>&gt; Work closely with the EDMS to ensure that medical advice for strategic and operational plans is coordinated effectively.</li> <li>&gt; Systematically identify, analyse, evaluate and address performance measures that can identify potential for new service models.</li> <li>&gt; Ensure adverse patient incidents are reported and managed appropriately.</li> <li>&gt; Ensure the effective management of human, financial and physical assets within the network through appropriate planning and allocation of resources to achieve agreed business and strategic plans.</li> <li>&gt; In conjunction with clinical leads manage staffing, rosters, onboarding, performance processes and succession planning.</li> <li>&gt; Deputise for the EDMS as requested.</li> <li>&gt; Support the EDMS in the coordination and administration of Medical Services, including Clinical Governance, Medical workforce planning and management</li> <li>&gt; Work with Medical Officers/GP's to ensure that medical staff rosters comply with appropriate guidelines/industrial instruments</li> <li>&gt; Represent the EDMS on committees as required</li> </ul>
Strategic Leadership and Governance	<ul style="list-style-type: none"> <li>&gt; Identify and enable the development of innovative and sustainable projects to support strategic imperatives for the health service</li> <li>&gt; Support development of the strategic directions and development of strategies to foster continuous improvement of clinical services</li> <li>&gt; Identify innovative approaches to the provision of health services and the achievement of effective health outcomes and alternatives within the priority areas</li> <li>&gt; Lead the identification and implementation of evidence-based process and practice</li> <li>&gt; Ensure clinical services operate across inpatient, outpatient, community and home based settings</li> <li>&gt; Foster partnerships between health care providers across a range of disciplines and services to enhance the capacity for multi-disciplinary care</li> <li>&gt; Engage with stakeholders external to the organisation to further initiatives important in the development of new services and research opportunities</li> </ul>
Medical Education & Research	<ul style="list-style-type: none"> <li>&gt; Supporting sites to meet accreditation standards for postgraduate medical education across the spectrum of medical staff, ranging from junior medical officers to senior consultants</li> <li>&gt; Managing external relationships with relevant external organisations such as universities, SAMET and colleges relevant to YN sites</li> <li>&gt; Supervising and supporting Directors of Clinical Training and specialty training supervisors</li> <li>&gt; Ensuring medical staff can access an appropriate range of professional development programs and mandatory training, through the promotion of efficient use of resources in the development of quality programs through collaboration and partnership with local, regional and state-wide services, including higher education and vocational institutions</li> <li>&gt; Leading the identification and implementation of evidence-based research to drive practice improvement relevant to YNLHN</li> </ul>

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	<ul style="list-style-type: none"> <li>&gt; Supporting processes for research ethics and research governance within YN as the primary point of contact for medical specialty colleges, medical schools and research institutes.</li> </ul>
<p>Leadership in Quality, Risk &amp; Safety Management</p>	<ul style="list-style-type: none"> <li>&gt; Supporting the development and implementation of clinical governance systems including accountability frameworks within YNLHN</li> <li>&gt; Lead risk management and service improvement processes</li> <li>&gt; Actively participate in and coordinate to YNLHN Quality &amp; Safety and Work Health &amp; Safety processes, including the development and implementation of safety systems, improvement initiative and related training, ensuring that quality and safety improvement processes are in place and acted upon</li> <li>&gt; Clinical Audit including mortality review and incident management</li> <li>&gt; Represent the LHN as required in state wide safety, quality and risk management initiative</li> <li>&gt; Ensuring compliance with standards of care, quality and safety systems within YNLHN</li> <li>&gt; Ensuring there are robust processes and systems in place to deal with coronial matters and complaints, including relevant HCSCC matters</li> <li>&gt; Participate in the coordination of organisational emergency preparedness and response, including support for the EDMS</li> <li>&gt; Leading the creation of a culture of performance accountability, review and evaluation, feedback, teamwork, risk management, collaboration and continuous improvement within Medical Services throughout YNLHN</li> <li>&gt; Leading the identification and implementation of evidence-based process and practice redesign</li> <li>&gt; Ensuring that systems and processes are in place for the appropriate credentialing of all medical staff across YNLHN and ensuring compliance with all statutory requirements, policies and procedures</li> <li>&gt; Ensuring that risk management programs and processes are implemented, monitored and reviewed across the region</li> <li>&gt; Monitoring, reviewing and evaluating compliance with standards of care, medical practice, quality and safety performance, patient journey outcomes and other legislative and policy requirements</li> <li>&gt; Ensuring the effective deployment of education and clinical practice to address changes in service delineation through the implementation of the SA Health Strategic plan and the performance agreement between SA Health and YNLHN</li> <li>&gt; Ensuring clinical procedures undertaken are in accordance with commissioning plans in terms of cost and value</li> </ul>



## Knowledge, Skills and Experience

### ESSENTIAL MINIMUM REQUIREMENTS

#### Educational/Vocational Qualifications

- > Bachelor of Medicine, Bachelor of Surgery (BMBS) or equivalent
- > Appropriate Specialist Qualifications and registerable with the Medical Board of Australia as a Medical Practitioner with Specialist registration; or another qualification as defined in the SA Medical Officers Award

#### Personal Abilities/Aptitudes/Skills:

- > Established academic track record as well as experience in innovative and high quality contemporary service delivery
- > Strong leadership skills with the ability to engage, motivate, build trust and inspire others to achieve objectives
- > Ability to think strategically at a system wide level, with the ability to execute vision
- > A change leader, motivated by continuous improvement and able to drive transformational change
- > Demonstrated ability to evaluate group and individual performance against agreed objectives
- > Exceptional communication and presentation skills both orally and in writing, to a wide range of audiences on a range of issues
- > Personal integrity and a strong reputation for ethical conduct
- > Proven ability to negotiate successful outcomes
- > A willingness to accept constructive feedback on performance or behaviour from any member of the organisation
- > Demonstrated understanding of time management and organisational skills
- > Demonstrated respect for members of a multi-disciplinary team and the ability to work with teams from diverse backgrounds and diverse values.
- > Ability to positively influence workplace culture and motivate staff through change
- > Demonstrated ability to analyse and conceptualise problems and formulate and execute appropriate evidence-based solutions in an innovative and resourceful manner
- > Ability to engage and influence others to improve Aboriginal Health services provided to the local community

#### Experience

- > Experience in providing leadership to a complex multi-disciplinary organisation in a climate of continuing change, increasing the effectiveness and accountability of the organisation and/or programs
- > Management experience in health care including change management
- > Experience in the management of risk and increasing the effectiveness and accountability of risk management strategies
- > Experience in continuous improvement activities
- > Demonstrated experience in the effective management of human, financial and physical resources
- > Experience working with Aboriginal consumers and communities to provide culturally appropriate health service
- > Experience in the preparation, implementation and evaluation of reports, strategic plans, policies and strategies dealing with complex issues
- > Experience in the management of contracts
- > Demonstrated success in the effective management of human, financial and material resources

#### Knowledge

- > Demonstrated knowledge of the public health system, particularly as it relates to tertiary, secondary and primary health care services across the continuum of care
- > An understanding of the emerging direction within health services, nationally and internationally
- > Understanding of the rights and responsibilities of patients and their families
- > Understanding of funding medico-legal issues



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- > Knowledge of the spirit and principles of the Premier's Safety Commitment and the legislative requirements of the Occupational Health Safety and Welfare Act, utilising A/NZ 4360 Risk Management or to an equivalent set of standards
- > Knowledge of basic computing skills, including use of email and Microsoft Office suite
- > Demonstrated knowledge of National and State directions in relation to quality improvement
- > Understanding of Aboriginal and Torres Strait Islander/vulnerable populations' health issues and effective population health, primary health, secondary and tertiary services
- > Can evidence attending training in Aboriginal cultural issues and has the willingness and the ability to develop this knowledge within the team you manage and across health service.

### **DESIRABLE CHARACTERISTICS**

#### **Educational/Vocational Qualifications**

- > Relevant postgraduate qualifications

#### **Experience**

- > Experience in representing the health sector across the continuum
- > Experience in planning workforce requirements
- > Experience with the provision of services that are inclusive of people from culturally linguistically diverse backgrounds

## Organisational Context

### Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network, Riverland Mallee Coorong Local Health Network, Yorke and Northern Local Health Network and SA Ambulance Service.

### SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Health Network/ Division/ Department:

Local Health Networks aspire to be the best provider of rural and remote health services in Australia. LHN's through the inspiration and hard work of its people, deliver high quality and innovative health services to improve health outcomes for country South Australians. LHN's deliver a comprehensive range of health services in hospital and community settings according to population needs. It focuses on integrating its service delivery with metropolitan hospitals and other service providers in country locations. The safety and quality of health services in country South Australia is of primary importance. LHN's participate in rigorous national accreditation processes and engage local community members to provide insight and knowledge of the needs of consumers and potential strategies to achieve the best service.

## Values

### SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

### Code of Ethics

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics and contribute to a culture of integrity within SA Health.

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

## Approvals

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

## Role Acceptance

### Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:**

**Signature:**

**Date:**