



JOB DESCRIPTION

Section	Health Services Section – Parlpuru Ninji Kari		Work Unit	Senior Management	
Job Title	Director Medical Services		Level	Executive Contract	
Job Type	Full Time		Duration	Full-time	
Salary	\$400 000pa		Location	Tennant Creek	
Position Number	Clinic 0	Budget	HC	Closing	
Contact					
Position reports to	General Manager				
Information for Applicants	Confirmation of employment is dependent on the outcome of a Criminal History Check and successful application for an Ochre Card				
Hours of Work	Monday – Friday, excluding public holidays. 8.00am – 5.00pm. Weekend work may occur				
Special Measures	Not applicable to this vacancy.				
About Benefits	Salary packaging up to \$15,899.94pa, Free accommodation will be outside provided in accordance with the Housing & Accommodation Policy, Free gym membership , Free General Dentistry, (Laboratory work to be paid by employee), Free employee only, general prescriptions and private use of corporate vehicle up to 2,500km per year \$3000pa for professional skills development.				

Primary Objective:

As a member of the Anyinginyi Clinical Leadership Team and reporting to the Health Services Section Manager, this position will see you managing the staff and resources of the Anyinginyi Health Services (Health Centre, Rural and Remote and Allied Health), to ensure a high standard of care is provided in a culturally responsive manner. You will work closely with fellow Medical Officers in multi servicing needs for Anyinginyi clients and ensure day to day operational management of medical services as required and support Medical Clinical Governance and participate in continuous quality improvement within the Health Centre. Establish and maintain collaborative and functional relationships with Contracted Clinical Service Providers to ensure seamless and timely clinical care.

Context Statement:

Anyinginyi Health Aboriginal Corporation is a multi – disciplinary Aboriginal community controlled organisation which provides primary health care services to the Aboriginal people of Tennant Creek and the surrounding Barkly region.

Key Duties and Responsibilities:

1. The Director Medical Services will be accountable to the Health Services Section Manager for professional and clinical governance issues and clinical practice improvement.
2. The Director of Medical Services will undertake annual, or as required, performance review of leadership and management with the Section Manager, and annual, or as required, specialist review of professional medical skills and development with the Practice Nurse Manager.



LEADERSHIP

- 1.1 Participates as a member of the Anyinginyi Health Aboriginal Corporation and attend meetings as scheduled.
- 1.2 Ensures the delivery of medical services within allocated resources, activity targets and key performance indicators.
- 1.3 Works in collaboration with the Section Manager and Practice Nurse Manager for the recruitment, selection, deployment, orientation, training and development / performance of all medical staff.
- 1.4 Advises the Section Manager on Medical Agreements and Award issues in consultation with the Practice Nurse Manager, and the Human Resources Manager.
- 1.5 Actively participates in developing and monitoring clinical governance, reviewing and evaluating the quality and timeliness of clinical services.
- 1.6 Monitors the development, implementation and performance of health policies as they relate to the standard of clinical governance in medical services.
- 1.7 Ensures the timely preparation and delivery of professional reports, reviews and other investigations as required.
- 1.8 Administers and participates in the Medical Advisory Committee in conjunction with the General Manager with a particular focus on clinical governance
- 1.9 Works with other health agencies to ensure integrated and cohesive services occur at Anyinginyi Health Aboriginal Corporation.
- 1.10 Develops and maintains effective relationships with peers and colleagues and fosters a culture of clinical collaboration, multidisciplinary engagement and clinical trust.
- 1.11 Participates in, and, where necessary, leads meetings as the senior medical representative.
- 1.12 Leads and participates in region-wide initiatives around Primary Health Care governance as required by the Director Medical Services.

PLANNING AND EVALUATION

- 1.1 Participate in the planning and development of Primary Health Care services within Anyinginyi Health Aboriginal Corporation
- 1.2 Coordinate the development of submissions for available special purpose funding for clinical medical services in conjunction with the Section Manager and Practice Nurse Manager.

STATEMENT OF DUTIES



1.1 Leads adverse incident monitoring and investigation, root cause analyses of sentinel and adverse events as required by the Section Manager and General Manager.

1.2 Advise on medico-legal cases for Anyinginyi Health Aboriginal Corporation and provide reports as required.

1.3 Participates in responding to consumer feedback regarding clinical services including leading the investigation and response to complaints relating to medical services.

MEDICAL WORKFORCE

1.1 Responsible to the Section Manager and Practice Nurse Manager, for the appropriate management, coordination and deployment of medical services and resources within Anyinginyi Health Aboriginal Corporation including rostering.

1.2 Direct and manage Medical Officers.

1.3 Undertaking performance appraisal and development review of staff under direct supervision, ensuring compliance with mandatory training, organisation policy and KPIs.

1.4 Ensure systems are implemented for ongoing monitoring of evidenced based clinical practice and supervision

1.5 Advise and participate in consultation with the Section Manager and Practice Nurse Manager on medical resources and strategies to recruit and deploy medical officers.

CLINICAL CARE

1.1 Ensure that plans are in place for functioning of a Disaster Preparedness response to identified disaster risks for the Health Centre.

1.2 Lead the ongoing development of the internal emergency management responses.

1.3 Ensure that clinical services are provided in a manner sensitive to and appropriate for people of Aboriginal and other cultural backgrounds.

EDUCATION

1.1 Assist with the educational needs of medical staff as per Anyinginyi Health Aboriginal Corporation strategies, priorities and programs as required.

1.2 Coordinate (where relevant) onsite professional development services for medical officers, medical students and other health workers as appropriate

OTHER

1.1 Other duties as directed by the Health Services Section Manager, or General Manager. The occupant of this position will be expected to comply with and demonstrate a positive commitment to the Anyinginyi Health Aboriginal Corporation values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.



1.2 Understanding of key Performance Indicators relating to “Closing the Gap” whilst monitoring health trends and linking service delivery with Public Health initiatives.

SELECTION CRITERIA ESSENTIAL

1. Eligible for registration by the Medical Board of Australia
2. Recognised clinical experience and/or postgraduate qualifications commensurate with clinical duties and medical administration role.
3. Experience in a senior management role in the health sector, preferable in an Aboriginal Health Community Controlled environment.
4. Demonstrated excellent interpersonal, verbal and written skills.
5. Demonstrated excellent strategic management and planning skills.
6. Demonstrated experience in the application of continuous quality improvement principles including management change and the implementation and evaluation of integrated clinical governance strategies.
7. Current knowledge of legislative obligations for Equal Employment Opportunity, Disability Services and Occupational Safety and Health, Act, Freedom of Information and how these impact on employment and service delivery.
8. Possession of a current NT C or C-A class driver’s licence and the ability to travel within the region including overnight stays.
9. NT Working with Children’s Card.

DESIRABLE

1. Postgraduate qualifications in health administration e.g. FRACMA, FAFPHM, MBA, MHA, or progress towards their attainment.
2. Experience in liaising with private Visiting Medical Practitioners (VMPs) and government and non-government agencies.

Barb Shaw, General Manager