

DEPARTMENT OF HEALTH

# Function Statement

<b>Position Title:</b>	Clinical Director
<b>Award/Agreement:</b>	Medical Practitioners (Public Sector) Award
<b>Group/Section:</b>	Hospitals South
<b>Position Type:</b>	Fixed-Term, Part Time
<b>Location:</b>	South
<b>Reports to:</b>	Chief Executive Hospitals South
<b>Effective Date:</b>	April 2020
<b>Position Features:</b>	Staff employed against this Statement of Duties as a Visiting Medical Practitioner will be employed in accordance with the Tasmanian Visiting Medical Practitioners (Public Sector) Agreement and remunerated accordingly

*NB: 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.*

## Preamble:

The opportunity to undertake the function of Clinical Director is available to Specialist Medical Practitioners or Visiting Medical Specialists employed within Hospitals South.

## Function Objectives:

- The Clinical Director provides effective leadership and management to achieve the defined objectives of the clinical services within the clinical stream in collaboration with the Nursing Director.
- As a member of the local management team, provide a high level of strategic clinical leadership and direction, ensuring resources are efficiently utilised, services are effectively integrated within the Hospitals South and the highest standards of service delivery are achieved in accordance with Agency policy directions, service standards and financial targets.
- Provide the Chief Executive Hospitals South with high quality and authoritative advice and support.

## Primary Tasks Associated with Function:

1. Direct the operational and strategic activities of the clinical services consistent with Hospitals South and Agency statewide clinical operational objectives and provide effective leadership, coordination and direction for management of the human, financial and material resources to achieve these objectives.

2. Provides clinical leadership, incorporating principles of best practice, managing the activities of the stream in accordance with agreed Agency goals and targets.
3. Works collaboratively with a multidisciplinary team to support patient access, efficient patient flow and patient discharge across the hospital and wider Agency.
4. Provide specialist treatment and care for patients of the Department.
5. Establish and oversee activities to review physical, financial and human resource utilisation and develop appropriate strategies, plans and procedures for their efficient and effective use, managing the resources of the stream within the allocated annual budget.
6. Represents the stream within the management forums of the Agency, ensuring regular meetings with Medical Practitioners employed within the stream to inform and disseminate information and plan for future directions.
7. Takes responsibility for ensuring continuous service delivery for planned and unplanned absences of medical staff.
8. Lead and participate in service redesign to improve service delivery across stream and across the organisation.
9. Establishes and oversees activities to review resource utilisation and develop appropriate strategies, plans and procedures for their efficient and effective use.
10. Participate in budget formulation and the analysis of budget performance.
11. Encourage and facilitate teaching and research appropriate to the role of the stream including undergraduate University of Tasmania students and other undergraduate and postgraduate students at the Hospitals South.
12. Ensures the development, implementation and maintenance of performance management systems which support the ongoing development of individual and team performance and skills for medical, technical and administrative staff.
13. Ensures a system of continuous quality improvement that systematically evaluates, identifies opportunities for improvement and plans to implement strategies to meet consumer needs.
14. Ensures relevant Work Health and Safety (WH&S) practices and standards are implemented and maintained.
15. Actively participate in the Performance Review and Development processes which will include a regular review of the incumbent's performance against the key responsibilities and objectives of the role and a requirement to demonstrate appropriate behaviours which reflect a commitment to Agency values and strategic directions.
16. 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.

## Scope of Work Performed:

- The Clinical Director reports to and works under the broad direction of the Chief Executive Hospitals South with professional support from the Executive Director Medical Services.
- The Clinical Director will work collaboratively with the Nursing Director to lead and manage the activities of the stream in accordance with Agency policy and administrative instructions as varied from time to time.
- The Clinical Director will have due regard for the professional expertise and special knowledge of clinical staff members of the local stream and will extend to them professional autonomy in so far as that is consistent with the effective management of the stream and of the Agency.
- The Clinical Director will work with other stream Clinical Directors, the Executive Director Medical Services, Nursing Directors and Allied Health leaders to provide leadership to stream services at a statewide level.
- The Clinical Director will ensure the requirements of the Specialist Colleges Training Accreditation are met.
- This position combines executive leadership and management responsibilities across the Agency with line responsibility for the specific management area aligned with the role.
- As a clinical member of the Hospitals South management team, the occupant is required to take account of the best interests of the Department as a whole, specifically to:
  - Provide high level strategic leadership and direction including in the development and implementation of Department-wide planning.
  - Participate actively in corporate decision-making.
  - Oversee systems to ensure the provision of a safe and positive workplace for staff and safe and high quality care for patients, including monitoring indicators.
  - Oversee systems to ensure resources are efficiently allocated and utilised for the provision of effectively integrated and optimally productive services, including monitoring performance indicators.
  - Provide authoritative advice and support, including contributing to the perspective of the area for which they carry line responsibility as an input to the executive decision-making process.

## Selection Criteria:

1. Employed as a specialist medical practitioner in a relevant clinical specialty.
2. Highly developed communication, consultation and interpersonal skills with a demonstrated ability to lead and work with a multidisciplinary team.
3. Demonstrated high level planning, analytical and problem solving skills with knowledge of current professional issues, particularly as they relate to providing services within Tasmania.
4. Knowledge and understanding of continuous quality improvement principles, clinical governance, clinical auditing and effective morbidity and mortality review processes.
5. Demonstrated leadership and management skills including a knowledge of and understanding of financial and human resource management, WH&S principles, Duty of Care responsibilities, and diversity principles.
6. Demonstrated understanding of, and experience in, the needs of University Undergraduate teaching requirements and Specialist College Accreditation requirements.