

ROLE DESCRIPTION

Mackay Hospital and Health Service

Role details

Job ad reference	MK555402	Classification	MO1-1 to MO1-7 (L18 - L24) MO2-1 to MO2-3 (L25 - 27)
Role title	Clinical Director of Medicine	Salary	\$204,206 - \$237,196 p.a. (L18 - L24) \$244,248 - \$258,910 p.a. (L25 - L27)
Status (temp/perm)	Permanent Full-Time (80 hrs p.f.) (0.5 Clinical Director + 0.5 Staff Specialist/Senior Staff Specialist)	Closing date	Ongoing
Unit/Branch Division/Hospital and Health Service/Hospital	Department of Medicine Medical and Critical Care Services Mackay Hospital and Health Service	Contact name	Amanda Scanlon Senior Director, MCCS
		Contact number	(07) 4885 7960
Location	Mackay	Online Application	www.smartjobs.qld.gov.au

*Please note: there may be a requirement to work at other facilities located across Mackay Hospital & Health Service.

**Future recurring vacancies may also be filled through this recruitment process at any location across Mackay Hospital & Health Service.

***Applications from third parties will be accepted provided they are on the PSP or agree to abide by PSP terms.

About the Mackay Region

Mackay is a vibrant regional centre in tropical North Queensland, servicing a population of over 180,000. The Mackay Isaac Whitsunday Region has a thriving economy that includes a diverse range of tourism, agriculture, industry, mining, education and health industries.

Mackay provides relaxed and comfortable rural and coastal living opportunities, only an hour flight from Brisbane and a short distance to the Whitsunday Islands and the Great Barrier Reef. The tropical climate is ideal for outdoor living with beautiful beaches and a spectacular natural environment nearby. Families are well serviced by a choice of high quality schools and a wide range of sporting clubs with excellent facilities.

About Mackay Hospital and Health Service

Mackay Base Hospital is a 236 bed regional hospital that services 10 rural hospitals and multi-purpose health facilities across the Mackay Isaac Whitsunday region. Mackay HHS is embarking on an exciting period of growth with a \$250m redevelopment of the base hospital to provide an additional 112 inpatient beds and an expansion of outpatient and support services. Significant upgrades are also underway at rural hospitals in Bowen, Moranbah, Proserpine and Clermont.

Clinicians working at MBH enjoy a challenging and rewarding clinical casemix that includes busy inpatient and outpatient general medicine, paediatrics, surgery, orthopaedics, obstetrics & gynaecology and mental health services. These core inpatient services are well integrated with active emergency medicine, anaesthetic and intensive care departments and supported by a wide range of allied health services. Specialty services are provided by tertiary hospitals in Townsville and Brisbane, including a strong undergraduate teaching affiliation with James Cook University.

For more information, please visit www.mackay.health.qld.gov.au



**Queensland
Government**

Your opportunity

- The role is required to provide strong leadership and support the management, coordination and planning of high-quality service provision for the Mackay Hospital and Health Service (MHHS).
- The Clinical Director will be required to jointly lead clinical governance with the Director of Nursing and other Clinical Directors, clinical governance within the Department and be an expert contributor to the National Quality and Safety standards across MHHS.
- This position will provide professional leadership and oversight to senior and junior medical staff within the Department of Medicine while working with other Units to ensure a high standard of professional leadership across the MHHS.
- To develop the department's academic medicine capability in conjunction with James Cook University by improving the quality of education, teaching and research.
- The position, in collaboration with other members of Medical and Critical Care Services and other senior staff of the MHHS, will develop new models of care that facilitate the provision of a high quality, consumer centred, timely and accessible evidenced informed care to individuals, carers/families and the community.
- The position will facilitate the development of new models of care that engage local General Practitioners, other primary care providers, and non-governmental organisations.
- The position will work closely with the Director Operations and Nursing Director for Medical and Critical Care Services to ensure clinical governance.
- The position will engage with Patient Safety and Corporate/Finance/People and Culture to ensure the department adopts strategies that ensure the provision of high-quality clinical care within the clinical performance framework while promoting budget integrity.
- It is expected that the position will work collaboratively with the Director of Emergency Department and the new Primary Health Care Network with the goal of achieving timely treatment, enhancing recovery and the implementation of consumer centred care.
- The position will work closely with the National Quality and Safety Standard Committee Leads to ensure organisational compliance across hospital and rural facilities.
- The position will work closely with the National Quality and Safety Standard Committee Leads to ensure organisational compliance across hospital and rural facilities.

Your role

- Fulfil the responsibilities of this role in accordance with the [Queensland Public Service and the Mackay HHS Values](#) as outlined above and [here](#).
- Follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
- The provision of a Healthy and Safe environment within Mackay Hospital and 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.
- Carry out work in accordance with prescribed practices and procedures and in a manner that will not create health and safety hazards for yourself or others in the workplace.



**Queensland
Government**

Leadership

- Provide strategic leadership and direction to the Department of Medicine.
- Actively participate in the achievement of KPIs for the hospital.
- Manage the performance appraisal and development of subordinates including all senior medical staff.
- Provide ethical decision making in the achievement of organisational goals.
- Ensure regular review of clinical structures and processes to enable the setting of future service provision.
- Engage all staff in the Department of Medicine and contribute to continuously improving the culture within Mackay Base Hospital, with the joint aim of improving the patient experience and staff engagement.
- Lead initiatives based on hospital wide KPIs including:
 - National Emergency Access Target
 - Efficient management of medical patients admitted via the Emergency Department
 - Activity Based Funding
 - Ensure documentation reflects true activity in the unit.
 - Manage resources, including overtime to budget.
 - Maintain appropriate pathology and radiology utilisation.
 - Appropriate bed management
 - Patient Flow
 - Efficient management of patients requiring admission to all units and wards within the Department of Medicine
- Support the Senior Director Operations to ensure that quality and safety are prioritised and implemented appropriately in order to monitor and improve service delivery.
- The position is expected to participate in research, grant applications, undertake conference presentations and seek to publish articles in journals.
- It is expected the position will work with the Executive to further the goal of encouraging staff at all levels to teach and develop the next generation of clinicians and to carry out research.

Clinical Responsibilities

- Lead a Medical team.
- Ensure the provision of quality care to all Department of Medicine patients.
- Coordinate the provision of medical consultations to patients of other departments throughout the hospital, including mental health.
- Liaise and consult with other specialist staff in the treatment of patients.
- Supervise the medical care of patients by the registrar(s) and resident staff.
- Participate in the roster for consultant physicians to ensure medical cover is available 24 hours per day.
- Ensure good clinical documentation is maintained.

Patient Flow

- Lead the Department of Medicine's efforts in improving patient flow throughout the hospital including facilitating timely discharge from wards.
- Ensure that the Department of Medicine meets expectations regarding timeliness of patient flow to and from the unit.
- Work collaboratively with other Clinical Directors with respect to admissions to units and wards within the Department of Medicine.

Quality and Safety

- Evaluate and monitor the quality and safety standards of the service, in line with state and National Standards and other relevant standards.
- Be involved in and champion the coordination, development and presentation of clinical audits and continuous quality improvement activities.

- Work within the Clinical Incident Management System of Queensland Health. Ensure all doctors in the Department of Medicine have timely performance appraisal and development reports, and appropriately manage any performance issues with the Senior Director Operations, Executive Director of Operations Mackay and Executive Director of Medical Services.
- Complete medico-legal reports when required. Support junior staff when they are required to do the same.
- Lead unit wide initiatives based on the National Standards as required.

Resource Management

- Manage the Department of Medicine within allocated budget.
- Ensure that the Department of Medicine has rosters that promote efficient use of resources.
- Assist in the management of Department of Medicine resources. Assist in education and training of Department of Medicine staff in appropriate use of pathology, radiology and clinical supplies to ensure resources are used most effectively.
- Monitor pathology.
- Ensure appropriate supervision of all junior medical staff and compliance with all industrial awards and legislation, including fatigue risk management.
- Manage the Department of Medicine medical overtime and leave balances and maintain labour expenses within budget.

Administrative Accountabilities

- Attendance and participation at the Clinical Director meetings and various other Health Service Committees as required.
- Utilise and ensure compliance with contemporary human resource management practice and principles including workplace health and safety, employment equity and anti-discrimination.

Other Operational Responsibilities

- Delegate appropriate responsibilities to all Senior Medical Staff in the Department of Medicine to appropriately share workload.
- Ensure all staff are aware of and practice good clinical documentation.
- Actively participate in hospital wide programs and initiatives where appropriate, including but not limited to clinical redesign projects.

Supervision, Education and Research Responsibilities

- Participate and facilitate the educational activities in the Department of Medicine.
- Organise the teaching and training of registrars, interns, resident medical officers and other staff in the Department of Medicine as required.
- Foster, facilitate and support research where practicable.
- Ensure all senior staff members are compliant with relevant continuing professional education requirements.
- Ensure all staff are trained in communication and patient safety skills and have completed all other mandatory training as required by Queensland Health. Monitor compliance with this requirement.
- Ensure patients and staff are treated fairly and with mutual respect and understanding, regardless of cultural, religious, ethnic and linguistic backgrounds.
- Lead and manage staff by fostering and committing to patient safety and quality in the delivery of health care by maintaining and evaluating safety and quality practices and initiatives.



**Queensland
Government**

Total Package

Approximate Remuneration Package – Medical Officers Certified Agreement (No.6) (MOCA6)

Remuneration Package 1.0 FTE (80hrs p.f.)	Total Annual (\$) *		
	Level 18	Level 24	Level 27
Base Salary	\$204,206	\$237,196	\$258,910
Motor Vehicle Allowance	\$ 21,000	\$ 21,000	\$ 25,500
Professional Development Allowance	\$ 21,500	\$ 21,500	\$ 21,500
Clinical Manager's Allowance	\$ 32,679	\$ 32,679	\$ 32,679
Attraction and Retention (50%) – Assignment	\$102,103	\$118,598	\$129,455
Rural and Regional (10%)	\$ 20,421	\$ 23,720	\$ 25,891
Locality Allowance (if applicable)	\$ 378	\$ 378	\$ 378
Estimated Remuneration (excluding superannuation)	\$402,287	\$455,071	\$494,313
Superannuation Estimate	\$ 41,658	\$ 48,388	\$ 52,818
TOTAL ESTIMATED REMUNERATION *	\$443,945	\$503,459	\$547,131

Additional benefits to this role include:

Professional Development Leave	3.6 weeks p.a.
Over-time, on-call and recall allowance	Paid per occurrence
Annual Leave	5 weeks p.a. (required to work on public holidays) 17.5% annual leave loading is paid for 4 weeks leave.
Salary Sacrificing	\$17,000 grossed up taxable value – independent financial advice is recommended**
Superannuation	Up to 12.75% employer superannuation contribution

* Paid pro-rata for engagement period or part time employee

** Salary sacrificing advice must be sought if additional benefits such as fly in, fly out, accommodation etc are confirmed as part of the package.

Mandatory qualifications/Professional registration/Other requirements

- Mandatory possession of a qualification from a registered tertiary institution and Registration with the Australian Health Practitioner Regulation Agency with a current annual practicing certificate is essential.
- Qualifications from a recognised tertiary institution and experience appropriate for current registration as a Specialist in Medicine with the Medical Board of Australia. In general, this will require fellowship with the Royal Australasian College of Physicians (FRACP) or equivalent postgraduate specialist qualification and eligibility for accreditation as a RACP – approved supervisor.
- Candidates must provide certified copies of requested proof of identify documents for the purposes of general Criminal history and National Police Certificate checks.
- Declaration of any current, criminal or significant previous disciplinary proceedings or restrictions on clinical practice
- **Shift Workers:** Appointees will be required to work all shifts in accordance with the unit roster.
- **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.
- **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, varicella (chicken pox), pertussis (whooping cough).

- 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 (ie one HHS to another HHS, Department to a HHS, or HHS to Department).
- Hepatitis B Vaccination:** Health Care Workers in Queensland Health whose occupation poses a potential risk of exposure to blood or body fluids must be immunised against Hepatitis B according to the National Health and Medical Research Council Australian Immunisation Handbook and the Queensland Health Infection Control Guidelines.

How you will be assessed

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under 'Your role', the ideal applicant will be someone who can demonstrate the following:

- Specialist knowledge and understanding of Internal Medicine.
- Possession of a high level of initiative and decision-making ability, along with sound clinical knowledge, in order to make important and ethically informed decisions on a day-to-day basis.
- Proven ability to provide specialist consultancy/advisory services to both internal and external agencies whilst ensuring the provision of safe and high-quality health care derived from sound knowledge of concepts of Human Factors and Patient Safety.
- Demonstrated commitment to provide specialist leadership for clinical and service improvement activities to initiate, encourage and participate in research, evaluation and evidence-based oversight aimed at creating a high level performance culture within the service.
- Effective time management skills and reliability in meeting deadlines and commitments.
- Sound knowledge and demonstrated leadership at a strategic level of human resource management issues, including workplace health and safety, equal employment opportunity, anti-discrimination and demonstrated commitment to their implementation.

Your application

Please provide the following information to the Selection Panel to assess your suitability:

- A short response/cover letter:** Document should be a maximum of 2 pages and describe how your experience, abilities and knowledge would enable you to achieve the key responsibilities and meet the key attributes in the "How you will be assessed" section above.
- Your current CV or resume:** Summary of education, qualifications, skills and experience, including relevant work history.
- Referee Reports:** Three (3) referee reports are required for Staff Specialist positions as per Recruitment of Staff Specialists procedure (NC-PRO 94 V3.0). One referee report must be from the current Line Manager and all referee reports need to be verbally verified.
- Other documents:** Any other documentation required by the Selection Panel, if required/requested.
- Interview:** Prospective applicants will undertake a structured interview with senior Mackay HHS staff. The interview will be held in person, or remotely by negotiation.



**Queensland
Government**

Your employer—Mackay Hospital and Health Service

To support that Mackay Hospital and Health Service is regarded as an employer of choice, staff have been consulted and selected four values they strive to demonstrate in their daily activities:



Collaboration – through partnerships and co-operation we drive innovation;

Trust – having confidence and belief in each other to be able to rely and depend on our actions;

Respect – we show respect and compassion for the people we care for and work with;

Teamwork – we depend on and support one another individually and as a team.

There is an expectation of each employee, by their colleagues, manager and the Executive, to exhibit values-based behaviours in the completion of all their tasks.

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:** Applications from Agencies will be accepted provided they are on the PSP or agree to abide by PSP terms.
- This role may be eligible for the Queensland Health Attraction Incentive (hyperlink to: [Queensland Health Workforce Attraction Scheme](#) (conditions apply)).
- **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, restrictions on clinical practice and discipline history checks will 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.
- Employees who are appointed to the MHHS are accountable for information security, management and appropriate use, in accordance with legislation, standards, policies and procedures.
- **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 the Queensland Health Salary Packaging Bureau Service Provider of your choice – RemServ (1300 304 010) or SmartSalary (1300 476 278).
- **Mandatory Reporting 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 within one month of taking up the appointment (<http://www.psc.qld.gov.au/publications/assets/policies/lobbyist-disclosure-policy.pdf>).
- **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* (<http://www.justice.qld.gov.au/fair-and-safe-work/workers-compensation-and-rehabilitation/workers-compensation-and-rehabilitation-legislation/workers-compensation-and-rehabilitation-act-2003>).

Organisational Chart

