

Role Description

Director Medical Services – Community & Oral Health

Job ad reference:	COH575463		
Location*:	Community and Oral Health (COH)	Unit/Department:	Community and Oral Health (COH)
Status:	Temporary full-time – 12 months (backfill LSL)	Classification:	L25-L27 or L18-L24
Salary Range:	As per Appendix 2 on page 9	Closing Date:	Monday 29 th July 2024
Contact name:	Dr Stephanie Hadikusumo Director Medical Services COHD	Contact number:	0477 310 403
Online applications:	www.smartjobs.qld.gov.au		

* Please note: there may be a requirement to work at other facilities located across Metro North Health.

**Future recurring vacancies may also be filled through this recruitment process at any location across Metro North Health.

***Applications from third parties will not be accepted.

Purpose of the role

In accordance with the Metro North Health values, as outlined below, the role of the **Director of Medical Services - COH** is to provide high quality, cost efficient and effective clinical and non-clinical services to directly or indirectly benefit the patients/clients of Metro North Health. This includes research as well as teaching the health professionals of the future.

In addition to the key accountabilities listed below, the role of the **Director of Medical Services - COH** is to provide such services as may be reasonably directed from time to time by your line manager as outlined on the Organisational Chart, including any intra-department portfolios allocated from time to time.

The Director Medical Services is responsible for ensuring that the medical services provided by Community and Oral Health (COH) are delivered to the highest professional and ethical standards. The position is a member of the COH Executive.

Context and Delegations

This role reports directly to the **Executive Director - COH** for compliance with hospital policy and procedures, for general behaviour and standards, practice and care as per the organisational chart attached.

- This role has a professional reporting line to the **Chief Medical Officer – Metro North**.
- The role has direct financial and human resource delegations in accordance with Metro North Health Financial Sub-Delegations Manual and Human Resource Sub-Delegations Manual.
 - The position has **numerous** direct reports including senior clinical and professional service leads.
 - HR Delegations as per band **6**
 - Finance Delegation as per band **7**

Key Accountabilities

This successful applicant will carry out the following key accountabilities in accordance with the Metro North Health's values:

The Director Medical Services is responsible for ensuring that the medical services provided by Community and Oral Health are delivered to the highest professional and ethical standards.

Leadership and Management

- Provide expert advice and direction to clinical leaders and executives in resolving complex, clinical, medico-legal, ethical and operational challenges.
- Provide effective strategic and operational leadership and management of medical services in the hospital to inform and influence the direction of Community and Oral Health.
- Facilitate clinical and corporate governance arrangements including response to patient complaints, medico-legal matters and disaster management processes for Community and Oral Health.
- Proactively communicate all relevant information to Line Managers and members of the medical team at Community and Oral Health and other stakeholders as required.
- Support alternative revenue sources and maximise funding for the delivery of service (where appropriate).

Workforce Management

- Promote ongoing improvement in clinical practice and ensure high quality service delivery.
- Develop and manage medical workforce succession plans to ensure workforce and clinical service continuity.
- Facilitate and contribute to the integration of and cooperation between medical, nursing and allied health streams to promote seamless care and quality patient outcomes.
- Oversee processes that attract and retain the medical workforce: recruitment, appointment, commencement, orientation, credentialing and defining scope of practice, rostering, ensuring adequate registration and compliance with relevant immigration policies.
- Ensure staff have a clear understanding of role accountabilities, governance systems and culture.
- Oversee processes that review the performance and development of senior and junior medical staff to promote ongoing improvement in clinical practice and ensure high quality service delivery.
- Actively manage individual clinical performance concerns when these arise.

Quality and Safety

- Liaise with key stakeholders to develop and implement integrated quality systems that enhance patient outcomes.
- Promote a culture of quality and safety amongst clinical staff and communicate the need for individuals to understand their contribution to quality and safety outcomes in patient care.
- Relevant to the position, participate in the ongoing education, implementation, monitoring and evaluation of safety and quality initiatives relevant to The National Safety and Quality Health Services Standards and the Australian Council on Healthcare Standards (ACHS) and Quality Improvement Program (EQuIP).
- Act as an expert resource in the management and monitoring of clinical workforce performance to ensure that services are provided in a clinical safe, efficient and effective manner utilizing existing data systems and provide support to the development and implementation of new data systems.
- Commit to patient safety and quality in the delivery of health care by designing, implementing, maintaining and evaluating safety and quality practices and initiatives.
- Implement and support clinical models of care and patient safety initiatives as required.
- 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.

Stakeholder Engagement

- Form intra-agency relationships and networks to facilitate the sharing of knowledge and integration of services with other providers, including primary care and the community.
- Engage with other corporate functions, service delivery partners, and education and training providers to enhance service delivery.

Research and Development

- Oversee governance structures and processes around research and development activity.
- Ensure that appropriate processes are followed around Research and Ethics committee activities utilising the appropriate MN committee.
- Ensure that all research activities have appropriate approvals and governance in place.
- Enable research activity by planning and organising the workforce in order that opportunities can be accessed by medical staff.
- Encourage horizon scanning for new ideas and approaches in research.
- Support, enable and lead research and development.

Education and Training

- Ensure that programs are in place that develop the teaching and clinical supervision skills of individuals within the facility, to support continuity in the organisations ability to effectively train and teach medical staff.
- Ensure that minimum standards are set and achieved in professional education and training programs, that these are assessed and they meet the standards required for accreditation.
- Facilitate collaboration and effective communication between stakeholders and liaise with medical schools, universities, specialty colleges and professional bodies to build networks that facilitate education and training opportunities for medical staff.

Planning, Resourcing and Reporting

- Lead and contribute to the development of planning and reporting frameworks that ensure clinical and corporate governance requirements are met.
- Ensure that resources are allocated in an effective and efficient manner and within budget requirements for departments reporting to the DMS.
- Scan the horizon for new and better systems and technologies that will support refined and targeted information gathering and reporting in order to provide meaningful data to the organisation and to support evidence based planning.

After Hours and On-Call Requirements

The DMS-COH participates in an on-call roster with a recall requirement of 60 minutes. It is the doctor's responsibility to be able to respond within this time frame. As per Policy C51 an additional fifth week's leave (above the standard 4 weeks) is provided in compensation for work performed on ordinary public holidays.

Medical Managers Medical Managers are expected to demonstrate leadership qualities and have a significant role in managing and planning within their service lines and departments, and to provide a leadership role model for other staff.

Rosters

The medical officer will perform the duties in accordance with working arrangements set out in the medical officer's **work roster** as agreed from time to time with the Directorate in accordance with operational requirements - as outlined in appropriate Award and Certified Agreement provisions.

It is a requirement that the medical officer will fairly and equitably take part in rosters over **holiday periods** to ensure adequate clinical care is provided to patients as agreed with the Directorate.

About Metro North Health

Delivering outstanding health services is just one of the ways that we care for our community. Our passion for people is reflected in the way we do our work and live our values every day. We value and nurture our team members so they can provide quality value based care to our patients across our diverse organisation. Our focus on Value Based Healthcare means we expect our staff to deliver the care the patient needs, no more and no less, to achieve the best quality of life for our community. This passion fuels our collaborative culture of innovation and research.

We embrace the diversity of local and greater communities as we provide services to people throughout Queensland, northern New South Wales and the Northern Territory, in all major health specialities including medicine, surgery, mental health, cancer care, trauma, women's and newborn care, and more than 30 sub-specialities. Metro North Health services include rural, regional and tertiary hospitals, and community and oral health services.

Our diverse Health Service provides a wide variety of rewarding career paths across our tertiary/quaternary referral hospitals, secondary hospitals, community health centres, residential and extended care facilities and regional community hospitals. We expect our staff and volunteers to translate our values into action through providing high quality connected care that is relevant, efficient and respectful of our patients' needs and wishes. Our people are passionate about our community and patients, with a focus on putting people first. Come and work where people are at the centre of everything we do and your contribution is truly valued.

Health Equity and Racism

Metro North Health has set out its actions and agreed key performance measures to improve Aboriginal and Torres Strait Islander people's health and wellbeing outcomes.

Racism is a key structural determinant of Aboriginal and Torres Strait Islander people's health inequity. Racism is not always conscious, explicit, or readily visible - often it is systemic. Systemic or institutional racism are forms of racism that are widely and deeply embedded in systems, laws, written or unwritten policies and well-established practices and beliefs that produce, condone, and perpetuate widespread unfair treatment, causing and/or contributing to inherited disadvantage.





It is expected that all Metro North Health staff, including the incumbent of this role as a valuable member of the Metro North workforce, contribute to the health equity agenda and meet the intent of supporting the defined six actions that specifically meet the needs of Aboriginal and Torres Strait Islander people within the National Safety and Quality Health Service Standards (NSQHS), by actively supporting the elimination of racial discrimination and institutional racism; supporting increased access to health care; influencing the social, cultural and economic determinants of health; supporting the delivery of sustainable, culturally safe and responsive health services; and recognise the importance of working with Aboriginal and Torres Strait Islander peoples, communities and organisations to design, deliver, monitor and review the health and support services we provide.

Please visit our website for additional information about Metro North Health. <http://metronorth.health.qld.gov.au/>

Our Vision

Excellent healthcare, working together, strong and healthy communities.

Metro North Health Values and their corresponding Lominger™ competencies:

				
Respect	Teamwork	Compassion	High performance	Integrity
<ul style="list-style-type: none"> • Interpersonal savvy • Manages conflict • Communicates effectively • Balances stakeholders 	<ul style="list-style-type: none"> • Collaborates • Develops talent • Values differences • Builds effective teams 	<ul style="list-style-type: none"> • Customer / patient focus • Demonstrates self-awareness • Manages ambiguity • Being resilient 	<ul style="list-style-type: none"> • Cultivates innovation • Action oriented • Drives results • Drives vision and purpose 	<ul style="list-style-type: none"> • Decision quality • Ensures accountability • Courage • Manages complexity

How you will be assessed

You will be assessed on your ability to demonstrate the following values within the context of the "Key Accountabilities". The ideal applicant will be able to demonstrate the following:

- **Respect** – demonstrates interpersonal savvy, manages conflict appropriately, communicates effectively and balances the needs of all stakeholders with utmost respect to all people at all times
- **Teamwork** – collaborates effectively, develops talent, values differences and builds effective teams to bring about best use of resources to deliver healthcare services

- **Compassion** – is patient / client focussed, demonstrates self-awareness and the effects of behaviour on others, deals with or manages ambiguity and complexity, demonstrates resilience in the delivery of patient services or support in the delivery of services to patients
- **High Performance** – cultivates innovation, is action oriented, drives results and supports Metro North Health's vision and purpose to exceed expectations of our patients and stakeholders
- **Integrity** – demonstrates sound decision quality, ensures accountability, demonstrates courage in the face of adversity and works effectively / manages complexity to ensure work output and decisions are ethical and invariably of a high standard

Mandatory qualifications/professional registration/other requirements

- Ongoing General and/or a Specialist registration with the **Australian Health Practitioner Regulation Agency** as a Medical Practitioner which is supported by
 - A medical degree from a registered tertiary institution acceptable by AHPRA for registration in Australia.
 - RACMA Fellowship
- All such **Qualifications** should be submitted to AHPRA for inclusion on their website in which case, this will provide evidence of qualification. Copies of the required information must also be provided in sufficient time to enable the awarding of Scope of Clinical Practice (SoCP) prior to the commencement date.
- The successful applicant must hold and maintain appropriate Scope of Clinical Practice (SoCP) relevant to the role, awarded by a Metro North Health Credentialing and SoCP delegate.
 - Information presented for this application may be presented to the Credentialing and SoCP Committee.
 - All appointments are subject to maintenance of SoCP.
 - SoCP is further limited by the **Clinical Services Capability Framework (CSCF)** for the facilities in which clinical work is to be undertaken.
 - **This process must be completed prior to commencement.**
- **Disclosure of Serious Disciplinary History:** Under the [Public Sector Act 2022](#), applicants are required to disclose any previous serious disciplinary action taken against them.
- 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 ([Health Employment Directive No. 01/16](#)):
 - Measles, mumps, rubella (MMR)
 - Varicella (chicken pox)
 - Pertussis (whooping cough)
 - Hepatitis B
 - Tuberculosis

How to apply

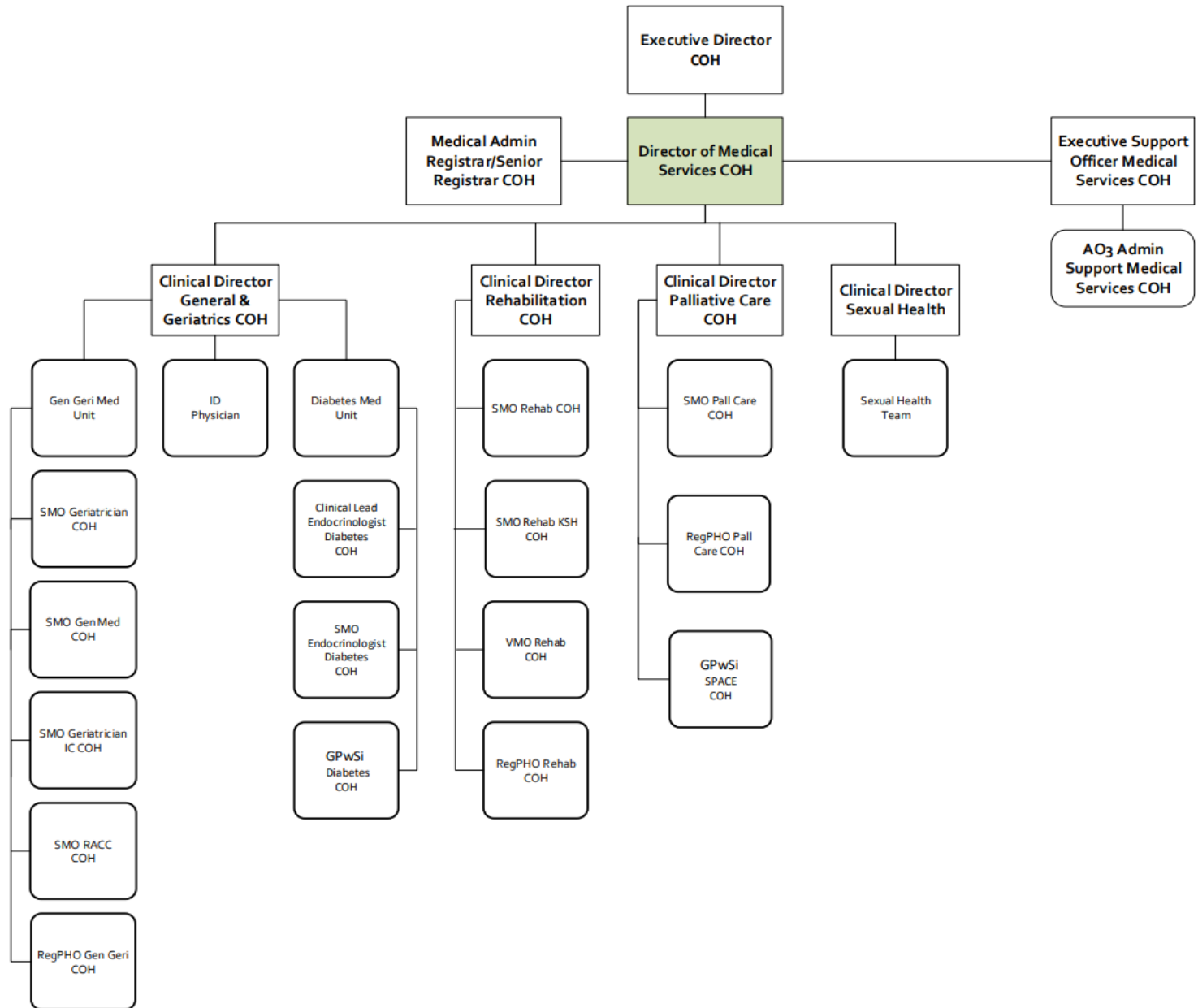
Please provide the following information to the panel to assess your suitability:

1. **A short statement (maximum 2 pages)** - Formulate your response to the dot points listed under "*How you will be Assessed*" within the context of the "*Key Accountabilities*"
And
2. **Your current CV or Resume, including referees.** You must seek approval prior to nominating a person as a referee. Referees should have thorough knowledge of your work performance and conduct, and it is preferable to include your current/immediate past 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 indicate this on your CV or Resume.

Instructions on how to apply

- Submit your application online at www.smartjobs.qld.gov.au by the closing date.
- Please note that hand delivered applications will not be accepted.
- Only those persons eligible to work in Australia may be employed by Metro North Health. Prospective employees are required to provide proof of identity and documentary evidence of their right to work in Australia.
- Late applications cannot be submitted online. For a late application to be considered, please arrange approval and submission via the contact officer.

Team Structure



Diversity and Inclusion

We are committed to providing a diverse and inclusive workplace for our people and our community. We encourage people of all genders, races, ages and abilities to apply for roles within Metro North Health and strive to ensure that our workplace is free from all forms of discrimination and harassment.

As an Equal Employment Opportunity (EEO) employer we ensure that our selection processes and employment decisions are undertaken in a non-discriminatory way and are consistent with the requirements of the Anti-Discrimination Act 1991. If there are any reasons that you may have challenges with the recruitment process, please let us know when we contact you.

Work Health and Safety

We are committed to *Putting People First* to provide better healthcare. This commitment includes a dedicated *People Focussed Safety* culture.

This culture commits to the health, safety and wellbeing of staff, volunteers and other persons, through the provision of a dynamic and comprehensive Health and Safety Management System (HSMS). The HSMS provides for proactive safety initiatives, early injury management practices with a strong focus on a safe and durable return to work.

The provision of a Health and Safety environment within Metro North Health is everyone's responsibility.

Safety and Quality

Relevant to the position, staff participate in the ongoing education, implementation, monitoring and evaluation of safety and quality initiatives relevant to The National Safety and Quality Health Services Standards 2nd Edition and the Australian Council on Healthcare Standards (ACHS).

Vaccine Preventable Diseases (VPD) Requirements ([Health Employment Directive No. 01/16](#))

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)
- Hepatitis B

Further vaccinations may be required due to particular 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 Health Service to another Health Service, Department of Health (DoH) to a Health Service, or Health Service to DoH).

Additional Information

- Applications will remain current for 12 months or 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.
- 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.
- Pre-employment screening, including criminal history 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. Roles providing services to National Disability Insurance Scheme (NDIS) participants require an NDIS worker screening check.
- Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role.
- 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.forgov.qld.gov.au/_data/assets/pdf_file/0033/185919/lobbyist-disclosure-policy_0.pdf
- Employees who are appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment. For further information, refer to Probation HR Policy B2
<https://www.health.qld.gov.au/system-governance/policies-standards/doh-policy/policy/qh-pol-197.pdf>
- 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.

Appendix 2

Estimated Remuneration Package

The estimated remuneration package for a senior medical officer appointed to this position is detailed in the below table.

SMO Pay Rates as per MOCA6 1 July 2023							
Medical Officer Advanced Credentialed Practice							
Level	Salary Per Annum	Salary Per Fortnight	Attraction 35%	PDA	MVA	Total Remuneration Excluding super	Total Fortnightly
L18	\$204,206.00	\$7,827.20	\$71,472.10	\$21,500.00	\$21,000.00	\$318,178.10	\$12,195.74
L19	\$209,677.00	\$8,036.90	\$73,386.95	\$21,500.00	\$21,000.00	\$325,563.95	\$12,478.84
L20	\$215,957.00	\$8,277.61	\$75,584.95	\$21,500.00	\$21,000.00	\$334,041.95	\$12,803.80
L21	\$220,614.00	\$8,456.12	\$77,214.90	\$21,500.00	\$21,000.00	\$340,328.90	\$13,044.78
L22	\$226,087.00	\$8,665.90	\$79,130.45	\$21,500.00	\$21,000.00	\$347,717.45	\$13,327.98
L23	\$231,563.00	\$8,875.79	\$81,047.05	\$21,500.00	\$21,000.00	\$355,110.05	\$13,611.34
Medical Officer Advanced Credentialed Practice - Senior Status							
L24	\$237,196.00	\$9,091.70	\$83,018.60	\$21,500.00	\$21,000.00	\$362,714.60	\$13,902.82
L25	\$244,201.00	\$9,360.20	\$85,470.35	\$21,500.00	\$25,500.00	\$376,671.35	\$14,437.78

Please note the appointee will also be entitled to either a Medical Manager Allowance as outlined below. This is payable in addition to the amount in the Column titled "Estimated Remuneration". To be paid a Medical Manager Allowance the appointee must have a Fellowship of the Royal Australasian College of Medical Administrators (FRACMA). Ref: [Human Resources Policy C15 Allowances \(health.qld.gov.au\)](https://www.health.qld.gov.au/human-resources/policy/c15-allowances)

Medical Manager Allowance and Estimated Remuneration

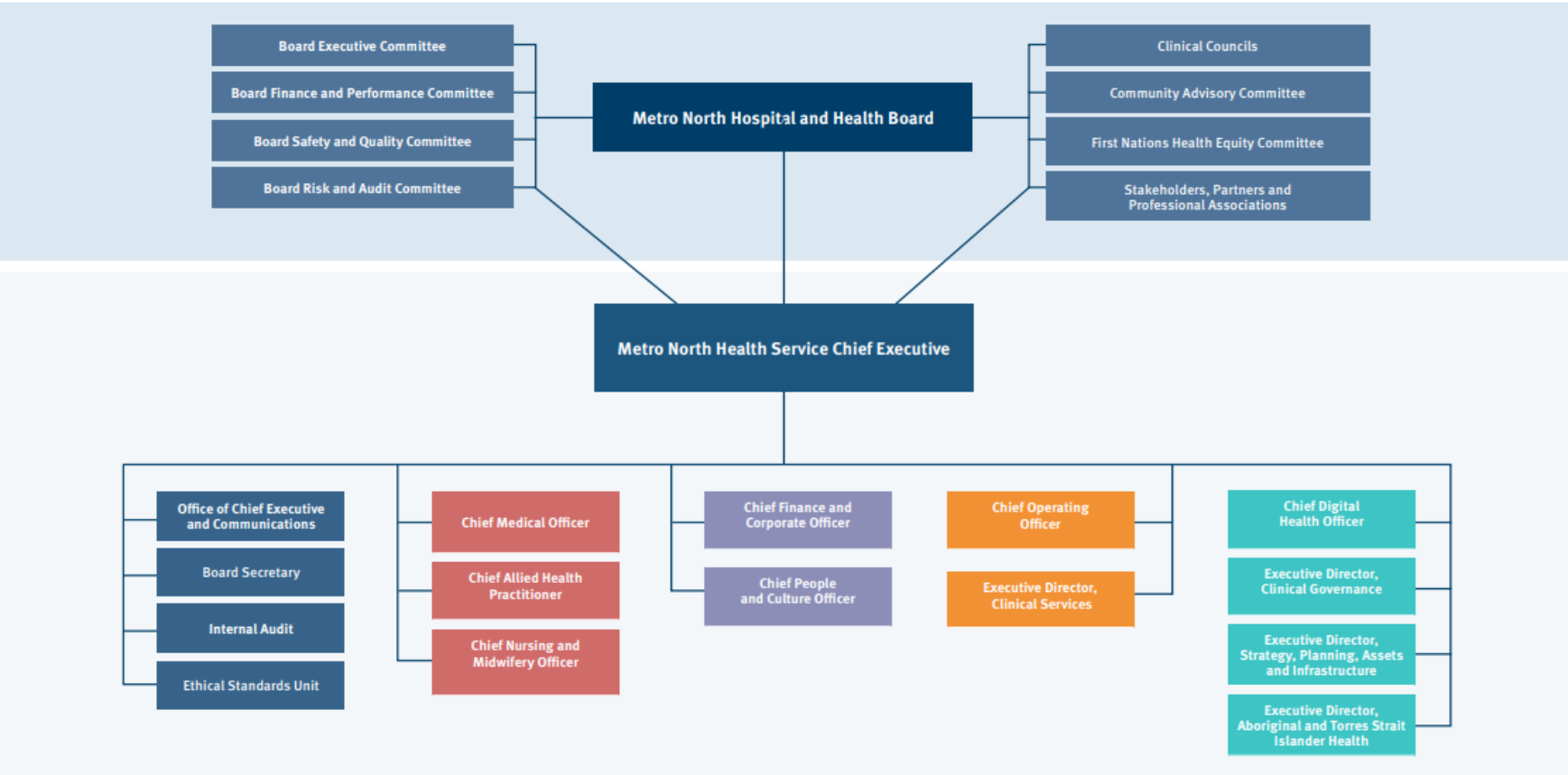
The following Medical Manager Allowance is applicable to this position, and the lower and upper estimated remuneration is shown for MMO11-1 and MMO12-3 respectively.

Level	Per Fortnight	Per Annum	Hourly Rate 76/80 hrs
MM7	\$1,800.30	\$46,969.00	\$22.50

Notes:

- PDA = Professional Development Allowance, MVA = Motor Vehicle Allowance, A&R = General Attraction and Retention Allowance.
- Superannuation, On-call payments, Recall/Overtime and Leave Loading are in addition to the above.

Metro North Health Executive Structure



EFFECTIVE DATE: 08/2023

