

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>CLINICAL DIRECTOR MEDICINE</b>
<b>Department:</b>	Medicine
<b>Classification:</b>	Staff Specialist
<b>EBA / Award:</b>	Medical Specialists (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2022-2026
<b>Primary Site:</b>	Cross Campus
<b>Employment Conditions:</b>	<input checked="" type="checkbox"/> Vaccination Category A <input type="checkbox"/> Vaccination Category B <input checked="" type="checkbox"/> Working with Children <input checked="" type="checkbox"/> Aged Care
<b>OUR PURPOSE</b>	
<i>Together, we advance the health and well-being of our community.</i>	
<b>OUR COMMITMENTS</b>	
We foster a <b>unified</b> culture of safety, inclusion, and learning.	
We are <b>kind</b> , compassionate and supportive of each other, our consumers, and partners.	
We are <b>trustworthy</b> , accountable, and transparent in our actions and communication.	
We are <b>respectful</b> of others, actively listen, and are collaborative, consistent, and reliable.	
We are visionary, <b>optimistic</b> and inspire solutions to support a healthier future.	
<b>ROLE SUMMARY / PURPOSE</b>	
<p>The Clinical Director of Medicine provides clinical leadership in the provision of coordinated, high-quality medicine services, working to develop and raise the profile of medical specialties for Albury Wodonga Health (AWH).</p> <p>The Clinical Director is responsible to the Medical Director of Medicine and Cancer for monitoring and managing the activity of their department where appropriate.</p> <p>The Clinical Director will work collaboratively with other departments to plan, develop and implement coordinated clinical services, service plans and associated workforce planning which align to AWH's strategic priorities, under the leadership of their Divisional Medical Director.</p>	
<b>KEY RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Provide high-level clinical leadership and management within AWH medical services.</li> <li>• Promote the standing and operation of the medical service by representing the service at intra-hospital and inter-hospital committee meetings and working parties as required, and by fostering links with the broader community.</li> <li>• Support and contribute to agreed organisational strategies and directions</li> </ul>	

- Ensuring equitable, effective and responsive medical workforce management by:
  - recruiting, selecting and appointing properly qualified and experienced medical staff in collaboration with their Divisional Medical Director;
  - providing leadership in the management of staff;
  - ensuring sound principles of personnel management are in place, including the implementation of all relevant governing policies;
  - implementing formal processes of performance management for staff, which address training and development needs and provide two-way communication between appraiser and appraisee, and
  - ensuring that appropriate staff orientation, development and training programs are in place.
  - Ensuring equitable rostering practices for medical staff within the Adult Medicine department
- Promote and implement best practices in the delivery of clinical services
- Ensure and review the quality of patient care by leading peer review, quality assurance and clinical governance activities.
- Develop and abide by policies, procedures and guidelines ensuring optimal patient care standards are met.
- Where appropriate, develop and maintain relationships with tertiary health institutions and facilities associated with the health service.
- Maintain personal knowledge and skills and participate in continuing education.

#### **QUALIFICATIONS AND EXPERIENCE**

1. Registration as a Medical Practitioner in Australia with the Australian Health Practitioner Regulation Agency (AHPRA).
2. Current Fellowship of the Royal Australasian College of Physicians or other relevant fellowship
3. Demonstrated management and operational skills required to manage a team of multidisciplinary health professionals and administrative staff.
4. Demonstrated ability to implement complex strategies to build buy-in and support from key internal and external clients or stakeholders. Use a variety of different influencing approaches tailored to different clients.
5. Effectively negotiates with clients/stakeholders to achieve desired outcomes. Skill and maturity in problem solving, negotiation and conflict resolution.
6. Demonstrated commitment to high-quality patient care.
7. Demonstrated commitment to teaching and research.
8. Demonstrated understanding of Clinical Governance.
9. Commitment to Albury Wodonga Health values.
10. Demonstrated commitment to rural/regional practice.

#### **PERSONAL ATTRIBUTES / SOFT SKILLS**

- Highly developed clinical leadership skills.
- High level of emotional intelligence.
- Proven resilience.
- Ability to build and maintain strong working relationships
- Proven ability to function effectively as a member and clinical leader of a multidisciplinary team.
- Strong interpersonal skills and ability to engage others
- Commitment to ethical and patient-focused practice.
- A commitment to professional development.
- Ability to foster teamwork and collaboration
- Considered trusted by colleagues with a high level of integrity
- Seeks out and is receptive to feedback from co-workers at all levels for the purpose of growth in the role.

KEY RELATIONSHIPS	
<b>REPORTS TO:</b>	Divisional Medical Director of Medicine and Cancer
<b>SUPERVISES:</b>	Staff within clinical services, including: <ul style="list-style-type: none"> <li>– Medical Staff: Consultants, Registrars, Hospital Medical Officers, Interns, students</li> </ul>
<b>OVERALL:</b>	<ul style="list-style-type: none"> <li>Organisation leadership</li> <li>Nursing Staff</li> <li>Allied Health Staff</li> <li>Administration Support</li> <li>Quality &amp; Safety Consultants</li> </ul>
PERFORMANCE APPRAISAL	
<p>A review of performance shall be undertaken within six months following commencement and annually thereafter. There is an expectation that staff will assume responsibility for the completion of any learning requirements advised by the organisation. This includes all Mandatory Training and Clinical Competencies as required (annually or in accordance with timelines specified in relevant health service policies and procedures).</p>	
QUALITY AND RISK MANAGEMENT	
<p>In order to help ensure continued employee and patient safety and quality of care:</p> <ul style="list-style-type: none"> <li>– Staff are required to participate in the development and maintenance of a quality service through the application of professional standards; participation in quality improvement activities; and compliance with the policies, procedures, practices and organisational goals and objectives of AWH.</li> <li>– Staff are required to contribute to the development and maintenance of the AWH Risk Management Framework and apply the framework to identify, evaluate and minimise exposure to risk across the organisation.</li> <li>– <b>A positive risk culture at AWH is embedded by our belief that everyone has a role in risk. You are encouraged to identify opportunities for improvement and play a role in assisting the organisation to achieve its risk objectives.</b></li> <li>– Staff are required to abide by the Code of Conduct for AWH.</li> </ul>	
HEALTH AND WELLBEING	
<p>The health and well-being of employees is a priority for AWH, and I recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social well-being of all individuals.</p> <p>I commit to:</p> <ul style="list-style-type: none"> <li>– <b>Reporting through the Incident Management System any near misses or incidents as they occur.</b></li> <li>– Partaking in the promotion of the health and wellbeing of employees.</li> <li>– Contributing to an inclusive and health-promoting environment.</li> <li>– Promoting our values and vision.</li> <li>– An organisational culture that promotes positive mental health and wellbeing through supportive leadership, employee participation and shared decision making.</li> </ul>	
SCOPE OF AUTHORITY	
<p>Employees covered under this Position Description are not permitted to work outside of their designated level of responsibility without express permission from either the Manager or the Line Manager.</p>	

### CLOSING THE GAP

AWH is committed to enhance our ability to attract and recruit Indigenous people and committed to closing the gap in employment outcomes between Indigenous and non-indigenous people.

### CONFIDENTIALITY

Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of AWH. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information.

Failure to comply with this agreement may result in disciplinary action and may include termination of employment.

#### Declaration:

As the incumbent of this position, I acknowledge that I have read the Position Description and Job Demands Checklist, understood its contents and agree to work in accordance with the contents therein. I understand that other duties may be directed from time to time.

I understand and accept that I must comply with the policies and procedures applicable to AWH. I also agree to strictly observe the AWH Code of Conduct and policy on confidentiality of commercial and patient information or such sensitive information that I may come across in the course of my employment.

Name of Incumbent: .....

Signature: ..... Date: .....

### ANNEXES

1. Organisational Responsibilities.
2. Jobs Demand Checklist.

### DOCUMENT CONTROL

<b>Executive Sponsor:</b>	Chief Operating Officer
<b>Manager Responsible:</b>	Divisional Medical Director of Medicine and Cancer
<b>Author(s):</b>	Chief Operating Officer; Chief Medical Officer
<b>Reviewed by People &amp; Culture:</b>	<input checked="" type="checkbox"/>
<b>Position Description ID No:</b>	
<b>Approval Date:</b>	
<b>Date Due for Review:</b>	
<b>Version No:</b>	1.0
<b>Original Approval Date:</b>	
<b>Previously Named As:</b>	N/A

## ORGANISATIONAL RESPONSIBILITIES

The following criteria are requirements for all employees that may either be assessed through the selection process or assessed as part of your ongoing and annual Professional Development / Performance Management review cycle.

### **Communication:**

- Ability to gather relevant information through effective questioning.
- Ability to express information and ideas appropriately.
- Reads / reviews relevant documents.
- Participates in meetings, committees and disseminates information as required.

### **Equal Employment Opportunity:**

- Commitment to the principles.
- Supports diversity in the workplace.

### **Information Management:**

- Collects and uses data as required.

### **Integrity:**

- The ability to understand the implications of one's actions and act in a manner consistent with relevant policies, codes, guidelines and legislation.

### **Organisation Awareness:**

- Being aware of the organisational goals and objectives and contribute positively to their attainment.

### **People / Patient Focused Environment:**

- Ability to set the highest standards of performance for self and others in meeting the needs of internal and external customers.

### **Infection Control:**

- Compliance with and role modelling of Hand Hygiene and Standard Precautions

### **Primary Health:**

- Promotes the social view of health, early intervention, health promotion and harm minimisation.

### **Quality Improvement:**

- Participate in, and where applicable leads educational and Quality Improvement activities.
- Works to continually improve own performance.

### **Resource Management:**

- Ensure all allocated resources are managed in an efficient and accountable manner.

### **Safe Practice and Environment:**

- Understands responsibilities under Occupational Health and Safety legislation.
- Able to identify actual / potential work place hazards and take corrective action.
- Vaccination status meets legislative requirements.

### **Self Development:**

- The ability to understand own development needs and to recognise, create and seize opportunities to improve performance.

### **Teamwork / Collaboration:**

- Works effectively with others to achieve mutual aims, and to identify and resolve problems.
- Influence an environment free from horizontal and vertical violence.

**JOB DEMANDS CHECKLIST:**

The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

***This form is to be completed by the Manager / Supervisor of the position being recruited to.***

**Position:** *Clinical Director, Medicine*

**Department / Unit:** *Medicine*

**Facility / Site:** *Cross Campus*

**TASKS PERFORMED:**

Nature of Tasks to be undertaken (Collective description as best describes tasks).

**FREQUENCY DEFINITIONS:**

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

Demands	Description	Frequency					
		I	O	F	C	R	N
PHYSICAL DEMANDS:							
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 and steps.			X			
Lifting / Carrying	Light lifting and carrying (0 - 9 kg).			X			
	Moderate lifting and carrying (10 – 15 kg).		X				
	Heavy lifting and carrying (16 kg 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 the body.		X				
Head / Neck Postures	Holding head in a position other than neutral (facing forward).		X				
Hand & Arm Movements	Repetitive movements of hands and 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				

Demands	Description	Frequency					
		I	O	F	C	R	N
SENSORY DEMANDS:							
Sight	Use of sight is an integral part of work performance, eg: Viewing of X-Rays, computer screens, etc.			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			
PSYCHOSOCIAL DEMANDS:							
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			
ENVIRONMENTAL DEMANDS:							
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 raise their voice to be heard.			X			
Inadequate Lighting	Risk of trips, falls or eyestrain.		X				
Sunlight	Risk or sunburn exists from spending more than 10 minutes per day in sunlight.						X
Extreme Temperatures	Environmental temperatures are less than 15°C or greater than 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 and 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		