

## Position Description Attachment: Operations Director Surgery

### Position Details

<b>Position Title:</b>	Operations Director Surgery
<b>Date:</b>	June 2025
<b>Division:</b>	Surgery and Statewide Services
<b>Reports to:</b>	Divisional Director Surgery and Statewide Services
<b>Site/s:</b>	Casey Hospital Cranbourne Integrated Care Centre Cranbourne Community Hospital Dandenong Hospital Monash Children's Hospital Monash Medical Centre Moorabbin Hospital
<b>Required hours/days/shifts:</b>	Mon – Fri business hours

### Specific Position Dimensions and Relationships

#### Information specific to the Surgery portfolio

The Operations Director - Surgery role scope encompasses a wide range of services across multiple Monash Health sites in both the inpatient and ambulatory setting.

The units in the Surgery Program aim to provide safe, effective care consistent with college and national practice guidelines. This involves close communication with the local general practitioners and referring specialists.

Surgical services are provided at the Monash Medical Centre Clayton, Dandenong Hospital, Moorabbin Hospital, Cranbourne Integrated Care Centre and Casey Hospital.

The Operations Director, Surgery will partner with the Program Medical Director, Surgery and Anaesthetics and are accountable for leading and managing all services and Operations. The specific accountabilities will include the delivery of agreed service profiles, financial performance within budget and ensuring the highest levels of quality and safety. The delivery of these will be supported by managing risk, patient safety and clinical governance within the site and ensuring that effective systems are in place to support a high standard of practice.

This role will be integral in setting the behavioural framework and culture of the program and will be responsible for the effective management of employees and their development, supporting clinicians to identify opportunities for new services and changes in the way we provide services.

#### Functions, responsibilities and accountabilities of the Operations Director Surgery in addition to those on the overarching Operations Director position description

The Operations Director Surgery, is responsible for the following specialities and services within this portfolio:

- Perioperative Services Operations
  - Monash Children's Hospital
  - Monash Medical Centre
  - Moorabbin Hospital

- Central Sterilising Services (MCH, MMC and Moorabbin)
- Perioperative Services Operations
  - Casey Hospital
  - Cranbourne Integrated Care Centre
  - Dandenong Hospital Theatres
  - Central Sterilising Services (Casey, Cranbourne Integrated Care Centre and Dandenong)
- Planned Surgery Operations
  - Data and Reporting
  - Preadmissions
  - Integrated Perioperative Care Centre
  - Perioperative Liaison Nurses
- Surgical Speciality Operations
  - Gastroenterology
  - Endoscopy all sites
  - Day Procedure Unit (Casey, Dandenong and Moorabbin)
  - Clinical Nurse Consultants
- BreastScreen Operations
- Surgical Capital and Equipment

In addition to the responsibilities and accountabilities required of an Operations Director position, the role will also be responsible for:

- Developing a goal-orientated approach to deliver short and longer-term reform to increase access to planned surgery and timely access to unplanned/acute surgery.
- Partnering with Program Medical Director and the Surgery & Anaesthetics Leadership team to lead high performing surgery units to provide safe and quality care with exemplary clinical outcomes and patient experience.

#### **Specific key result areas of the Operations Director Surgery in addition to those on the overarching Operations Director position description**

Refer to overarching Operational Director position description for key selection criteria.

#### **Specific key criteria for this position in addition to those on the overarching Operations Director position description**

Refer to overarching Operational Director position description for key selection criteria.

#### **Key Relationships:**

##### **Internal:**

##### **Direct Reports**

- Operations Manager Perioperative – Monash Children’s Hospital, Monash Medical Centre and Moorabbin
- Operations Manager Perioperative – Casey, Cranbourne and Dandenong
- Operations Manager Planned Surgery
- Operations Manager Surgical Specialties
- Operations Manager BreastScreen
- Manager Surgical Capital and Equipment

##### **Other Internal Relationships**

- Operations Directors and Operations Directors / Directors of Nursing within the Surgery and Statewide Services Division and across all other Divisions,
- Operations Managers
- Program Medical Directors
- Service Medical Directors and Heads of Unit
- Divisional Director Surgery and Statewide Services
- And as per the generic / overarching Operations Director position description relationships.

##### **External:**



# Monash Health

- Monash University
- Royal Australasian College of Surgeons
- Australian Medical Association

## Incumbent Statement

I have read, understand, and accept this Position Description Attachment and the generic Position Description.

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_