


## POSITION DESCRIPTION

# Medical Co-Director – Public and Population Health Unit

<b>Our CORE Values</b>	Collaboration Openness Respect Empowerment	
<b>Organisation</b>	NSW Health	
<b>Local Health District /Agency</b>	Illawarra Shoalhaven Local Health District	
<b>Position Number</b>	Role is additional to current position	
<b>Cost Centre</b>	TBA – ISLHD Public and Population Health Unit	
<b>Position Classification</b>	Senior Medical Officer	
<b>State Award</b>	Managerial Allowance Level 3 Staff Specialists (State) Award Clause 5 Public Hospitals - VMO Sessional Contracts Determination 2014 OR Clause 5 Public Hospitals (VMO Fee for Service) Determination 2014	
<b>Reporting to</b>	Executive Director of Integrated Community Services and Mental Health	
<b>Does this role manage or supervise others?</b>	Yes	
<b>Vaccination Category</b>	B	
<b>Website</b>	<a href="http://www.islhd.health.nsw.gov.au/">http://www.islhd.health.nsw.gov.au/</a>	

## PRIMARY PURPOSE (max 3,800 characters with spaces)

The Medical Co-Director will work in partnership to strategically lead the delivery of clinical services within the Public and Population Health Unit across the District. The Co-Director will provide strategic advice to the Board and Executive for all services within the Unit and provide strategic direction for the clinical services based on the level of activity and expertise delivered across the District. The Co-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.

This position will:

- Provide clinical leadership and is responsible for ensuring clinical policies and guidelines within the Unit are up to date and aligned with best practice.
- Develop strategies to minimise clinical risk and ensure quality and safety protocols are maintained across the District.
- Develop and monitor the implementation and delivery of clinical services plans, models of care and workforce plans for services within the Unit.
- Undertake workforce planning, and in conjunction with the Co-Director Public and Population Health, embed responsive and effective workforce management that enhances recruitment and retention, professional development, and succession planning.
- Ensure consultation occurs with other Divisions, Services, Directors and the General Managers when considering new services or strategies.
- Develop and support research within the Unit with a focus on developing and managing relationships with key internal and external stakeholders.
- Model the CORE values of Collaboration, Openness, Respect and Empowerment, demonstrating behaviour consistent with the Code of Conduct and working within prescribed boundaries, including policies, standards, procedures & legislative requirements.

The Public and Population Health Unit is comprised of the following services:

- Public Health
- Health Promotion
- Multicultural and Refugee Health
- Sexual Health
- Aboriginal Public Health Trainees

## COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA). Additionally, Category A workers are required to receive a booster dose three months after completing the primary course of COVID-19 vaccinations.

New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an approved medical contraindication certificate (IM011 immunisation medical exemption form) certifying the worker cannot have any approved COVID-19 vaccines available in NSW.

Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations.

For Category A applicants, if dose 3 is not yet due they can sign the undertaking form to confirm they will receive the vaccine within 6 weeks of the dose due date.

## RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

## KEY ACCOUNTABILITIES (max 3,800 characters with spaces)

### Clinical Leadership

- Develop processes to ensure care delivery is safe, timely, appropriate, effective & efficient & undertaken in accordance with professional standards & supported by best available evidence.
- Engage & collaborate with stakeholders to develop joint solutions, fostering a culture of achievement, accountability and quality outcomes.
- Jointly develop evidence-based clinical policies, procedures and guidelines to enhance the coordination of care & monitor compliance.
- Provide clinical mentorship & professional advice
- Manage complex communications that involve understanding & responding to multiple & divergent views.
- Maintain a visible presence across the District seeking opportunities to meet with patients, carers, colleagues & volunteers to gauge wellbeing and standards of care.

### Clinical Risk, Quality & Research

- Provide clinical leadership and direction to minimise the incidence of healthcare acquired complications.
- Ensure processes are in place to identify, respond & mitigate potential/actual clinical risks ensuring accountability for professional practice and patient safety
- Jointly lead the Units quality standards, chairing &/or participating in District committees, ensuring clinical review activities are undertaken as part of quality improvement programs.
- Comply with incident reporting & management, in accordance with NSW Health and District policies including the follow-up of actions & outcomes.
- Provide expert advice regarding new clinical procedures/privileges in collaboration with professions leads.
- Develop effective relationships with relevant bodies (Universities and other teaching hospitals) promoting continued excellence in clinical care, teaching and research.

### **Clinical service planning**

- Develop Clinical Service Plans (CSP) in consultation with Heads of Department/Services, Professional Leads & the Planning Team with consideration to the changing population, technology and health needs.
- Develop annual plans that implement agreed outcomes against the ISLHD Strategic Delivery Plan & monitor the results.
- Ensure appropriate consultation with other Units/Services, GM's, DMS's and Finance when planning new or enhanced services.
- Jointly develop and implement plans that improve the health outcomes for Aboriginal & Torres Strait Islanders
- Engage consumer groups to enhance the co-design of services across ISLHD.

### **Workforce planning & development**

- Develop Workforce Plans in consultation with Professional Leads, workforce and other key stakeholders.
- In consultation with GMs and other key stakeholders ensure appropriate cover and mix of medical, nursing and allied health staff across facilities.
- Provide expert clinical advice regarding workforce planning, workforce development, clinical education, and training.

### **Finance and Performance**

- Monitor finance & other KPIs, developing strategies to address performance gaps, reporting results at District meetings and/or other forums as required.
- Identify opportunities for savings and efficiencies that support a valued based approach to services.
- Explore a range of possibilities and creative alternatives that contribute to system, process & service improvements.

### **Teamwork**

- Create a culture of safety, kindness and continuous improvement by setting the standard for team behaviours.
- Establish systems to ensure all staff are able to identify direct connections between their efforts & organisational outcomes.
- Coach the team to improve performance and/or behaviours that support improving the effectiveness of safety systems and practices.
- Identify, recognise & celebrate success.
- Model work behaviours consistent with the CORE values

## **SELECTION CRITERIA** (max 8 selection criteria)

1. Current practising registration with the Australian Health Practitioners Regulation Agency (AHPRA).
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 outcomes.
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.
8. Current Class C NSW Health driver's licence.

## KEY CHALLENGES (max 3 key challenges – 1,000 character limit **with spaces** in each field)

1. Development of collaborative partnerships across the District to ensure optimal service delivery
2. Creating a positive environment for our clinical workforce from attracting and retaining specialists and senior staff to supporting the development of junior staff
3. Balancing the development of services, including the changes driven by the Shoalhaven redevelopment and new Shellharbour Hospital, while maintaining financial sustainability

## KEY RELATIONSHIPS (max 3 internal and 2 external key relationships – 200 character limit **with spaces** in each field)

WHO	WHY
Executive Director Integrated Community Services and Mental Health	Provide timely professional advice and assistance to the Executive Director ICSMH in relation to PPH policy and programs.
PPHU Co – Director and other Public and Population Health Unit Senior Managers	Works in collaboration with the PPHU Co – Director and PPHU managers and multidisciplinary teams of the PPHU to meet the Units unit objectives.
ISLHD Executive and Clinical Governance Division. NSW Ministry of Health	Works collaboratively with all ISLHD Executive to ensure optimal outcomes. Work collaboratively with the Ministry and other agencies as required as part of their role.
Executive Director of Medical Services	Collaborate over medical workforce and performance
Ministry of Health	Liaise with appropriate branch directors as required to ensure timely exchange of required information and advice

**Job Demands for: ISLHD – Medical Co-Director Public and Population Health Unit**

<b>Physical Demands</b>	
<p><b>Respirator use</b> - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials</p> <p>Frequent</p>	<p><b>Sitting</b> - remaining in a seated position to perform tasks</p> <p>Frequent</p>
<p><b>Standing</b> - remaining standing without moving about to perform tasks</p> <p>Frequent</p>	<p><b>Walking</b> - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Frequent</p>
<p><b>Running</b> - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Not Applicable</p>	<p><b>Bend/Lean Forward from Waist</b> - forward bending from the waist to perform tasks</p> <p>Infrequent</p>
<p><b>Trunk Twisting</b> - turning from the waist while sitting or standing to perform tasks</p> <p>Infrequent</p>	<p><b>Kneeling</b> - remaining in a kneeling posture to perform tasks</p> <p>Infrequent</p>
<p><b>Squatting/Crouching</b> - adopting a squatting or crouching posture to perform tasks</p> <p>Infrequent</p>	<p><b>Leg/Foot Movement</b> - use of leg and/or foot to operate machinery</p> <p>Not Applicable</p>

<p><b>Climbing (stairs/ladders)</b> - ascend/descend stairs, ladders, steps</p> <p>Infrequent</p>	<p><b>Lifting/Carrying</b> - light lifting and carrying (0 to 9 kg)</p> <p>Frequent</p>
<p><b>Lifting/Carrying</b> - moderate lifting and carrying (10 to 15 kg)</p> <p>Not Applicable</p>	<p><b>Lifting/Carrying</b> - heavy lifting and carrying (16kg and above)</p> <p>Not Applicable</p>
<p><b>Reaching</b> - arms fully extended forward or raised above shoulder</p> <p>Infrequent</p>	<p><b>Pushing/Pulling/Restraining</b> - using force to hold/restrain or move objects toward or away from the body</p> <p>Infrequent</p>
<p><b>Head/Neck Postures</b> - holding head in a position other than neutral (facing forward)</p> <p>Not Applicable</p>	<p><b>Hand and Arm Movements</b> - repetitive movements of hands and arms</p> <p>Infrequent</p>
<p><b>Grasping/Fine Manipulation</b> - gripping, holding, clasping with fingers or hands</p> <p>Occasional</p>	<p><b>Work at Heights</b> - using ladders, footstools, scaffolding, or other objects to perform work</p> <p>Not Applicable</p>
<p><b>Driving</b> - Operating any motor powered vehicle</p> <p>Frequent</p>	

### Sensory Demands

<p><b>Sight</b> - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)</p> <p>Constant</p>	<p><b>Hearing</b> - use of hearing is an integral part of work performance (e.g. Telephone enquiries)</p> <p>Constant</p>
<p><b>Smell</b> - use of smell is an integral part of work performance (e.g. working with chemicals)</p> <p>Not Applicable</p>	<p><b>Taste</b> - use of taste is an integral part of work performance (e.g. food preparation)</p> <p>Not Applicable</p>
<p><b>Touch</b> - use of touch is an integral part of work performance</p> <p>Constant</p>	
<p><b>Psychosocial Demands</b></p>	
<p><b>Distressed People</b> - e.g. emergency or grief situations</p> <p>Occasional</p>	<p><b>Aggressive and Uncooperative People</b> - e.g. drug/alcohol, dementia, mental illness</p> <p>Not Applicable</p>
<p><b>Unpredictable People</b> - e.g. dementia, mental illness, head injuries</p> <p>Not Applicable</p>	<p><b>Restraining</b> - involvement in physical containment of patients/clients</p> <p>Not Applicable</p>

<p><b>Exposure to Distressing Situations</b> - e.g. child abuse, viewing dead/mutilated bodies</p> <p>Not Applicable</p>	
<p><b>Environmental Demands</b></p>	
<p><b>Dust</b> - exposure to atmospheric dust</p> <p>Infrequent</p>	<p><b>Gases</b> - working with explosive or flammable gases requiring precautionary measures</p> <p>Infrequent</p>
<p><b>Fumes</b> - exposure to noxious or toxic fumes</p> <p>Not Applicable</p>	<p><b>Liquids</b> - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE</p> <p>Infrequent</p>
<p><b>Hazardous Substances</b> - e.g. dry chemicals, glues</p> <p>Not Applicable</p>	<p><b>Noise</b> - environmental/background noise necessitates people raise their voice to be heard</p> <p>Not Applicable</p>
<p><b>Inadequate Lighting</b> - risk of trips, falls or eyestrain</p> <p>Not Applicable</p>	<p><b>Sunlight</b> - risk of sunburn exists from spending more than 10 minutes per day in sunlight</p> <p>Not Applicable</p>
<p><b>Extreme Temperatures</b> - environmental temperatures are less than 15°C or more than 35°C</p> <p>Not Applicable</p>	<p><b>Confined Spaces</b> - areas where only one egress (escape route) exists</p> <p>Not Applicable</p>



<p><b>Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground</b></p> <p>Infrequent</p>	<p><b>Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls</b></p> <p>Infrequent</p>
<p><b>Working At Heights - ladders/stepladders/scaffolding are required to perform tasks</b></p> <p>Not Applicable</p>	<p><b>Biological Hazards - exposure to body fluids, bacteria, infectious diseases</b></p> <p>Occasionally</p>