

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Executive Director Medical Services
Position Number:	518258
Classification:	Specialist Medical Practitioner Level I-II
Award/Agreement:	Medical Practitioners (Public Sector) Award
Group/Section:	Hospitals North West
Position Type:	Permanent, Full Time
Location:	South, North West
Reports to:	Executive Director of Operations (with professional reporting line to the Executive Director Medical Profession)
Effective Date:	January 2019
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Specialist or limited registration with the Medical Board of Australia in a relevant specialty</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Desirable Requirements:	<p>Holds or working towards Fellowship of the Royal Australasian College of Medical Administrators (RACMA), or Associate Fellowship of RACMA (AFRACMA), or equivalent Post-Graduate health management qualification(s)</p> <p>Current Driver's Licence</p>
Position Features:	Interstate and intrastate travel will be required

Note: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

As a senior member of the hospital executive and as part of the Department of Health (DoH) clinical governance structure, the Executive Director Medical Services (EDMS) will provide clinical leadership focussed on the interests of the Tasmanian community through the promotion of continuous improvement in local and state-wide whole-of-system clinical service provision. The EDMS will do this by:

- Providing specialist medical leadership to the organisation on all aspects of its operation, with a particular emphasis on strategic policy and direction for the medical workforce and the quality and safety of patient care through effective clinical governance.
- Working effectively within the local executive, with Clinical/Medical Directors and multi-disciplinary management teams across the broader organisation.

Duties:

1. Contribute to the DoH strategic and business planning processes.
2. Monitor innovations in medical workforce practices globally/nationally and advise on their application to the THS as appropriate.
3. In conjunction with Clinical/Medical Directors lead/oversee organisational and professional clinical practice change.
4. In conjunction with Clinical/Medical Directors improve the influence of the DoH in statewide workforce policy development and planning and industrial negotiations through effective relationships with key external stakeholders.
5. Facilitate effective relationships with external stakeholders to support the objectives of the DoH in relation to medical workforce requirements.
6. Provide high level advice on clinical management and medical governance issues to the Executive Director of Operations (EDO).
7. In conjunction with Clinical/Medical Directors provide specialist medical management oversight of clinical operations (including clinical departments) as directed by the EDO. This includes providing advice on the medical aspects of clinical contract management.
8. Responsible for implementation of Clinical Governance policies and guidelines within the DoH. Act as Chair of the principle Clinical Incident Review Committee (however styled) and support Clinical/Medical Directors to ensure corrective actions are taken by medical staff, as appropriate following serious adverse events. Accountable for ensuring that structured clinical audit activities occur across the DoH.
9. Responsible for the management of professional issues, registration notifications, college training/accreditation and other relevant matters as directed by the EDO.
10. In conjunction with Human Resources and the Medical Workforce Unit provide advice to the EDO on medical workforce issues including workforce planning and recruitment, workforce development and performance management, the management of complaints or grievances involving medical staff.
11. Support Clinical/Medical Directors to deliver quality medical education and training within the facility to meet the current and future workforce needs through appropriate strategic and operational planning.

12. In conjunction with quality and safety personnel, responsible for the management and resolution of hospital complaints, including direct complaints, Ministerial complaints and issues raised by the Office of the Health Complaints Commissioner (OHCC). Represent THS in OHCC mediations appropriate to the facility.
13. Act as medicolegal point of contact for Coronial investigations including provision of requested documentation, advice to staff providing evidence to Coronial inquiries and ensuring that Coronial recommendations pertaining to the THS are considered and acted upon through the local executive. In conjunction with Crown Law, coordination of medico-legal cases (including preparation of specialist reports), advice to staff regarding legal procedures, informed consent and clinical ethics.
14. Responsible for ensuring that clinical research conducted within the organisation complies with nationally mandated ethical standards.
15. Act as Regional Medical/Health Commander, participate in the Regional Emergency Management Committee (REMC) and link with state-wide emergency services in accordance with the Tasmanian Emergency Management Act 20006. Accountable for the emergency and disaster response preparedness of the facility and act as Chairman of the Emergency Management Committee (EMC).
16. Act as the Regional Medical Authority for the Patient Travel Assistance Scheme (PTAS).
17. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
18. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

- Required to operate with a high level of individual responsibility and autonomy with limited reporting to the EDO.
- Functions as part of the regional DoH Executive Group.
- Immediately responsible to the EDO, with professional reporting line to the Executive Director Medical Profession.
- Champion a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Extensive experience in a senior medical management position in a large, complex, multidisciplinary health care organisation, with ability to work as part of a multi-disciplinary team.
2. Demonstrated high level clinical management/governance, financial and material resource management and supervision experience.
3. Demonstrated high level planning, analytic and problem solving skills, including ability to adapt to organisational and environmental change and to champion change initiatives.
4. Demonstrated high level communication skills and ability to liaise with a wide variety of internal and external stakeholders.
5. Experience in the application of evidence based principles to clinical management and knowledge of current professional issues, particularly as they relate to the provision of clinical management and patient care.
6. Experience in complaints handling and medico-legal processes.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).