



QUEENSLAND HEALTH

BUNDABERG HEALTH SERVICE DISTRICT

POSITION DESCRIPTION

POSITION TITLE	Director of Medical Services
VACANCY REFERENCE NO.	BB02/10/2
LATTICE POSITION NO	021855
LOCATION	Bundaberg Health Service District
CLASSIFICATION LEVEL	MS9
REPORTS TO	District Manager
AWARD	Senior Medical Officer's & Resident Medical Officer's Award - State
REVIEW DATE	October 2002

PURPOSE OF POSITION

- To ensure medical, allied health and clinical support services provided in the District are coordinated in an efficient and effective manner.
- Provide leadership for medical services in the District.
- Facilitate the development and effective performance of clinical services in the District.
- Ensure the standard of clinical services in the District continuously improve.
- Ensure that clinical services are provided within available resources.

ORGANISATIONAL ENVIRONMENT

The Bundaberg Health Service District provides comprehensive Hospital and Community based health care. The District consists of Bundaberg City and surrounding coastal towns from Burnett Heads to Woodgate, the towns of Childers, Gin Gin and Mount Perry. There are Hospitals at Bundaberg, Childers and Gin Gin and a Community Health Centre at Mount Perry.

The Bundaberg Hospital campus is a 140 bed facility. The Hospital provides medical, surgical, paediatrics, emergency, intensive/coronary care, day surgery, renal, orthopaedics, diabetes, gynaecology/obstetrics, medical oncology, rehabilitation, allied health and mental health services for the District population.

Community Health Services provided by the District comprises Community Mental Health, Alcohol and Drug, Child & Youth Mental Health, Child Health, BreastScreen, Oral Health and Indigenous Health.

Bundaberg Health Service District has approximately 850 employees.

REPORTING RELATIONSHIPS

The position is located at Bundaberg Base Hospital and is directly responsible to the District Manager.

Relationship between the Position and the Supervisor

The position operates with a significant level of independence. Continual consultation would occur with the District Manager, Bundaberg Health Service District and other executives within the District's facilities and agencies.

Staff Reporting to the Position

Medical Directors, Senior Medical Officers, and all Allied Health Department Heads within the Bundaberg Base Hospital report to this position.

Other positions reporting to the Director of Medical Services include the Elective Surgery Coordinator, Executive Support Officer and the Clinical Benchmarking Coordinator.

Professional support is provided to Medical Superintendents at Childers and Gin Gin Hospitals and Mt Perry Health Centre.

QUALIFICATIONS

Essential

- Eligible for registration as a Medical Practitioner in Queensland.
- Preference will be given to candidates that either have, or have substantially completed, FRACMA or other post-graduate management training.
- Proven ability to efficiently, effectively and equitably manage the medical services of a health organisation.

Desirable

- Well developed interpersonal skills, including communication, negotiation, organisational and time management skills.
- Demonstrated sound theoretical knowledge, practical skills and ethical behaviour required of a medical practitioner.
- Experience in working in a multi-disciplinary environment.

PRIMARY DUTIES AND RESPONSIBILITIES

- Contribute to the planning process of clinical services for the Bundaberg District in conjunction with the Hospital Executive, District Health Council and the District Manager.
- Assist the District Manager in strategic and operational planning, medical workforce planning, capital works, plant and equipment priorities and information systems management.
- Coordinate clinical services within the Bundaberg Base Hospital and throughout the District and be involved in the integration of services across the District.
- Monitor clinical outcomes and standards including Hospital Clinical Indicators.
- Ensure those services provided are of the highest standard given the resources available and in accordance with statutory requirements.
- Participate in the development and implementation of policy relevant to clinical services.
- Provide advice to the District Manager regarding Medical and Allied Health Professional resourcing and appropriate Models of Care.
- Management, investigations and resolution of patient complaints and also provision of advice regarding appropriate preventative measures.
- Communicate with other staff in the Hospital on matters of mutual interest relating to patient care.

- Management of medico-legal matters including advice to the District Manager.
- Oversee the establishment and maintenance of medical quality improvement programs and to participate in relevant internal and external quality improvement exercises.
- Manage the Private Practice Scheme for full time medical staff of the District.
- Ensure that the recruitment, appointment and employment of medical and professional staff is consistent with legislation and award provisions.
- Coordinate junior medical staff recruitment, appointment, performance review and disciplinary processes including the annual selection of registrars and residents.
- Ensure good communication and partnerships are maintained with various external organisations. Eg. Divisions of General Practice, The University of Queensland, Central Queensland University, Queensland Ambulance Service, Medical Administration of other hospitals, and other organisations with medical or patient care interests.
- Manage counter disaster planning and control at District Health Service level.
- Provide leadership/management to the District Research & Ethics Committee.
- Monitor and oversee management, budgeting and expenditure of cost centres accountable to this position.
- Actively participate in Performance Appraisal and Development process.
- Comply with and utilise procedures, organisational policies (including infection control and manual handling practices), regulations and standards which impact on the position including contemporary human resource practices, workplace health and safety, equal employment opportunity, anti-discrimination and ethical behaviour.
- Manage media inquiries regarding medical and patient care matters in consultation with the District Manager.

COMMITTEE RESPONSIBILITIES

Chair the following Committees

- Research & Ethics Committee
- Credentials and Privileges Committee

Participate on the following District Committees

- District Consultative Forum
- District Health Council
- Leadership and Management Committee
- Executive Council
- Information Management Committee
- Pharmacy Committee
- Medical Staff Advisory Committee (secretary)
- Improving Performance Committee
- Allied Health Heads of Departments
- Continuum of Care Committee
- Theatre Advisory Committee
- Heads of Departments Committee

POLICY FOR THE MANAGEMENT OF HUMAN IMMUNODEFICIENCY VIRUS, HEPATITIS B VIRUS AND HEPATITIS C VIRUS

It is important for all employees to be aware of Queensland Health's Policy for the Management of Human Immunodeficiency Virus, Hepatitis B Virus and Hepatitis C Virus.

An extract from the policy document states that:

- (a) "Queensland Health care workers whose occupation poses a potential risk of exposure to blood or body fluids must be immunised against Hepatitis B according to NHMRC and the Queensland Health Care workers who have direct patient contact (e.g medical officers, nurses and allied health staff) as well as those staff who in the course of their work may be exposed to

blood or body fluids such as (but not confined to) plumbers and gardeners who may be exposed to contaminated sharps. It is expected that the administration of institutions will apply this policy within reasonable boundaries, keeping the staff member's welfare in mind. The requirements for vaccination is not retrospective, although health care workers who care currently employed are encouraged to be vaccinated".

"Hepatitis B immunisation is a condition of employment as a Queensland Health care worker".

Therefore, each health care worker must be immunised against Hepatitis B or be willing to undertake Hepatitis B vaccination on commencement of duties. Persons who are non-seroconverters to Hepatitis B immunisation are assured that this will not affect their employment opportunities.

- (b) "Health care workers who are Hepatitis C antibody and PCR positive; Hepatitis B antigen or HBV DNA positive; or HIV antibody positive (as determined by laboratory tests performed on two separate occasions) must not perform exposure prone procedures."

Definition of a Health Care Worker

Persons (including students) involved in the delivery of health services in health facilities (particularly where those persons have regular contact with patients or any contact with blood or body substances from patients.

CENTRAL ZONE MANAGEMENT

Clinical Services Networks (CSNs) are being developed in the Zone in a range of medical specialities as the vehicle of efficient and equitable service delivery, quality improvement, education and professional accreditation. The appointee will be required to provide services to the Bundaberg Health Service District and may be asked to provide services in other hospitals within Central Zone as part of CSNs at times and places to be specified.

ADDITIONAL INFORMATION

Queensland Health is a "smoke free" employer. Smoking is not permitted in any Queensland Health facility except where specifically defined.

Queensland Health has an Equity Management philosophy.

The Bundaberg Health Service District requires all employees to adopt appropriate and recognised measures to minimise the risk of infection and workplace injury to themselves, other staff and clients and to adhere to the District's Infection Control Policy Manual and Workplace Health and Safety policies and practices.

The appointee should be dedicated to a quality management approach in health care.

All health service personnel have a duty under the Health Services Act that confidentiality of all information relating to patients is maintained.

A Bundaberg Health Service District *Confidential Agreement* is to be signed upon appointment.

- The appointee will be required to participate in after hours activities.

Applicants must address each selection criterion

SELECTION CRITERIA

SC1

Possession of Queensland Registered or Registrable medical qualifications is mandatory.

SC2

Demonstrated skills and ability or capacity to acquire skills in medical administration suitable for the management of a complex Health Service.

SC3

Demonstrated ability to provide leadership in a dynamic, changing environment, within a multidisciplinary context containing diverse professional and service delivery groups.

SC4

Demonstrated advanced level of communication, negotiation, consultation and interpersonal skills.

SC5

Substantial knowledge and proven ability in strategic planning and management for the provision of clinical programs and services consistent with the responsibilities of the position.

SC6

Sound knowledge at a strategic level of human resource management issues, including workplace health and safety, equal employment opportunity, anti-discrimination, ethical behaviour and demonstrated commitment to their implementation.

The Bundaberg Health Service District is an Equal Employment Opportunity Employer

Position Description Approved	Peter Leck Executive Director 15/10/2002
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