

## Medical Administration Registrar

**Our Destination 2030:** Great Care for Central Queenslanders strategy will shape the future of healthcare across our region and support our aim for Central Queenslanders to be amongst the healthiest in the world. Great staff working in great teams with a culture of supporting and investing in our people's future. Find out more visit online

[www.health.qld.gov.au/cq/destination-2030](http://www.health.qld.gov.au/cq/destination-2030)

*Great People, Great Place to Work*



### Role Details

|                         |                                    |                       |   |
|-------------------------|------------------------------------|-----------------------|---|
| <b>Role Title</b>       | Medical Administration Registrar   | <b>Classification</b> | L4 - L9<br>L10 - L12  |
| <b>Status</b>           | Temporary Full Time<br>(12 months) | <b>Salary</b>         | \$110,712 - \$128,362 p.a. (L4 - L9)<br>\$141,193 - \$150,822 p.a. (L10 - L12)  |
| <b>Unit/Facility</b>    | Medical Services                   | <b>Total Package</b>  | Up to \$146,456 p.a. (L4 - L9)<br>Up to \$172,082 p.a. (L10 - L12)              |
| <b>Location</b>         | Rockhampton                        | <b>Contact</b>        | Dr Jennifer King<br>A/ Executive Director Medical<br>Services<br>(07) 4920 5029 |
| <b>Job Ad Reference</b> | RK1B364445                         | <b>Closing Date</b>   | Sunday, 23 May 2021   |

\*Please note: there may be a requirement to work at other facilities located across Central Queensland Hospital and Health Service

### Central Queensland Hospital and Health Service (CQHHS)

CQ Health provides public health services across Central Queensland, in hospitals and in the community. CQ Health is a statutory body governed by our Board. We serve a growing population of approximately 250,000 people and employ more than 3,700 staff, treating more than 700,000 patients each year. The health service has a diverse geographic footprint, ranging from regional cities to remote townships in the west and beachside communities along the coast.

CQHHS has a strong strategic plan: "Destination 2030", based on pillars of Great Care and Experience, Great Place to Work, Great Partnerships, Great Teaching and Research and Sustainable Healthcare. It aims to deliver care closer to home for the population it serves and has ambitious targets to become one of the first regional hubs to undergo full digital transformation. Telehealth and outreach services are core to CQHHS.

This new innovative post will use these facilities to provide particular training opportunities in management and service delivery management for the medical administration trainee.

CQ Health  
Living our values

#### Care

We are attentive to individual needs and circumstance

#### Integrity

We are consistently true, act diligently and lead by example

#### Respect

We will behave with courtesy, dignity and fairness in all we do

#### Commitment

We will always do the best we can all of the time



## The Opportunity

The post of Medical Administration Registrar in CQHHS will be for advanced training where the medical administration trainee will have access to rotations across Rockhampton, Gladstone and Emerald Hospitals, culminating in obtaining fellowship and will report directly to the CQHHS Executive Director Medical Services.

Rockhampton Business Unit consists of Rockhampton Hospital, Capricorn Coast Hospital (Yeppoon) and Mount Morgan Multi-Purpose Health Service. The trainee will have an opportunity to be involved in governance across all the three sites, including site visits, recruitment, budget management and quality and safety work. Rockhampton hospital has over 350 beds in all specialities which includes Medicine, Surgery, ICU, CCU, Emergency, Obstetrics and Gynaecology, Mental health and other subspecialties. There are currently three FRACMA's in the hospital who are available at all times, offering one-to-one supervision and training, with support from the Executive Team.

Emerald Hospital is the Hub for the Central Highlands with a population of 30,000 spread over an area of 30,000 square kms. Emerald Hospital is staffed by 16 Rural Generalists (FACRRM'S) and is an accredited training hospital for the rural generalist program under Generalist Medical Training. There are 15,000 ED presentations each year, 350 births, 600 surgical procedures, 600 emergency retrievals, 25 in-patient beds and approximately 3,000 telehealth consultations each year. A rich experience managing rural and remote sites and Indigenous community health needs will be unique opportunities in this post.

Reflective practice and feedback with dialogue will be a key component of training. Research is well supported at CQHHS and there will be opportunities to be involved in original research and attaining ethics approval. Further opportunities in research are available through the University of Queensland Rural Clinical School and CQ Regional Training Hub. The CQRTTH will provide added value to the post with teacher training and opportunities to teach medical students and health professional students; undertake rural health initiatives to make sure the trainee is well equipped to live and work in rural and remote areas including a progressive course in Indigenous Health.

The position provides an innovative approach to enhancing specialist medical administration capacity in the region. The aligned focus on indigenous health will assist in fostering a more targeted approach to care for this population group. Medical administration plays a key role in clinical governance and enhancing the delivery of broader medical education and training.

## Total Package

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| <ul style="list-style-type: none"><li>• Up to 12.75% employer superannuation contribution</li><li>• Annual leave loading 17.5%</li><li>• Salary packaging</li><li>• Work/life balance, variety and flexibility</li><li>• Employee Assistance Program</li></ul> | <b>Additional benefits to this role include:</b> <ul style="list-style-type: none"><li>• Professional Development Leave</li><li>• Professional Development Allowance</li><li>• Motor Vehicle Allowance</li><li>• Granted Private Practice Arrangements</li></ul> |
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## The Role

- Fulfil the responsibilities of this role in accordance with the Queensland Public Service and CQ Health values.
- Actively participate in the Performance Appraisal and Development (PAD) process and engage in continuous learning and workplace improvement and innovation.

- Understand your broad responsibility for safety and quality in healthcare, actively participate in continuous quality and safety improvement activities within the workplace and notify a relevant clinical or non-clinical responsible officer when concerns exist about workplace or patient safety.
- The provision of a healthy and safe environment within the health service is everyone's responsibility.
- Understand your accountability to uphold the principles and practices of the Health Service's Health and Safety Management System in accordance with legislation and industry standards. As a supervisor actively promote good health and safety practices to staff of your work area.
- Work with the medical administration teams (EDMS and DMSs) across CQHHS to deliver:
  - Strategic planning in line with Destination 2030
  - Clinical service planning and quality improvement
  - Medico-legal advice and support to stakeholders
  - Clinical governance
  - Stakeholder engagement
  - Role management
  - Private practice governance
  - Health disaster management
  - Medical workforce management
  - Medical education and academic development management
  - Financial management and corporate governance
  - Research governance
  - Health information Technology
  - Innovation
  - Wellbeing and culture of medical workforce
  - Fatigues risk management
  - Human resources management and industrial relations in medical context.
- Promotion: emphasis on the positive aspects of living and working in rural areas as a rural medical administrator.
- Community engagement: The trainee will be encouraged to become part of the local community through activities of the Community Advisory Council of the University of Queensland Rural Clinical School (UQRCS).
- This will support the rural health agenda while immersing the trainee in a regional health environment.

### **Mandatory Qualifications / Professional Registration / Other Requirements**

- **Mandatory qualification/s:** The applicant must be registered as a medical practitioner with the Australian Health Practitioner Regulation Agency (AHPRA).
- The applicant must hold general registration and should have held registration with the AHPRA for at least three (3) years.
- Specialist registration with the AHPRA and evidence of undertaking FRACMA training would be highly regarded.
- **Non-mandatory qualification/s:** This position requires the incumbent to operate a C Class motor vehicle, and an appropriate licence endorsement to operate this type of vehicle is required. Proof of this endorsement must be provided before commencement of duty.
- Appointment to this position requires proof of qualification and if applicable registration or membership with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor/manager, prior to the commencement of clinical duties.
- **Proof of identify documents:** Candidates must provide certified copies of requested proof of identify documents for the purposes of General Criminal History and National Police Certificate checks.

- **Shift work:** Appointees will be required to work all shifts in accordance with the unit roster. Regular participation in an on-call roster as well as occasional night and weekend work is required.
- **Travel:** Travel throughout the health service will be required as part of this position. Regular site visits for facilities that train junior doctors within Central Queensland, including but not limited to Rockhampton, Gladstone, Capricorn Coast, Biloela, Emerald Hospital plus sites for General Practice/community rotations including but not limited to Theodore, Emerald and Biloela.
- The minimum sessional appointment for the position will be 0.5FTE (with a weekly commitment).
- **Licence to operate vehicle:** This position requires the incumbent to operate a class C motor vehicle and an appropriate licence endorsement to operate this vehicle is required. Proof of this endorsement must be provided prior to the commencement of duty.

## How you will be Assessed

You will be assessed on your ability to demonstrate the best fit for the role. Within the context of the responsibilities described under 'The role', the ideal applicant will be someone who can demonstrate the following:

- **Personal Qualities:** A high degree of self-awareness, integrity, diligence and pro-activity. Demonstrated interpersonal and communication skills.
- **Leadership and Management:** Experience in, or the ability to develop management and supervisory skills within a complex organisation
- **Workforce management:** Ability to develop an understanding of Human Resource processes as they apply to medical workforce
- **Quality and Safety:** Ability to support and promote workplace culture that highlights safety in all aspects of work
- **Stakeholder engagement:** Demonstrated ability to build and maintain appropriate relationships with team members, clients and stakeholders.
- **Research and Development:** Ability to develop knowledge and skills in the design, conduct and reporting of research or quality initiatives.
- **Education and Training:** Experience in teaching of Junior medical Officers; interest in medical education and training; ability to acquire specific educational knowledge and expertise.
- **Planning, Resourcing and Reporting:** Ability to develop skills in report writing; ability to develop an understanding or management of facility resources and budget management.

## How to Apply

- Your application should be submitted online [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) by the closing date.
- If you experience any technical difficulties when accessing [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) please contact 13QGOV (13 74 68).
- Provide the following information to the panel to assess your suitability:
  - Your current CV or resume, including referees.
  - A short response (maximum 1-2 pages) on how your experience, abilities and knowledge would enable you to achieve the accountabilities and responsibilities, meet the organisational values and "how you will be assessed".
  - Provide referees that have a thorough knowledge of your work performance and conduct that have been your recent supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please clearly indicate this on your resume.
  - Include any additional forms or evidence as necessary from the panel and role description.

## Occupational Health and Safety

The health service aims to maintain a safe, healthy and secure work environment for all employees, clients, visitors and contractors. Achieving this aim is the responsibility of all.

- **All staff:** are to follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken to ensure high quality, safe services and workplaces.
- **Management roles:** are to participate in quality and safety activities such as clinical review, audit and case study presentations which assist learning within the quality and safety environment that can also incorporate the National Standards program.

## Vaccine Preventable Diseases (VPD) Requirements

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment:

- Measles, Mumps, Rubella (MMR)
- Varicella (chicken pox)
- Pertussis (whooping cough)
- Hepatitis B

Further vaccinations may be required due to risks for a role; examples include:

- Hepatitis A – Workers in regular contact with untreated sewerage
- Q Fever – Research or Laboratory staff regularly handling specimens

All new employees who will be working in clinical areas must be assessed for their risk of tuberculosis and screening undertaken if required. Existing staff that are engaged prior to 1 July 2016 are **not subject** to this condition of employment unless they apply for a role with VPD requirements that is with a different Queensland Health entity (i.e. one HHS to another HHS, Department to a HHS, or HHS to Department).

## Diversity and Inclusion

We are committed to providing a diverse and inclusive workplace for our people and our community. To find out more visit CQ Health: [www.health.qld.gov.au/cq](http://www.health.qld.gov.au/cq).

## Respect in the Workplace

The health service values and respects the diversity of its workforce and believes that all its employees should be treated fairly and with dignity and respect. All employees of the health service must show respect for each other, visitors, the public and contractors by treating them fairly and objectively, ensuring freedom from discrimination, sexual harassment, racial or religious vilification, victimisation and bullying. CQ Health is an equal opportunity workplace.

## Person-Centred Care

In CQHHS we are committed to delivering person-centred care, which is about being respectful of, and responsive to, the preferences, needs and values of consumers. A person's care experience is influenced by the way that they are treated as a person, and by the way they are treated for their condition. The goal for CQ Health is to deliver high-quality care that is safe, of value and to provide an ideal experience for all patients, their carers and family. Person-centred care is the foundation for achieving high quality care. Focusing on delivering person-centred care, and on doing it well, will enable CQ Health to be successful in achieving better outcomes for consumers, better experience for consumers and staff; and better value care.



## Vision for the Public Sector

The Department of Health has a diverse set of responsibilities, and a common purpose of creating better health care for Queenslanders. The department is responsible for the overall management of the public health system in Queensland. We strongly believe in the need to work with people that value the goals of our organisation and who will thrive in our workplace. To enable this vision, the Queensland Public Sector is transforming from a focus on compliance to a values-led way of working. The following five values, underpin behaviours that will support and enable better ways of working and result in better outcomes for Queenslanders.



Customers first



Ideas into action



Unleash potential



Be courageous



Empower people

## Additional Information

- **Currency of Applications:** Applications remain current for 12 months (permanent roles) and for the duration of the vacancy (temporary roles).
- **Recruitment Agency Submissions:** Only applications from candidates will be accepted; applications that may result in an agency fee will not be considered.
- **Future Vacancies:** Future vacancies of a temporary, full-time and part-time nature may also be filled through this recruitment process.
- **Pre-Employment Screening:** Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a blue card, unless otherwise exempt.
- **Probation:** Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
- **Salary Packaging:** To confirm your eligibility for the Public Hospital Fringe Benefits Tax (FBT) Exemption Cap please contact either of the Queensland Health Salary Packaging Bureau Service Providers - RemServ via telephone 1300 30 40 10 or <http://www.remserv.com.au> or SmartSalary via telephone 1300 218 598 or <https://qld.smartsalary.com.au/>.
- **Child Abuse/Neglect:** All relevant health professionals, who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.
- **Disclosure of Employment as a Lobbyist:** Applicants will be required to give a statement of their employment as a lobbyist, as per the [Lobbyist Disclosure Policy 2010](#) within one month of taking up the appointment.
- **Disclosure of Pre-Existing Illness:** Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the [Workers' Compensation and Rehabilitation Act 2003](#).
- **Smoking Management Policy:** A non-smoking policy is effective in all Queensland Government facilities (including buildings, offices and motor vehicles) in line with the [Queensland Tobacco and Other Smoking Products Act 1998](#).

**Organisational Chart**