



Medical Co-Director (Surgical & Maternity Directorate)

Medical Practitioners Agreement: Year 1-9

Position Number: 00021097

Acute Care Directorate

Peel Health Campus / South Metropolitan Health Service

Reporting Relationships

Chief Executive
 South Metropolitan Health Service
 Position Number: 000001



Executive Director Peel Health Campus
 Health Executive Service Grade B
 Position Number: 00018792



This Position



Directly reporting to this position:

Title

- Heads of Department (Various)



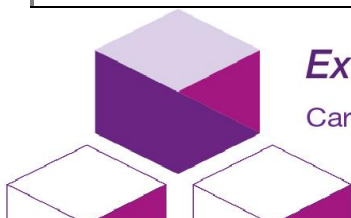
Also reporting to this supervisor:

- Director Medical Services, Consultant Year 1-9, 0.6FTE
- Medical Co-Director (Acute Care Directorate), Consultant Year 1-9, 0.4FTE
- Director of Finance & Corporate Services, HSO G11 (RV), 1.0 FTE
- Manager Office of Executive Director, HSO G6, 1.0 FTE
- Allied Health Coordinator HSO TBA, 1.0 FTE
- Director of Nursing and Midwifery, SRN 10(RV), 1.0 FTE
- Nurse Co-Director Acute Care ANF SRN 8, 1.0 FTE
- Nurse Co-Director Surgical & Maternity ANF SRN 8, 1.0 FTE
- Director Engagement and Transformation

Key Responsibilities

The Medical Co-Director works in partnership with the Nursing Co-Director to provide effective leadership, governance, strategic planning and operational management of the clinical stream within the Directorate and supports all staff within the Directorate to provide high-quality and efficient patient care, consistent with the Hospital's safety, quality and performance frameworks.

As part of the Executive team provides clinical and corporate governance within Peel Health Campus.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

SMHS Values

The SMHS considers the values, attributes and attitudes of candidates along with the assessment of competency-based criteria of the position as part of employee recruitment and ongoing performance development.

SMHS is unified across its hospitals and services by its values and behaviours that provide a strong expectation of conduct for all SMHS staff no matter where they work.



Brief Summary of Duties/Scope of Practice

- The Co-Directors work together to lead and manage the Directorate. They are accountable to the Executive Director and represent the major link in a chain of accountability between the hospital Executive and the clinical departments/units, led by Heads of Department (HoD's), Nursing or other health professional leaders.

1. Strategic Leadership and Accountability

- 1.1 In conjunction with other executive team members, oversees the implementation of patient safety and quality initiatives for the service as required.
- 1.2 Works closely with all members of the Executive to establish and manage safe, efficient and effective patient care across Peel Health Campus (PHC) in an Activity Based Funding (ABF) environment.
- 1.3 Promotes a culture of patient communication, safety and timely efficient care for all patients of PHC's service.
- 1.4 Leads and promotes the organisational culture to reflect the Vision and Values of South Metropolitan Health Service (SMHS) and WA Health.
- 1.5 Effectively leads the development and implementation of strategic and operational plans for the Directorate in alignment with the vision and operational imperatives of the hospital, SMHS and WA Health.
- 1.6 Takes responsibility for ensuring clinical leadership and direction of the Directorate.
- 1.7 Undertakes accountability for the safe and high-quality standards of clinical practice and management of clinical and corporate risk within the Directorate.
- 1.8 Leads the delivery of directorate requirements to meet all national and state safety, quality and performance targets and standards.
- 1.9 Undertakes responsibility for the management of relevant directorate targets and resources within an ABF environment.
- 1.10 Ensures directorate clinical programs integrate effectively with State and area wide programs.
- 1.11 Promotes awareness of, and compliance with, all clinical and corporate governance requirements.
- 1.12 Collaborates with the Director of Clinical Services to ensure appropriate governance of research within the Service.

2. Communication and Consultation

- 2.1 Promotes a clear patient and carer focus, including them in the decision-making process in relation to their care.
- 2.2 Leads the transformation and service improvement agendas across the Directorate, working closely with all stakeholders.
- 2.3 Promotes an interdisciplinary team environment with a focus on leadership development and ensures multi-disciplinary team meetings are a cornerstone of patient management.
- 2.4 Consults, liaises and supports patients, carers, colleagues, nursing, allied health, support staff, external agencies and the private sector to provide coordinated multidisciplinary care.
- 2.5 Establishes and maintains strong strategic and operational alliances and working relationships with internal and external stakeholders.
- 2.6 Leads and participates in forums and discussions related to the strategic and operational planning for PHC.
- 2.7 Meets regularly with the Directorate's business manager, HoD's and nursing leaders to lead, mentor and deliver services.
- 2.8 Participates in departmental and other meetings as required, to meet organisational quality and service objectives

3. Specific Position and/or Operational Responsibilities

- 3.1 Ensures evidence-based practice and research are the foundation of advances in clinical care and clinical care systems.
- 3.2 In collaboration with the Nursing Co-Director, takes responsibility for the planning and implementation of day-to-day operational demand in the performance, planning and management of patient volumes to meet requirements.
- 3.3 Develops and operationalises service plans for the Directorate and ensures integration between clinical and non-clinical services.
- 3.4 Manages the performance of personnel in accordance with relevant WA Health and SMHS policies and procedures and public sector standards.
- 3.5 Coordinates the development, implementation and management of an effective and integrated workforce.
- 3.6 Ensures that documentation of care is standardised and comprehensive and includes input from patients and carers, in line with WA Health and SMHS policy.
- 3.7 Undertakes business continuity management for the Directorate, including emergency planning.

4. Education/Training/Research

- 4.1 Engages in continuing professional development/education and ensures continuous eligibility for the relevant specialist registration and credentialing requirements.
- 4.2 Participates in mandatory training activities to ensure compliance with WA Health, SMHS and departmental / program specific policies and procedures.
- 4.3 Promotes clinical education including multidisciplinary forums within the Directorate.
- 4.4 Ensures directorate medical personnel are appropriately supported and supervised at all times.
- 4.5 In collaboration with the Director of Clinical Services and Director of Nursing, ensures appropriate governance of research within the Directorate.

5. SMHS Governance, Safety and Quality Requirements

- 5.1 Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the SMHS Vision and SMHS Values of Care, Integrity, Respect, Excellence and Teamwork.
- 5.2 Fulfils National Safety and Quality Health Services Standards requirements including but not limited to:
 - Participating in continuous safety and quality improvement actions, such as audits, reviews and drills that result in improvements to patient care, staff knowledge or the consumers experience and that align with actions described within the standard.
 - Participating with the development, implementation, reporting and monitoring of quality assurance measures and activities.
 - Ensuring records and statistics are kept in accordance with established procedures.
- 5.3 Undertakes performance development review of staff under their supervision and submits them to the Executive Director.
- 5.4 Initiates, implements and participates in audit, quality improvement and research activities in consultation with the Executive Director to systematically evaluate service delivery and meet customer needs.
- 5.5 Participates in relevant clinical governance committees including regular clinical reviews, Root Cause Analysis (RCA) and morbidity/mortality reviews as required and implements endorsed recommendations.
- 5.6 Attends to medico legal issues that arise concerning patients that have been under their care and advises the Executive Director about complaints they receive pertaining to themselves or other doctors.
- 5.7 Responsible for ensuring, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.

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- 5.8 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures, and applicable legislative obligations under the Public Sector Management Act, the Health Services Act, Work Health and Safety Act, the Disability Services Act and the Equal Opportunity Act.
6. **Undertakes other duties as directed.**

Work Related Requirements

Essential Selection Criteria

1. Eligible for registration with the Medical Board of Australia.
2. Fellowship of the relevant college or approved equivalent.
3. Effective/demonstrated business acumen with a strong track record in;
 - **Shaping and managing strategy** with the ability to focus strategically by aligning business imperatives with strategic priorities, capacity to harness information and opportunities, manage change, the capacity to champion organisational vision and goals and promote a shared commitment to the organisation's strategic direction.
 - **Achieving results** with the ability to build organisational capability and responsiveness, and the capability to manage human, physical and financial resources in an environment of constraint.
 - **Building productive relationships** including the ability to broker cooperation and partnerships across an organisation and the ability to develop and maintain positive working relationships with colleagues and with diverse groups of people within the health sector.
 - **Management of a clinical services** in an acute health care including balancing of diverse and competing interests and the achievement of high-quality patient outcomes, service satisfaction and operational efficiency.
4. Demonstrated highly developed communication (verbal and written), interpersonal, negotiation and conflict resolution skills.
5. Demonstrated knowledge and application of quality improvement principles and practices.
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Work Health and Safety, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Post final fellowship sub-specialty, education, research or quality improvement training or qualifications.
2. Demonstrated high level skills in all aspects of the CanMEDS competency framework, as a medical expert, communicator, collaborator, manager, health advocate, scholar and professional.

Appointment Prerequisites

Appointment is subject to:

- Evidence of registration by the Medical Board of Australia being provided prior to commencement.
- Working with Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.