

POSITION DESCRIPTION



Medical Director – Public and Population Health

OUR CORE VALUES			
COLLABORATION	OPENNESS	RESPECT	EMPOWERMENT

POSITION DETAILS	
POSITION NUMBER	Role is for 3-years for 0.2-0.4FTE and is additional to current position
DEPARTMENT	ISLHD – Public and Population Health Service / Cost Centre: 181 187
LOCATION	Multiple facilities
AWARD	Managerial Allowance Level 2 Staff Specialists (State) Award Clause 5 Public Hospitals - VMO Sessional Contracts Determination 2014 OR Clause 5 Public Hospitals (VMO Fee for Service) Determination 2014
VACCINATION CATEGORY	B
EMPLOYMENT CHECKS	<input checked="" type="checkbox"/> National Criminal Record Check <input type="checkbox"/> Working with Children’s Check <input type="checkbox"/> Aged Care Check
REPORTS TO	Executive Director Integrated Community Services and Mental Health
DOES THIS ROLE MANAGE OR SUPERVISE OTHER STAFF?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Direct reports within the Divisional Structure
FINANCIAL DELEGATION	<input checked="" type="checkbox"/> As per delegation manual <input type="checkbox"/> Other \$ _____ (please specify)
PRIMARY PURPOSE <i>(max 3,800 characters with spaces)</i>	<p>The Medical Director will work in partnership to strategically lead the delivery of clinical services within the Public and Population Health Service across the District. As part of the leadership team for the Service, the Medical Director will provide strategic advice to the Board and Executive for all services within the Service and provide strategic direction for the clinical services provided by the Public and Population Health Service across the District. The Medical Director will foster a multidisciplinary approach to care with a focus on the total patient experience while ensuring service delivery is based on best practice, adapted to local needs and of a high standard.</p> <p>The position will:</p>

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	<ul style="list-style-type: none"> • provide clinical leadership, and be responsible for oversight of clinical policies and guidelines within the Service; • develop and monitor strategies to minimise clinical risk and ensure quality and safety standards are maintained across the District for the services provided by the Public and Population Health Service; • develop and monitor business and workforce plans for services within the Service in line with the District Health Service Plan and Strategic Plan; • develop and support research within the Service with a focus on developing and managing relationships with key internal and external stakeholders; and • ensure consultation occurs with other Divisions, Hubs and Services when considering new services or strategies <p>The position models the CORE values of ISLHD - Collaboration, Openness, Respect and Empowerment.</p>
<p>KEY ACCOUNTABILITIES</p> <p><i>(max 3,800 characters <u>with spaces</u>)</i></p>	<p>Clinical Leadership</p> <ul style="list-style-type: none"> • Develop processes to ensure patient/client access is safe, timely, appropriate, effective and efficient • Develop processes to ensure care delivery within a multidisciplinary, collaborative framework in accordance with professional standards, supported by the best available evidence • Develop/implement evidence-based district-wide clinical policies, procedures and guidelines • Ensure clinician involvement in management of clinical services and effective operation of interdisciplinary clinical teams • Ensure clinical policies are current, implemented and meet legislative requirements, Ministry of Health Policy/Guidelines and best practice • Provide clinical mentorship and professional advice • Maintain a physical presence to raise the leadership team’s profile; Support services within Public and Population Health to meet patients/clients, carers, staff and volunteers, gauge activity, morale, standard of care and service. <p>Clinical Risk, Quality & Research</p> <ul style="list-style-type: none"> • Ensure processes are in place to identify, respond & mitigate potential/actual clinical risks • Ensure processes are in place to identify and respond to issues/events that impact on patient safety, access and flow • Provide expert advice regarding new clinical procedures/privileges • Develop clinical risk management approaches to ensure accountability for professional practice and patient/client safety • Promote a culture of safety and continuous quality improvement • Ensure quality standards in terms of national accreditation standards are being met • Monitor Key Performance Indicators/benchmarks to ensure they are met. Develop remedial strategies when necessary • Promote compliance with the incident notification system (IIMS) and

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	<p>timely, appropriate management of incidents in line with NSW Ministry of Health, District and site policies</p> <ul style="list-style-type: none"> • Facilitate consumer/commServicey involvement in Divisional activities • Promote/support research by developing stakeholder engagement, sourcing of grants and other funding <p>Clinical service strategic planning</p> <ul style="list-style-type: none"> • Monitor/evaluate delivery of initiatives within the ISLHD Strategic Plan, Annual and Operational Priorities • Identify key priorities to guide clinical service plans (with the relevant clinicians) in response to changing population, technological and health needs, ensuring service delivery is responsive to community need/expectation and is aligned with the District Health Service Plan • Provide reports, briefings and participate in review processes as required by the ISLHD Executive Team <p>Workforce planning & development</p> <ul style="list-style-type: none"> • Develop, along with fellow non-medical Director PPH, ISLHD Service leads, Hub General Managers and other key stakeholders, appropriate coverage and mix of medical, nursing and allied health staff in all facilities across the Service • Ensure appropriate consultation with relevant Divisions and Services when considering or planning new or enhanced services/strategies • Provide expert clinical advice regarding workforce planning, development and clinical education & training • Promote/enhance professional development of self and others • Develop effective relationships with relevant bodies (Universities and other teaching hospitals) promoting continued excellence in clinical care, teaching and research <p>Teamwork</p> <ul style="list-style-type: none"> • Build a team culture that promotes high performance standards • Coach the team to improve performance and/or behaviours • Engage the team in work related discussions as an input to your decision making • Provide the team with up-to-date context, disseminate information regarding their work and contribution to the achievement of the overall objectives of the organisation • Review, recognise and reward performance of team members • Model work behaviours consistent with the CORE values
<p>SELECTION CRITERIA <i>(max 3,800 characters with spaces)</i></p>	<ol style="list-style-type: none"> 1. Current practising registration with the Australian Health Practitioners Regulation Agency (AHPRA) and a current Class C NSW Health driver's licence. 2. Relevant tertiary qualification or working towards same and/or substantial recent experience at a senior management level. 3. Demonstrated leadership skills and the ability to motivate inspire and organise staff to achieve organisational, program and professional

POSITION DESCRIPTION



Medical Director – Public and Population Health

	<p>outcomes.</p> <ol style="list-style-type: none"> 4. Demonstrated experience in the application of change management principles and achievement of measurable outcomes. 5. Demonstrated ability to identify and analyse clinical needs and to recommend and evaluate innovative business plans and organisational strategies in response to those needs. This includes the implementation of innovative and effective models of clinical practice. 6. Proven effective negotiation and communication skills (written and verbal) with a wide range of stakeholders including patients, public, and Ministry of Health and government representatives. 7. A comprehensive knowledge of and commitment to health system safety, quality, risk management, improvement systems, research and professional development. 	
<p>KEY CHALLENGES</p> <p><i>(max 3 key challenges – 1,000 character limit <u>with spaces</u> in each field)</i></p>	<ol style="list-style-type: none"> 1. Development of partnerships with District based services to ensure optimal service delivery 	
<p>KEY RELATIONSHIPS</p> <p><i>(Max 3 Internal and 2 External Key Relationships – 200 character limit <u>with spaces</u> in each field)</i></p>	<p style="text-align: center;">WHO</p>	<p style="text-align: center;">WHY</p>
	<p>Public and Population Health Staff inclusive of Medical, Nursing, Allied Health and Admin</p>	<p>Core Business</p>
	<p>Medical, Nursing & Allied Health Staff external to Public and Population Health</p>	<p>Core Business</p>
	<p>District Executive</p>	<p>Core Business</p>
	<p>Public and Population Health Branch – Ministry of Health</p>	<p>Core Business</p>
	<p>Consumers</p>	<p>Core Business</p>

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Medical Director – Public and Population Health



JOB DEMANDS CHECKLIST

Definitions:

* Denotes a critical requirement of the job

Frequency

I	Infrequent – intermittent activity exists for a short time on a very infrequent basis	C	Constant – activity exists for more than 2/3 of the time when performing the job
O	Occasional - activity exists up to 1/3 of the time when performing the job	R	Repetitive – activity involves repetitive movements
F	Frequent – activity exists between 1/3 and 2/3 of the time when performing the job	N/A	Not applicable – activity is not required to perform the job

CRITICAL *	PHYSICAL DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Sitting Remaining in a seated position to perform tasks			X			
	Standing Remaining standing without moving about to perform tasks			X			
	Walking Floor type: even/uneven/slippery, indoors/outdoors, slopes			X			
	Running Floor type: even/uneven/slippery, indoors/outdoors, slopes						X
	Bend/ Lean Forward from Waist Forward bending from the waist to perform tasks	X					
	Trunk Twisting Turning from the waist while sitting or standing to perform tasks	X					
	Kneeling Remaining in a kneeling posture to perform tasks	X					
	Squatting/ Crouching Adopting a squatting or crouching posture to perform tasks	X					
	Leg/ Foot Movement Use of leg and or foot to operate machinery	X					
	Climbing (stairs/ladders) Ascend/ descend stairs, ladders, steps, scaffolding	X					
	Lifting/ Carrying	Light lifting & carrying – 0 – 9kg			X		
		Moderate lifting & carrying – 10 – 15kg					X
		Heavy lifting & carrying – 16kg and above					X
	Reaching Arms fully extended forward or raised above shoulder	X					
	Pushing/ Pulling/ Restraining Using force to hold/restrain or move objects toward or away from body	X					
	Head/ Neck Postures Holding head in a position other than neutral (facing forward)	X					
	Hand & Arm Movements Repetitive movements of hands & arms	X					
	Grasping/ Fine Manipulation Gripping, holding, clasping with fingers or hands	X					
	Work at Heights Using ladders, footstools, scaffolding, or other objects to perform work						X
	Driving Operating any motor powered vehicle			X			
CRITICAL *	SENSORY DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Sight Use of sight is an integral part of work performance eg viewing of X-rays, computer screen				X		
	Hearing Use of hearing is an integral part of work performance eg telephone enquiries				X		
	Smell Use of smell is an integral part of work performance eg working with chemicals						X
	Taste Use of taste is an integral part of work performance eg food preparation						X
	Touch Use of touch is an integral part of work performance						X
CRITICAL		FREQUENCY					

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* PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment)	I	O	F	C	R	N/A
Assisting ↓						
Distressed people eg. emergency or grief situations	X					
Aggressive & uncooperative people eg. drug/alcohol, dementia, mental illness	X					
Unpredictable people eg. dementia, mental illness, head injuries						X
Restraining Involvement in physical containment of patients/clients						X
Exposure to distressing situations eg child abuse, viewing dead/mutilated bodies						X

CRITICAL *	ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Dust Exposure to atmospheric dust	X					
	Gases Working with explosive or flammable gases requiring precautionary measures						X
	Fumes Exposure to noxious or toxic fumes						X
	Liquids Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE						X
	Hazardous substances eg. dry chemicals, glues						X
	Noise Environmental/background noise necessitates people to raise their voice to be heard						X
	Inadequate lighting Risk of trips, falls or eyestrain						X
	Sunlight Risk of sunburn exists from spending more than 10 minutes per work day in sunlight						X
	Extreme temperatures Environmental temperatures are < 15°C or > 35°C						X
	Confined spaces Areas where only one egress (escape route) exists						X
	Slippery or uneven surfaces Greasy or wet floor surfaces, ramps, uneven ground						X
	Inadequate housekeeping Obstructions to walkways and work areas cause trips & falls						X
	Working at heights Ladders/stepladders/ scaffolding are required to perform tasks						X
	Biological hazards eg. exposure to body fluids, bacteria, infectious diseases						X