

POSITION DESCRIPTION

Position Title	Director, Medical Services
Reference Number	GH 11
Department	Senior Leadership Team
Position Reports To	General Manager
Positions Reporting To This Role	<p>Employed and/or contracted positions and services:</p> <ul style="list-style-type: none"> • Medical Practitioners • Dental Practitioners • Allied health professionals including Optometrists, Podiatrists, Physiotherapists, Dieticians, Speech Pathology. • Diagnostic Services (i.e. Medical Imaging and Pathology) including radiographers and sonographers'
Work Location and Travel	<p>This position will be located at GEO Healthcare Head Office in Melbourne, Victoria.</p> <p>The position will be expected to travel to GEO Healthcare locations and The GEO Group Australia Pty Ltd Head Office as required.</p>
Operating Environment	<p>GEO Healthcare operates in all Victorian public prisons providing primary healthcare services to the prisoner population.</p> <p>GEO Healthcare employs a multidisciplinary team of highly skilled healthcare professionals to ensure people in prison can access and receive the equivalent standard and range of healthcare services available in the broader community.</p> <p>GEO Healthcare works in close partnership with public, private and not-for-profit providers to deliver the best possible healthcare outcomes for people in prison, with plans for ongoing post-release care and support in the community.</p> <p>GEO Healthcare is a business arm of the The GEO Group Australia Pty Ltd, Australia's leading provider of Correctional Services.</p>
Position Summary	<p>The Director, Medical Services will be responsible for and lead the provision of medical and dental services as well as oversight of contracted allied health and diagnostic services.</p> <p>The Director, Medical Services will coordinate the clinical supervision of Nurse Practitioner candidates.</p> <p>The role requires the incumbent to perform all duties in accordance with the GEO Healthcare Values.</p>

Key Accountabilities

- Lead the provision of healthcare with a focus on safety and quality to meet or exceed the National Safety and Quality Health Service Standards.
- Provide effective clinical leadership and support to Medical Practitioners, Dental Practitioners, Allied Health Professionals and diagnostic services in the provision of healthcare at GEO locations.
- Assist in the recruitment and selection of contracted Medical, Dental, Allied Health and Diagnostic service providers, coordinate and clinically oversight and monitor the provision of their services aligned to contractual requirements and as set out in the Primary Healthcare Performance Framework.
- Lead and coordinate the credentialing and appointment of employed and contracted Medical, Dental, Allied Health and Diagnostic staff and lead and/or participate in relevant credentialing and appointment committees.
- Participate in the GEO annual business planning process to ensure medical, allied health, dental and diagnostic services at each location are managed in accordance with the annual budget.
- Coordinate support and provide clinical supervision to Nurse Practitioner candidates and participate in the Nurse Practitioner Network.
- Lead Network meetings for Medical Practitioners, Dental Practitioners, Allied Health and Diagnostic staff and/or contractors.
- Assist in the implementation of the GEO Clinical Governance Framework and lead and participate in GEO Healthcare clinical governance committees as required.
- Assist in the development, implementation and monitoring of clinical policy, procedures and local operating instructions, associated with Medical Dental and Allied Health Services.
- Lead the management of medications at GEO Healthcare locations and develop and implement the GEO Healthcare Medication Formulary providing feedback on its use to the Pharmacy and Consumables Committee.
- Develop and maintain strong working relationships with the client and be a point of contact on matters associated with the provision of Medical, Dental, Allied Health and Diagnostic services by GEO Healthcare.
- Coordinate the development of medical reports for the client and external agencies within the required timeframes.
- Participate in key meetings with the client as contractually required and other meetings when requested to attend.
- Develop and maintain effective relationships with independent bodies such as the Victorian Ombudsman, Health Care Complaints Commissioner; Mental Health Complaints Commissioner; Coroners Court, Disability Services Commission, Commission for Children and Young People.
- Actively participate in the requirements for GEO Healthcare to achieve and maintain health service accreditation under the National Safety and Quality Health Service Standards.
- Assist in the development and provision of reports, submissions, briefing notes, etc., to the State, independent agencies and the GEO Healthcare Board meeting policy and contractual requirements and reporting timeframes.
- Ensure that appropriate resources are engaged to meet contract requirements (in relation to medical, allied health, dental and diagnostic services); and that employees and contract providers receive training and support to competently perform their roles.

- Ensure, for contacted providers, that contract arrangements are formal, current and comply with all relevant GEO Healthcare guidelines.
 - Take all reasonable steps to ensure compliance with legislative requirements in relation to Health & Safety; and to ensure that prisoners, employees, contractors and visitors are provided with a safe work environment at all times.
 - Ensure compliance with Company policies, procedures, the Governance, Risk and Compliance Manual and the Code of Conduct.
 - Lead the provision of healthcare with a focus on safety and quality to meet or exceed the National Safety and Quality Health Service Standards.
-

Key Selection Criteria

- Registration with the Australian Health Practitioner Regulation Agency as a medical practitioner.
 - Post-graduate qualifications and/or experience in medical administration.
 - Demonstrated experience with the appointment and credentialing of Medical, Dental and Allied health staff.
 - Experience in coordinating and providing medico-legal responses to Coroners Court, complaints and professional practice matters.
 - Extensive clinical governance and clinical risk management experience.
 - Effective verbal and written communication skills that build positive relationships with staff, the client and stakeholders.
 - Extensive experience in the development, implementation and monitoring of clinical policy, procedures and practice relating to medical, dental and allied health services.
-

Other Requirements Of the Role

- Valid and current full Australian driver's licence.
- Ability to work within a correctional setting, which will involve direct contact with prisoners associated with the delivery of healthcare.
- Satisfactory completion of a National Criminal History Check.
- Ability to obtain and maintain a security clearance.
- Working outside of ordinary business hours may be required.

Employee Acceptance / Manager Approval

I acknowledge that the statements included in this position description are intended to reflect duties and responsibilities that I will be required to undertake and are not to be interpreted as being all inclusive.

I have read, understood and accepted the above position description and associated attachments.

Employee's Name	Signature	Date

Director/Manager Approval (of Position Description) Delete Director/Manager as appropriate

Manager's Name	Signature	Date

Master copy lodged with HO (SMT only) ☐

Master copy lodged with department monitor ☐