

POSITION DESCRIPTION

Medical Co-Director – Division of Maternity & Women's Health

Our CORE Values

Collaboration
Openness
Respect
Empowerment



Organisation	NSW Health
Local Health District /Agency	Illawarra Shoalhaven Local Health District
Position Number	Role is additional to current position
Cost Centre	182390 – ISLHD Division of Maternity & Women's Health
State Award	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
Reporting to	Executive Director Clinical Operations
Does this role manage or supervise others?	Yes
Vaccination Category	B
Website	http://www.islhd.health.nsw.gov.au/

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 Division of Maternity and Women's Health across the District, providing direction for the clinical services ensuring the delivery of agreed outcomes within the Strategic Delivery Plan. The Co-Director will provide strategic advice to the Board and Executive for all services within the Division. 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 Division 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 for services within the Division.
- Develop and monitor the implementation and delivery of clinical services plans, models of care and workforce plans for services within the Division.
- Monitor finance & other KPIs, developing strategies to address performance gaps.
- Undertake workforce planning, and in conjunction with operational managers, embed responsive and effective workforce management that enhances recruitment and retention, professional development and succession planning.
- Ensure consultation occurs with other Divisions, Services and the GMs when considering new services or strategies.
- Develop and support research within the Division 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.

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 hospital 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 Divisions 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 Divisions/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) 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 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.

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 Clinical Operations	Provide and receive feedback and directions on strategic and operational issues.
Midwifery Co-Director	Collaborate over Divisional strategic and operational priorities.
Heads of Department/ Services	Provide feedback and direction on strategic operations and performance and collaborate over patient outcomes and service direction.
Director of Medical Services	Collaborate over medical workforce and service developments.
Ministry of Health	Liaise with appropriate branch directors as required to ensure timely exchange of required information and advice.

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 *	PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment)		FREQUENCY					
			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