

## POSITION DESCRIPTION

# NSLHD - Staff Specialist - Director Medical Services - Mona Vale Hospital & Primary and Community Health



Northern Sydney  
Local Health District



Organisation	NSW Health
Local Health District / Agency	Northern Sydney Local Health District
Position Classification	Staff Specialist
State Award	Staff Specialists (State) Award
Category	Specialist Medical & Dental Practitioner   Specialist   Medical Administration (SMDO)
Website	<a href="http://www.nslhd.health.nsw.gov.au/">www.nslhd.health.nsw.gov.au/</a>

## PRIMARY PURPOSE

The Director Medical Services, Mona Vale Hospital & Primary and Community Health (PACH) has primary responsibility for:

- The coordination of the effectiveness, quality and safety of clinical operations;
- The effective and efficient deployment of the medical workforce and professional leadership of medical services;
- Providing leadership in service planning;
- Directing, supporting and overseeing the clinical governance systems within the health service;
- Providing leadership in planning and responding to disaster management throughout the organisation

As a member of the executive, the Director Medical Services achieves these goals in an analytical, collaborative and inclusive manner. The Director Medical Services will provide support and professional assistance to Divisional Clinical Leaders and Divisional Directors in fulfilling their respective operational portfolio responsibilities, including clinical governance activities and medical staff performance management requirements.

## 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.



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## ESSENTIAL CRITERIA

National Police Check and Working with Children Check

## KEY ACCOUNTABILITIES

### Operational

Be actively involved in operational management and decision making as part of the executive particularly in relation to budget and performance targets

Ensure resources are used efficiently and effectively to achieve the organisation's established goals and objectives and performance targets

Support Divisional Directors in the management of clinical divisions and facilitate the resolution of inter-divisional matters where necessary

Provide leadership in creating a culture of achievement, quality care and customer service which is courteous, friendly, supporting and professional thereby encouraging pride in one's employment and a good image of the Health Service

Direct, support and oversee the clinical governance system within the Health Service, including

- Clinical quality and safety systems
- Clinical risk management systems
- Quality improvement
- Support for accreditation activities
- Medication management

Provide leadership for the Health Service in implementation of the Open Disclosure policy and respond to patient complaints and Ministerials as directed

Ensure the effective management of medico-legal matters, including notification and management of coronial matters, litigated and non-litigated matters and correspondence to ensure proper representation of staff and the Health Service

Participate in the health service executive on-call roster as required

Lead the organisation's preparedness for disaster management

Provide overall direction for pharmacy related matters

### Medical practice and workforce

Lead the planning and delivery of medical and clinical services including provision of out of hours medical services

Ensure the efficient allocation and utilisation of appropriately registered, qualified and credentialed medical staff within the health service.

Ensure the provisions of effective clinical service by ensuring the appointment, development and supervision of suitably credentialed medical staff, consistent with State, District and Health Service policy, including participating as a member of the Medical and Dental Appointments Advisory Committee (MDAAC)

Oversee and direct the recruitment, deployment, supervision and support of junior medical staff

Ensure that junior medical officer training is provided in accordance with the requirements of HETI

Facilitate medical undergraduate and postgraduate teaching and promote a philosophy of ongoing education and research

Act as a communication link between hospital administration and the senior medical staff, and attend meetings of the Medical Staff Council

## KEY CHALLENGES

- Managing the relationship and expectation of key internal stakeholders
- Developing a culture of continuous improvement
- Provision of high quality service within finite resources

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KEY RELATIONSHIPS	
Who	Why
General Manager, Mona Vale Hospital, and Director Primary & Community Health (PACH)	Direct reporting line
Medical Executive Director, NSLHD	Professional reporting line
Medical Officers and other healthcare professional	To develop, deliver and support effective, efficient high quality health services, in line with the organisational objectives
NSW Health, Educational Institutions, Nursing Homes, Ambulance services, Private Hospitals	To respond to matters as appropriate and act as a liaison as required
Patients, Clients, Consumer representatives, Volunteer groups, Industrial Bodies, Local Government Agencies, relevant NGOs, Local Media	To act as a liaison between these groups and the Health Service as necessary

## SELECTION CRITERIA

1. MBBS or equivalent, currently registered or eligible for registration with the Medical Board of Australia. Applicants must have Fellowship of the Royal Australasian College of Medical Administrators or recognition as a specialist by the Medical Board of Australia.
2. Consistently demonstrates behaviours that reinforce the CORE Values of our organisation; Collaboration, Openness, Respect and Empowerment. Demonstrates these behaviours with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those that care for them
3. Tertiary management qualification at a masters level (MHA and/or MBA or equivalent), and/or relevant experience in a medical management role
4. Comprehensive knowledge of and experience in managing current issues in medical workforce, medical staff training and industrial requirements for medical officers
5. Ability to provide leadership as part of the executive team and ability to work in an executive team environment
6. Demonstrated commitment to accountability and proven financial management skills within a health environment
7. A comprehensive knowledge of and commitment to health system safety, quality, risk management, change management, improvement systems, innovation and best practice
8. Proven effective negotiation and communication skills (written and verbal) with a wide range of stakeholders ranging from Senior Medical Practitioners to the public.

## OTHER REQUIREMENTS

### Financial

Responsible for the facility and service's medical workforce budget

Develop and coordinate a financial strategy to meet the budgetary goals of the overall medical workforce budget

Monitor compliance with approved budget and initiate timely and appropriate corrective action

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As an executive member, contribute to the annual organisational review of the budget  
Interpret financial data and apply activity based funding principles to site and activities  
Monitor JMO and SMO medical costs and hours against agreed targets in consultation with Divisional Managers

### **Management/ Leadership**

Manage, coach, mentor and support staff through performance management, training, supervision and rostering to ensure quality of services and compliance with NSLHD and NSW Health policies  
Efficiently manage the resources (human, financial, technological, and other) allocated to the department  
Provide a safe working environment and safe working practices for all staff in the department  
Identify, analyse, evaluate and document all risks (e.g. WHS, Corporate, Clinical, Financial, Reputation, Legal, Technology) relevant to the department. Review and implement management strategies where necessary and action plans for all areas of concern.  
Ensure that the department operates using a quality management a focus in the provision of services/care  
Ensure Privacy legislation and NSW Health requirements are met in respect of the creation, maintenance , archiving and destruction of clinical and other confidential documents  
Ensure strict confidentiality is maintained in relation to all patient, staff, workplace and NSLHD matters  
Implement the principles of multicultural health in their work by ensuring services within their area of responsibility are accessible and culturally appropriate to consumers  
Comply with and implement and maintain the Code of Conduct, EEO, Smoke Free, Bullying and Harassment policies and procedures into the department and ensure effective management of conflict and grievances  
Perform all other delegated tasks appropriately consistent with the award or terms of employment as may be directed or implied from time to time with grading and capabilities

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**Job Demands for:** NSLHD - Staff Specialist - Director Medical Services - Mona Vale Hospital & Primary and Community Health

Physical Demands	
<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>Not Applicable</p>
<p><b>Standing</b> - remaining standing without moving about to perform tasks</p> <p>Not Applicable</p>	<p><b>Walking</b> - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Not Applicable</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>Not Applicable</p>
<p><b>Trunk Twisting</b> - turning from the waist while sitting or standing to perform tasks</p> <p>Not Applicable</p>	<p><b>Kneeling</b> - remaining in a kneeling posture to perform tasks</p> <p>Not Applicable</p>
<p><b>Squatting/Crouching</b> - adopting a squatting or crouching posture to perform tasks</p> <p>Not Applicable</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>Not Applicable</p>	<p><b>Lifting/Carrying</b> - light lifting and carrying (0 to 9 kg)</p> <p>Not Applicable</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</p>	<p><b>Pushing/Pulling/Restraining</b> - using force to</p>

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above shoulder  Not Applicable	hold/restrain or move objects toward or away from the body  Not Applicable
<b>Head/Neck Postures</b> - holding head in a position other than neutral (facing forward)  Not Applicable	<b>Hand and Arm Movements</b> - repetitive movements of hands and arms  Not Applicable
<b>Grasping/Fine Manipulation</b> - gripping, holding, clasping with fingers or hands  Not Applicable	<b>Work at Heights</b> - using ladders, footstools, scaffolding, or other objects to perform work  Not Applicable
<b>Driving</b> - Operating any motor powered vehicle  Not Applicable	

### Sensory Demands

<b>Sight</b> - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)  Not Applicable	<b>Hearing</b> - use of hearing is an integral part of work performance (e.g. Telephone enquiries)  Not Applicable
<b>Smell</b> - use of smell is an integral part of work performance (e.g. working with chemicals)  Not Applicable	<b>Taste</b> - use of taste is an integral part of work performance (e.g. food preparation)  Not Applicable
<b>Touch</b> - use of touch is an integral part of work performance  Not Applicable	

### Psychosocial Demands

<b>Distressed People</b> - e.g. emergency or grief situations	<b>Aggressive and Uncooperative People</b> - e.g. drug/alcohol, dementia, mental illness
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Not Applicable	Not Applicable
<b>Unpredictable People</b> - e.g. dementia, mental illness, head injuries	<b>Restraining</b> - involvement in physical containment of patients/clients
Not Applicable	Not Applicable
<b>Exposure to Distressing Situations</b> - e.g. child abuse, viewing dead/mutilated bodies	
Not Applicable	

### Environmental Demands

<b>Dust</b> - exposure to atmospheric dust	<b>Gases</b> - working with explosive or flammable gases requiring precautionary measures
Not Applicable	Not Applicable
<b>Fumes</b> - exposure to noxious or toxic fumes	<b>Liquids</b> - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE
Not Applicable	Not Applicable
<b>Hazardous Substances</b> - e.g. dry chemicals, glues	<b>Noise</b> - environmental/background noise necessitates people raise their voice to be heard
Not Applicable	Not Applicable
<b>Inadequate Lighting</b> - risk of trips, falls or eyestrain	<b>Sunlight</b> - risk of sunburn exists from spending more than 10 minutes per day in sunlight
Not Applicable	Not Applicable
<b>Extreme Temperatures</b> - environmental temperatures are less than 15°C or more than 35°C	<b>Confined Spaces</b> - areas where only one egress (escape route) exists
Not Applicable	Not Applicable
<b>Slippery or Uneven Surfaces</b> - greasy or wet floor surfaces, ramps, uneven ground	<b>Inadequate Housekeeping</b> - obstructions to walkways and work areas cause trips and falls
Not Applicable	Not Applicable

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<p><b>Working At Heights -</b> ladders/stepladders/scaffolding are required to perform tasks</p> <p>Not Applicable</p>	<p><b>Biological Hazards -</b> exposure to body fluids, bacteria, infectious diseases</p> <p>Not Applicable</p>
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