

# POSITION DESCRIPTION

<b>Position:</b>	<b>Executive, Medical Services – BRHS &amp; East Gippsland Sub-Region</b>		
<b>Division:</b>	BRHS Medical Services	<b>Level of Authority</b> (as per BRHS Instrument of Delegation)	Level 2
<b>Department/Unit:</b>	Executive		
<b>Reports To:</b>	Chief Executive Officer of BRHS		
<b>Direct Reports:</b>	Professional reporting of <ul style="list-style-type: none"> <li>• Senior Medical Staff</li> <li>• Hospital Medical Officers</li> <li>• Visiting Medical Officers</li> </ul> Direct Reports (BRHS) <ul style="list-style-type: none"> <li>• Deputy Executive Medical Services</li> <li>• Medical Workforce Unit Manager</li> <li>• Executive Assistant support role</li> <li>• Business Manager Medical Imaging</li> <li>• Chief Pharmacist</li> <li>• Director Community Clinical Training – EGCB</li> <li>• Regional Rural Generalist Coordinator</li> <li>• Consulting Rooms Manager</li> </ul>		
<b>Remuneration:</b>	<i>An attractive remuneration package will be negotiated with the successful applicant commensurate with qualifications and experience and in accordance with the Government Sector Executive Remuneration Panel (GSERP) policy.</i>		

## ABOUT EAST GIPPSLAND

East Gippsland has a diverse and widely spread population. The region is serviced by a primary healthcare network, three health services (Omeo District Health, Orbost Regional Health and Bairnsdale Regional Health Service), and a number of community based providers. The region has a growing population of over 46,800 across East Gippsland. The health services of East Gippsland are committed to ensuring safe, accessible health care in the region and in doing so have committed to a united approach to medical workforce governance.

## BAIRNSDALE REGIONAL HEALTH SERVICE

BRHS is a sub-regional health service. The agency works in partnership with other agencies to ensure the development of, and access for community to a range of health services. BRHS is sub-contracted by our partnering health services, Omeo District Health and Orbost Regional Health to provide the clinical governance support duties and governance of Executive Medical Services to the 3 public health services in East Gippsland.

BRHS is a strong partner in Regional Partnerships and services and as such liaises with the regional lead agency (Latrobe Regional Health Service) on number of service partnership arrangements the operate across Gippsland, such as Cancer, Mental Health and Palliative Care.

BRHS provides multi-disciplinary health services that incorporates a long-established hospital with 51 acute beds, 20 sub-acute/rehabilitation beds, modern theatre suite, emergency department, short stay unit, palliative care and maternity services. Day services include a Day Procedure Unit, a newly built Oncology/Medical Ambulatory Day Unit and Dialysis

Unit. In addition to acute care, BRHS also provides core services through a 90 bed Aged Care facility, full-range of Allied Health Services, Medical Outpatient Services, Home Based Services, including Hospital in the Home, Community Health and a CBD campus offering the community easy access to Maternity Care and a selection of Medical Imaging Services.

The acute clinical services at BRHS encompass General Medicine, Rehabilitation and Geriatrics, Emergency Medicine and Surgery with each area having a clinical lead. The General Medicine team provides services to the Hospital in the Home (HITH) program and hospital based patient care with the Physicians also delivering a consultation service via the BRHS Medical Consulting Rooms.

The Surgical team services the two operating theatres, surgical ward patient management, a pre-admission clinic, and also provides a consultation service. The Perioperative Suite provides a full range of services for both local and visiting specialists. These include general surgery, orthopaedics, gynaecology, urology, ophthalmology, ENT, endoscopy and dental, performed by BRHS surgeons and locums.

The Emergency department is a 24/7 service with 9 cubicles, a 5 bed short-stay unit. Medical staffing is comprised of a Senior Medical Officers with support from Hospital Medical Officer's and interns on rotation. Additional support is provided by the Visiting Medical Officers.

BRHS is located on the lands of the Gunaikurnai people. Find out more about BRHS [here](#).

## DIVISION

The BRHS Medical Services Division is comprised of medical diagnostic services and support areas and has responsibility for the professional performance, training and development of the medical workforce supported by the Medical Workforce team and People and Culture. Medical Diagnostic and support areas include Imaging, Pharmacy, Pathology and associated contracts.

## SUB-REGIONAL RESPONSIBILITIES

The role provides clinical governance and support to Omeo District Health Service and Orbost Regional Health.

### Orbost Regional Health



Orbost Regional Health (ORH) is a Multipurpose Service including a General Practice clinic. General Practitioners are supported by visiting specialists, regional palliative care consultancy, telehealth to BRHS emergency department and My Emergency Dr, Gippsland Primary Health Network and ORH senior clinical staff and quality department. Service provision is supported by BRHS Pharmacy and Imaging departments.

### Omeo District Health



Omeo District Health (ODH) is the major public healthcare provider within the Omeo Region in East Gippsland. It is an integrated health service providing a range of acute, sub-acute, ancillary, medical, aged and community care which include a General Practice Clinic, Urgent Care Centre and Public Sector Residential Aged Care Facility. Omeo District Health runs its Credentialing Committee meetings concurrently with those of BRHS. Omeo District Health may escalate relevant matters to the BRHS Morbidity & Mortality Committee for review.

## POSITION OBJECTIVE

The position will fulfil the role of Executive, Medical Services for the sub-region of East Gippsland. In doing so it will support the medical governance and quality at three health services. The role will provide leadership and clinical governance to BRHS, Omeo District Health and Orbost Regional Health. While the role is directly responsible to the CEO of BRHS for overall performance, the incumbent will work with the CEO's and Boards of all health services in accordance with agency service agreements.

The Executive Medical Services (EMS), as a key member of the Executive team, will contribute to the alignment and achievement of strategic objectives contained in the current BRHS Strategic Plan. This will be achieved via the delivery of the annual business plan objectives and other activities as required. The role is pivotal to service planning and medical workforce planning for the sub-region.

The EMS is responsible and accountable for ensuring effective clinical governance and ensuring that high professional standards are maintained by the medical workforce. The EMS will provide leadership, support and mentoring to their direct reports. The role oversees the establishment, tender and delivery of a number of medical and diagnostic services inclusive of imaging, pathology and General Practice Visiting Medical Officers arrangements. The EMS will develop and maintain positive and productive relationships with Visiting Medical Officers and Specialists.

The role has leadership responsibility for the functions of medical workforce planning, student placement and medical training and development, oversight of new technologies and treatments and medical credentialing across the sub-region. This includes ensuring clear governance for each of the relative Boards.

The role works closely with the Executive Acute Services /Chief Nurse & Midwife and the Executive Community Wellbeing and Aged Care to ensure clinical services have the medical staff and services required for business operations.

## ORGANISATIONAL INFORMATION

### **Our mission:**

To provide quality health and well-being services that deliver the best possible health outcomes to our community.

### **Our purpose:**

To improve the lives of our patients, their families and our community.

## Our principles of care

We are committed to providing the highest level of treatment to the people of East Gippsland, delivered with care and compassion for every individual, every time.

### 1. Quality

A quality service achieves positive outcomes. We are committed to finding the best possible solutions for our community's health challenges.

### 2. Integrity

We consistently adhere to principles of professionalism and follow through on our promises with care and accuracy. We can be relied upon and trusted.

### 3. Communication

We listen. Effective communication will help to ensure the best level of care is provided to patients, and clinical outcomes are optimised.

### 4. Kindness

Our people are our community; patients, carers, staff and volunteers. They are the heartbeat of our service. We treat each other with respect, empathy and compassion.

## Our focus 2022-2026

1. Excellence in the care we provide
2. Investing in our people
3. Future proofing our resources
4. Collaboration for value generation

## RESPONSIBILITIES & ACCOUNTABILITIES

### Primary Responsibilities

#### Medical Workforce

- Provide responsive leadership, support, regular supervision and mentoring to direct reports.
- To provide professional leadership and development opportunities to medical staff.
- Oversee credentialing and scope of practice processes for Senior and Junior Medical Staff.
- Provide expert advice to the CEO, Executive and Clinical Leads/ Heads of Units on clinical issues
- Develop and maintain positive relationships with Visiting Medical Officers and Consultants and ensure that BRHS has a medical workforce which meets its service needs.
- Work with the Executive of People and Culture to provide leadership and oversight to ensure a Medical Workforce Plan is contemporary and developed in a manner that engages key stakeholders.
- Be accountable for ensuring that the objectives and goals in the BRHS Medical Workforce Plan are met within agreed timelines.
- Cultivate a culture of evidenced-based practice and provide leadership in medical education, training and development.

#### BRHS

- Work to ensure that BRHS service objectives and priorities are met.
- Take responsibility for developing and maintaining positive and productive relationships with key external stakeholders and represent BRHS at professional, industry and government forums, as required.
- Undertake other duties as required by the Chief Executive Officer that are within the scope and skill consistent with the position.

#### Clinical Governance

- Work in partnership with the Executive Acute Services and the Executive Community Wellbeing and Aged Care to ensure high quality, effective and efficient service provision across the business.
- Work in partnership with the Executive Quality and Education to be accountable and take the lead to ensure full compliance with BRHS Clinical Governance practices relevant to medical service or as required.
- Be accountable and take the lead to ensure adherence to Clinical Safety standards.
- Lead, support and facilitate the appropriate management and investigation of medico-legal cases.
- Support and ensure Clinical Risk, Patient Satisfaction, Complaints and BRHS Accreditation processes are followed effectively for a progressive, safe and effective health service.
- Lead and contribute to the development of appropriate and contemporary medical clinical policies and procedures and ensure timely review.

#### Service Provision

- Be accountable and ensure the professional standards of all departmental areas of responsibility are maintained: Medical Workforce, Pharmacy, Imaging, and Pathology.
- Establish, tender and monitor contractual arrangements for clinical service provision as directed. Inclusive of Imaging and pathology service contracts.

#### Regional Development

- Work with relevant key stakeholders to ensure Service Agreement KPI's relative to Clinical Governance and medical management at Omeo District Health and Orbost Regional Health are delivered as documented and agreed.
- Work with the sub-regional CEO's to plan and enhance service access for the population of East Gippsland.

- Lead activities and planning to ensure the establishment and delivery of a robust, contemporary Rural Generalist model of training for the region.

## Strategic Imperatives

- Demonstrate a highly-developed understanding of BRHS' strategic plan to lead the development and achievement of the division's work plan to achieve organisational goals.
- Promote the organisation's principles of care and build commitment by demonstrating a personal conviction to these in day to day practice.
- Develop a good understanding of the health needs of the local population and contribute to strategic planning initiatives developed to address local healthcare priorities.

## Leadership and Management

- Actively promote a service delivery culture which supports contemporary practice and fosters innovation.
- Build commitment and motivate direct reports to deliver against team goals.
- Ensure that organisational strategy is translated into meaningful, long term plans and objectives for areas of responsibility.
- Drive the *Partnering with Consumers in Healthcare* policy to ensure person-centred practice.
- Be familiar with the Enterprise Agreement(s) applicable to your department(s) including having a good knowledge of terms and conditions applicable to performing payroll approvals.
- Ensure all direct reports are made aware of their obligations to comply with current BRHS policies, procedures and guidelines.
- Ensure that direct reports provide effective leadership, management and support to their team to ensure that students and staff are provided with valuable positive learning experiences and to foster a constructive learning environment.

## Professional Development

- Ensure annual performance review and development appraisals are completed with all direct reports in a timely and comprehensive manner in accordance with organisational standards.
- Develop professional knowledge and competencies by undertaking relevant professional development, continuing education and training. Maintain applicable professional registration requirements.
- Ensure completion of mandatory competencies (both organizational and profession-specific).

## Work Health and Safety

- Demonstrate a commitment to health and safety through regular monitoring and review of work practices and the environment to ensure a healthy and safe workplace for all direct reports and their teams in accordance with BRHS policies/procedures and legislative requirements
- Demonstrate a sound knowledge of, and ensure appropriate steps are followed, with regard to Occupational Health and Safety, Equal Employment Opportunity, Emergency Management, Waste Management, Environmental Sustainability and Infection Control policies and legislation. Ensure each direct report has adequate knowledge and information to ensure compliance.
- Monitor health and safety performance and proactively investigate, report and as appropriate, address OH&S hazards, incidents and injuries within areas of responsibility.

## Quality and Risk Management

- Provide leadership to ensure good governance of the safety and quality system at BRHS relevant to role.
- Actively participate and contribute to quality improvement activities, by identifying opportunities for improvement, receiving recommendations from direct reports and acting upon opportunities to improve processes, workplace health and safety, quality and service delivery outcomes.
- Have a highly-developed knowledge of the BRHS incident and complaint investigation policies and systems to ensure feedback drives division improvements and ensure each direct report has adequate knowledge and information to ensure compliance.
- Take responsibility for enabling risk management and implementing control measures by ensuring that each area of responsibility identifies and assesses unit risks, and develops and maintains a unit risk management plan.
- Adhere to all organisational policies and procedures.
- Ensure a good knowledge of policies relating to reportable conduct, child safe standards and hospital response to family violence.

## Information and Resource Management

- Work competently and confidentially in a range of service-specific and common software applications. Ensure all team members receive appropriate support and instruction to meet service requirements.
- Take overall responsibility for the division's adherence and compliance with record and information management requirements in accordance with relevant BRHS policies and guidelines.
- Maintain a good understanding of probity obligations in the Victorian Public Health sector and ensure that contract management and procurement policies and procedures are adhered to.
- Ensure departmental systems enable information relating to patients/clients and employees to be kept private and confidential at all times in accordance with BRHS policy and procedures and monitor compliance of direct reports.
- Prepare a wide range of documentation which is well-researched, achieves its purpose and appropriate to service and organisational requirements.
- Analyse and report on data and statistics against relevant funding and policy guidelines.
- In conjunction with the Chief Financial Officer, develop and manage an annual budget, monitor expenditure against budget projections and identify and negotiate for resources.
- Adopt a proactive approach to human resource management and develop team capacity through appropriate recruitment, talent management and succession planning.

## Communication and Teamwork

- Prepare and actively participate in team meetings, Executive and Senior Managers Meetings and other BRHS committees and work groups, as required by Chief Executive Officer, and ensure the team receives timely, relevant and regular information.
- Clearly define each direct report's role, monitor performance, provide timely and constructive feedback and facilitate employee development.
- Manage direct reports to ensure that individuals have the opportunity to participate in staff meetings and other meetings relevant to their role.

## Diversity and Inclusion

- Facilitate and promote an inclusive environment where all individuals are treated fairly, with respect and receive the same opportunities.

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- Actively participate in developing cultural competence of teams including an awareness, understanding and respect of the diverse range of cultures and backgrounds, including Aboriginal and Torres Strait Islander people, members of the LGBTIQ community and people with a disability.
- Respect difference; value and strive for diversity in decision making, team makeup and service delivery.
- Ensure team members receive required training and information to support an inclusive environment.

## POSITION REQUIREMENTS

Position Requirements	
Satisfactory National Police Check (no older than 12 months) <i>Certificate must be provided prior to commencement.</i> <i>National Police Check is required to be renewed every 3 years at the employee's expense</i>	Required
Satisfactory Working with Children Check <i>Evidence of application must be provided prior to commencement.</i> <i>Working with Children Check is required to be renewed every 5 years at employee's expense.</i>	Required
Satisfactory Health Declaration (BRHS will provide documentation for completion) <i>Completed document must be provided prior to commencement.</i>	Required
Immunisation History (BRHS will provide documentation for completion) <i>Completed document must be provided prior to commencement.</i> <i>Participation in the annual influenza vaccination program by 15<sup>th</sup> August each year is a requirement.</i>	Required
Evidence of COVID-19 vaccination <i>Proof of full vaccination must be provided prior to commencement. (Eg Certificate from myGov record) in accordance with Department of Health guidelines.</i>	Required
Evidence of Professional Registration	Required
Evidence of Professional Qualification	Required
Valid Victorian Driver's Licence	Required
Valid Trade Licence	Not required
Undertake Health monitoring as per BRHS Cytotoxic Drugs & BCG Instillations policy). Mandatory to occur prior to commencement and when required during employment.	Not required
Typical Work Schedule	
<p>This position is worked in business hours between Monday and Friday. Availability to work additional hours occasionally is required This role requires the incumbent to participate in the Executive On-Call Roster. The role requires attendance at some regular meetings outside of ordinary work hours.</p>	



## KEY SELECTION CRITERIA

Bairnsdale Regional Health Service is an equal opportunity employer. Our four “principles of care” guide us to assist achieve our mission, purpose and goals. Selection will be based on assessing demonstrated alignment with the skills, qualifications, knowledge, principles of care and other personal qualities required to carry out the role effectively.

### Qualifications and Experience

- Registered Medical Practitioner with the Medical Board of Australia
- At least 5 years’ relevant clinical experience in an Australian health service.
- At least 3 years’ relevant senior management experience.
- Preferable: previous Deputy or Director of Medical Services experience.
- Fellowship of the Royal Australasian College of Medical Administrators (RACMA) or Associate or a post-graduate qualification in Business Administration or Management or working towards the same

### Skills, Knowledge and Attributes

1. A strategic thinker with the proven ability to align services and planning with organisational strategic direction.
2. High-level understanding of the principles of governance, risk management and quality improvement processes.
3. A proven ability to lead system improvement to deliver improved clinical outcomes
4. A dynamic leader with the proven ability to influence people at all levels of the organisation.
5. Proven ability to develop and foster productive and collaborative relationships within multi-disciplinary, high-functioning teams.
6. Superior communication skills (both written and oral), with the ability to negotiate complex issues with a wide variety of stakeholders.
7. A proven change agent with the ability to adapt and effectively implement change and quality improvements.
8. Proven financial management ability and experience developing and monitoring budgets.
9. Good MS Office skills and computer literacy.

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## JOB DEMANDS CHECKLIST

Bairnsdale Regional Health Service endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

Frequency definitions:	
<b>I = Infrequent</b>	Activity may be required very infrequently
<b>O = Occasional</b>	Activity required occasionally, not necessarily all shifts
<b>F = Frequent</b>	Activity required most shifts, up to 50% of the time
<b>C = Constant</b>	Activity that exists for the majority of each shift and may involve repetitive movement for prolonged periods
<b>N/A = Not Applicable</b>	Activity not performed

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Physical Demands</b>						
Sitting	Remain seated to perform tasks				x	
Standing	Remain standing to perform tasks		x			
Walking	Periods of walking required to perform tasks		x			
Bending	Forward bending from waist to perform tasks	x				
Kneeling	Remaining in a kneeling position to perform tasks					x
Lifting/Carrying	Light lifting and carrying	x				
	Moderate lifting and carrying					x
	Assisted lifting (mechanical, equipment, person assist)					x
Climbing, Working at Heights	Ascending and descending ladders, stools, scaffolding					x
Pushing/ Pulling	Moving objects e.g. trolleys, beds, wheelchairs and floor cleaning equipment					x
Reaching	Arms fully extended forward or raised above shoulder	x				
Crouching	Adopting a crouching posture to perform tasks					x
Foot Movement	Use of leg and/or foot to operate machinery					x
Head Postures	Holding head in a position other than neutral (facing forward)		x			
Fingers/Hand/ Arm Movement	Repetitive movements of fingers, hands and arms e.g. computer keyboarding			x		
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands	x				

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Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Driving	Operating a motor powered vehicle e.g. Use of hospital cars, deliveries, visiting clients, tractor, ride on mower, forklift, bus etc.	x				

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Psychosocial Demands</b>						
Distressed People	Highly emotional people crying, upset, unhappy, depressed. E.g. Emergency or grief situations		x			
Aggressive/ Unpredictable People	Raised voices, yelling, swearing, and arguing. E.g. Drug/alcohol, dementia, mental illness		x			
Exposure to Distressing Situations	E.g. Child abuse, delivering bad news, viewing extreme injuries, viewing deceased	x				
<b>Environmental Demands</b>						
Gases	Working with explosive or flammable gases requiring precautionary measures					x
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)					x
Noise	Environmental/background noise necessitates people raising their voice to be heard					x
Biological Hazards	E.g. Exposure to body fluids, bacteria, infectious diseases requiring PPE					x
Cytotoxic Materials	Handling and/or preparation of cytotoxic materials					x
Radiation	Working with radiologic equipment					x

## AUTHORISATION

I confirm that I have read and understood this position description and believe that I am able to carry out the requirements of this role safely and effectively and that the conditions and requirements therein form part of my contract of employment.

**X**

Employee  
Date

**X**

Employee name (Printed)

# POSITION DESCRIPTION

**Bairnsdale Regional Health Service is a smoke free workplace**

## DOCUMENT CONTROL

Bairnsdale Regional Health Services reserves the right to review and amend this document at its discretion.

<b>Reviewed by Manager:</b>	<b>Date:</b> 13/06/2024	<b>Updated:</b> <input checked="" type="checkbox"/>	<b>No Update required:</b> <input type="checkbox"/>
<b>Approved by General Manager/Executive:</b>	<b>Date:</b> 13/06/2024	<b>Name:</b> Robyn Hayles, CEO	

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