

Role description

Cairns and Hinterland Hospital and Health Service

Role details

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| Job ad reference | CAH559010 | Classification | L18 – L27 |
| Role title | Director of Medical Services (Rural Generalist) Mareeba Hospital | Contact name | Dr Tjaart Grobbelaar |
| Status (temp/perm) | Permanent Fulltime | Contact number | 07 4092 9329 |
| Unit/Branch | Mareeba Hospital | Closing date | 27 th May 2024 |
| Directorate/ Hospital and Health Service | Rural & Remote Services Cairns and Hinterland Hospital and Health Service | Salary | \$204 206 - \$258 910 per annum FT (plus superannuation and leave loading benefits) An Inaccessibility allowance of \$20,700 per annum FT (category 5) 100% paid after 12 months completion period |
| Location | Mareeba | | |

Cairns and Hinterland Hospital and Health Service does not accept applications submitted through recruitment agencies. Medical Practitioners are encouraged to apply online via Smartjobs or directly with Recruitment Cairns.

Queensland Health's vision

By 2026 Queenslanders will be among the healthiest people in the world.

Our vision

Excellence in healthcare, wellbeing, research and education in Far North Queensland.

Our purpose

We work together, with our community, providing healthcare services to improve health and wellbeing in Far North Queensland.

More information on the strategic direction of Cairns and Hinterland Hospital and Health Service visit:
<https://qheps.health.qld.gov.au/cairns/strategic-plan-2018-2022>

Please visit our website for additional information about Cairns and Hinterland Hospital and Health Service
www.health.qld.gov.au/cairns_hinterland



**Queensland
Government**

Our values

The staff and patients at Cairns and Hinterland Hospital and Health Service have helped develop a set of shared values that guide our behaviours and decision making in our workplaces. These values underpin our daily work, the strategies of our Health Service and help deliver Queensland Health's vision.



COMPASSION

At CHHHS, we demonstrate that we care about the challenges facing our patients and colleagues by taking time to walk in their shoes. Compassion is delivered with a warm hello, a smile, by genuinely listening and following through on concerns.



ACCOUNTABILITY

At CHHHS, we value accountability at all levels as it builds trust in our organisation, our people and our services. When we live up to our responsibilities, we earn respect from the people and communities we have made a commitment to.



RESPECT

At CHHHS, we value a respectful approach to our work and care as it builds strong relationships and trust. We encourage you to treat others as you'd like to be treated.



INTEGRITY

At CHHHS, we rely on our integrity to guide us when the choice isn't an easy one to make. It ensures we are making decisions that are transparent, truthful and for the greater good of our patients, colleagues and communities.

Your employer— Cairns and Hinterland Hospital and Health Service

- The Cairns and Hinterland Hospital and Health Service strives to provide excellence in health care, wellbeing, research and education in Far North Queensland.
- The Health Service is the primary provider of health services to residents of the Cairns, Tablelands and Cassowary Coast regions with a population of over 250,000 people, as well as providing specialist services to the Torres Strait and Cape York region. Cairns Hospital is the primary referral hospital for Far North Queensland.
- We provide an extensive range of health services at more than 30 regional, rural and remote facilities across a geographical area of 142,900 square kilometres.
- The Health Service is 95 percent self-sufficient with only a small number of high-level acute services being provided in Townsville and Brisbane.
- Our staff are a part of the community we serve, and we strongly believe that health outcomes are enhanced by involving our community in the planning and evaluation of local health services.

Your opportunity

The Director of Medical Services (DMS) Mareeba Hospital, is accountable for leading, directing, implementing, planning and evaluating the delivery of medical services within the Mareeba Hospital to the highest professional and ethical standard.

Your role

- Fulfil the responsibilities of this role in accordance with CHHHS values as outlined above.
- Follow defined service quality standards, occupational health and work policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
- Implement and monitor the organisation's quality standards, work health and safety policies, procedures and programs and provide clinical governance in the relevant work area.
- Provide medical leadership at Mareeba Hospital in partnership with the Director of Rural Medical Services.
- Maintain and develop high quality medical services at the Mareeba Hospital.
- Provide professional advice and participate as a team member of the Rural and Remote Services (RRS) Governance Committees including the RRS Patient Safety and Quality (PSQ) Committee, RRS Performance Committee and Clinical Care Review Committee.
- Contribute as a team member to high quality health services in primary and secondary medical care to individual patients as well as population health service to the local community.
- Take a lead role in clinical knowledge and skills. Facilitate appropriate supervision of training junior doctors and medical students
- Provide an appropriate clinical role in advanced rural generalist practice as per roster, within your approved credentialed scope of clinical practice in Rural Generalist Medicine. This implies evidence-based high quality clinical care of individual patients in all domains of medical practice:
 - Patient Interview.
 - Clinical examination.
 - Identification of clinical problems and health opportunities.
 - Plan of overall clinical care and health promotion.
 - Maintenance of concise but comprehensive, accurate, legible records of patient status and progress and associated correspondence.
 - Multidisciplinary teamwork.
- This position may require the DMS to work a clinical extended hours roster whereby core hour shifts are worked outside of ordinary hours, subsequent to consultation and agreement between the medical officer and the employer.
- High quality professional communication with individual patients, relatives, guardians and all relevant health professionals necessary for quality clinical care outcomes.
- Commitment to clinical governance, patient safety and to improved clinical care.
- Facilitation of, and participation in clinical audits, clinical meetings, peer review and other safety and quality assurance programs
- Commitment to maintain clinical standards through participation in relevant College or Queensland Health prescribed standards and continuing professional development programs.
- Provide line management, recruitment and rostering of medical staff as per line management diagram and Queensland Health HR practice.
- Performance Appraisal of medical staff and direct line reports.
- Commitment to teaching, supervision and mentorship of medical staff and students and the development of appropriate teaching rotations and posts.
- Provision of population health services to the local community or communities served, including active participation in development of community health programs.

- Report to the Director Rural Medical Services on budget, activity, quality and clinical safety matters.
- Day to day management of medical services including budget, clinical management and management of other direct reports at Mareeba Hospital.
- Contributes as a clinical representative on key committees as required.
- Oversees professional issues and legislative requirements regarding medical services including clinical governance policy monitoring and implementation.
- Work closely with Director Rural Medical Services, Executive Director of Medical Services, peers and Cairns Hospital Clinical Directors in the development of quality improvement and clinical governance processes through Medical Committees, Clinical Governance and Medical Education Committees as required.
- Promote, improve and maintain reputation and public understanding of the HHS objectives and achievements through liaison with external stakeholders including FNQ Division of General Practice, James Cook University, Tropical Medical Training Ltd, Northern Clinical Training Network and other stakeholders.
- Actively support the delivery of private practice where reasonable and clinically appropriate, in accordance with the Granted Private Practice Agreement

Mandatory qualifications/Professional registration/Other requirements

- Appointment to this position requires proof of qualification and 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.
- Requires credentialing and scope of clinical practice approved and issued by the CHHHS Credentialing and Scope of Clinical Practice Committee
- Registration as a Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA).
- Fellowship of the Australian College of Rural and Remote Medicine (FACRRM) or Fellowship in Advanced Rural General Practice (FARGP) is desirable.
- This position requires the incumbent to operate a Class C motor vehicle and proof of holding a licence to operate this type of vehicle is required.
- It is a condition of employment for this role for the employee to be, and remain, vaccinated against COVID-19 [Health Employment Directive No. 12/21](#) and [Queensland Health Human Resources Policy B70](#).
- **Vaccine Preventable Diseases (VPD)** evidence as required for your employment in accordance with legislation/government policy and Directives.
- It is a condition of employment for the employee in this role to be, and remain, vaccinated against or non-susceptible to the following Vaccine Preventable Diseases (VPDs) during their employment: **Measles, Mumps, Rubella (MMR), Varicella (chicken pox) and Pertussis (whooping cough)**. *Existing staff engaged prior to 1 July 2016 (and have not had a break in service) are not subject to this new condition of employment unless they are moving from one Hospital and Health Service to another Hospital and Health Service within Queensland. Existing staff that have previously submitted this evidence since 1 July 2016 will not be required to resubmit.*
- It is a condition of employment for the employee in this role to be vaccinated against or not susceptible to **Hepatitis B**. Proof of vaccination or non-susceptibility is a condition of employment for all staff (new and existing) who have direct contact with patients or who in the course of their work may be exposed to blood/body fluids or contaminated sharps.
 - It is strongly recommended that you complete the **VPD Evidence Form** and prepare your documents prior to meeting with the selection panel; however you will only be required to supply the evidence if you are the preferred applicant. If you are the preferred applicant, your application for employment will not be successful unless you comply with this Queensland Health policy. Further information and

Evidence Forms can be found at <https://www.health.qld.gov.au/employment/work-for-us/dept-of-health/pre-employment/vaccinations/providing-evidence>

- A [Tuberculosis risk assessment form](#) is to be completed prior to commencement.

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:

Personal Qualities

- Commitment to CHHHS's values of compassion, accountability, respect and integrity.

Strategic and Operational Capability

- Ability to understand both strategic and contemporary operational frameworks, models and processes and use this understanding to drive and implement both incremental and transformational change and redesign programs to achieve positive business improvement and service outcomes.

Leadership and Management

- Ability to strategically and effectively manage a service budget, including financial, physical and human resources in a complex and diverse health care setting.
- Demonstrated experience and success in planning, leading, implementing, and evaluating innovative, strategic approaches to health service delivery to enable HHS objectives to be met.

Clinical Governance and Patient Safety

- Understanding and commitment to the principles of clinical governance including development, implementation and participation in quality improvement and risk management programs and a proven commitment to support and advance evidence-based clinical practice.

Interpersonal Skill and Relationships

- Ability to build and maintain appropriate relationships with team members, clients and stakeholders.
- High level negotiation, consultation, communication and problem-solving skills to facilitate service development and delivery in a multidisciplinary environment.

Education and Training

- Experience in identifying education and training opportunities to develop staff.

Your application

Please provide the following information to the panel to assess your suitability:

Please provide the following information to the panel to assess your suitability:

- Your current CV or resume (**see medical CV template provided online**) including the names and contact details of two referees. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor.
- A short statement (maximum 1-2 pages) on how your experience, abilities and knowledge would enable you to achieve the key responsibilities and meet the key attributes.
- Certified copies of your:
 - Basic medical qualification
 - Fellowship (s)
 - Diploma (s)

How to apply

- Queensland Health encourages applicants to apply on-line for our vacancies through www.smartjobs.qld.gov.au
- To do this, access the 'apply online' facility on the SmartJobs and careers website.
- Online applications have special requirements:

You need to create a 'My SmartJob' account before submitting your online application. Details are available through the Queensland Government SmartJobs and Careers website at www.smartjobs.qld.gov.au;

You can 'save and submit later', allowing you to organise your attachments for submission at a later time, but before the closing date of applications;

By applying online you can track your application through the process, maintain your personal details through registration and withdraw your application if required.
- Do not attach photographs, certificates, references or other large graphics to your application.
- Any documents attached to smartjobs should be in Microsoft Word, or .jpg, .gif, .bmp, .png, .rtf, .txt, .doc or docx. Do not upload zipped files, pdf documents created through Microsoft Word 2007, tagged pdfs or protected documents.
- Late applications cannot be submitted via the SmartJobs website, so please allow enough time before the closing date to submit your application. If approval has been granted by the Selection Panel for a late application to be considered, please contact the Recruitment Services team to arrange this.
- If you experience any technical difficulties when accessing www.smartjobs.qld.gov.au please contact 13 QGOV (13 74 68).
- Hand delivered applications will not be accepted.
- All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.
- If you require any other assistance, please contact Recruitment Services on 07 4226 3752.

Additional information

- Applications will remain current for 12 months.
- Applications will remain current for the duration of the vacancy.
- Future vacancies of a temporary, full-time and part-time nature may also be filled through this recruitment process.
- 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.
- Applicants are required to disclose any pre-existing illness or injury which may impact on their ability to perform the role as per [section 571 of the Workers' Compensation and Rehabilitation Act 2003](#).
- Under the [Public Service Act 2008](#), applicants are required to disclose any previous serious discipline history taken against them.
- Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
- All Queensland Health staff, who in the course of their duties formulate a reasonable suspicion that a child has suffered, is suffering, or is at unacceptable risk of suffering significant harm in their home/community environment and may not have a parent able and willing to protect the child from harm.

have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.

- Some roles within Queensland Health are designated as 'Vaccination Preventable Disease (VPD) risk roles'. A VPD risk role is a role in which the incumbent may be exposed to the risk of acquisition and/or transmission of a VPD. If you are applying for a role that has been designated as a VPD risk role you must be able to provide evidence that you either have been vaccinated against the VPD's listed in the role description; or you are not susceptible to the VPD's listed in the role description.

You will be asked by the recruiting manager to supply this evidence if you are the preferred candidate for the role. Any job offer would be subject to the supply of evidence related to VPD in addition to other required employment screening. The majority of our frontline clinical roles require at a minimum vaccination against measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough) and Hepatitis B. The following tools will assist if you are required to provide evidence of VPD vaccination:

- VPD Evidence guide
- VPD evidence form – Doctor
- VPD evidence form – Self

Please head to our [Vaccinations Homepage](#) for more information on how to provide your evidence.

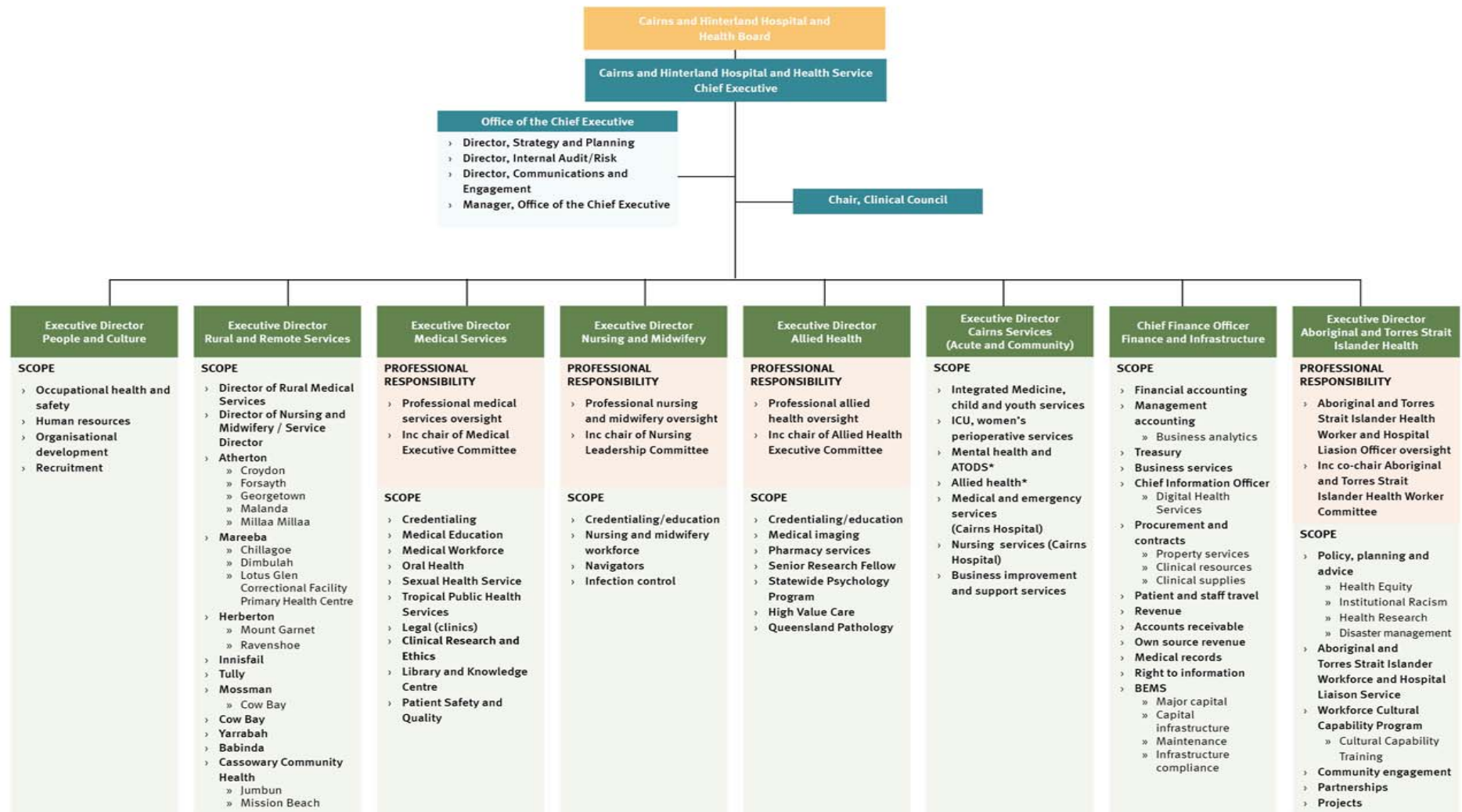
- Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details are available at <https://www.qld.gov.au/gov/system/files/documents/lobbyist-disclosure-policy.pdf?v=1454302064>

Declaration of outside practice

Given the extensive nature of the duties for this position, it is incumbent on the Service to understand exactly what other duties you may have. As such, notification of all other medical officer engagements is required, whether as an employee, contractor or business owner, including the following detail of such engagements:

1. Nature of engagement
2. Location
3. Working times
4. Duration of work
5. On call commitments

Organisational Chart



* HHS Wide