



**Swan Hill**  
District Health  
*my hospital*



Respect – Professionalism – Caring – Committed – Collaboration

## Director of Medical Services

### *Negotiable Position*

A unique opportunity exists for an experienced Director of Medical Services to combine the leisure and lifestyle of a regional community on the banks of the mighty Murray River with the challenges and opportunities associated with managing the medical workforce within our health service. Located around 3.5 hours from Melbourne with daily train services, Swan Hill boasts a vibrant shopping district with high quality restaurants and little traffic congestion. You'll find affordable housing, social activities, quality education options and a healthy lifestyle.

Reporting to the Chief Executive, the Director of Medical Services will lead and direct the progressive development and implementation of good clinical governance for a service that has 143 beds and provides a broad range of health services including medical and surgical, aged care, community and primary health, emergency, renal dialysis, chemotherapy, pathology, midwifery and radiography diagnostic services to a catchment population of 30,000 within 100km radius of Swan Hill.

Swan Hill District Health has a strong and growing commitment to undergraduate and postgraduate teaching with university links including a proposed Monash hub expansion bringing additional opportunities for training and research, plus dynamic relationships with local Medical Groups. With full flexibility in working conditions, any options will be considered – Full or part-time role, incorporation of clinical research or other interests. Remuneration package is fully negotiable and will include Public Hospital salary packaging arrangements.

Applicants must have MBBS or equivalent and unconditional registration with AHPRA plus significant experience in a senior hospital management role. FRACMA or appropriate management qualifications will be highly regarded.

Imagine breakfast by the riverside, 18 holes at the renowned Murray Downs Golf Club, yachting or waterskiing at one of Swan Hill's surrounding lakes and fishing for the mighty Murray Cod. All this could be available at your doorstep!

#### ***For more information contact:***

Ted Rayment, CEO by E: [trayment@shdh.org.au](mailto:trayment@shdh.org.au) or P: (03) 5033 9221.

Applications including the names of three referees should be forwarded to: Mr. Steven Wainwright, Human Resources Manager, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria or email: [employment@shdh.org.au](mailto:employment@shdh.org.au).

*Email applications are preferred.*



<b>Position:</b>	<b>DIRECTOR OF MEDICAL SERVICES (DMS)</b>
<b>Classification:</b>	Subject to qualifications and experience
<b>Department:</b>	Medical Administration
<b>Reports to:</b>	Chief Executive Officer
<b>Position Summary:</b>	<p>The DMS will be responsible for managing the delivery of quality care with Swan Hill District Health Service, through competent clinical and business practice, effective communication and active participation and executive accountability for the Quality &amp; Risk Unit.</p> <p>The DMS will align the activities of the medical workforce with the values, strategic direction and clinical governance framework (including credentialing and defining the scope of clinical practice) of the health service. The DMS determines and authorises procedures and protocols in consultation with the CEO and reports and provides periodic reports of the Health Service's progress to the Board of Management. The DMS holds executive accountability for the Medical Services Unit (including Radiology Services), salaried medical staff and Visiting Medical Officers (VMOs).</p> <p>Create and maintain a strong working relationship with external partners including Swan Hill Medical Group, Swan Hill Surgical Services, Mallee District Aboriginal Service, Tristar Swan Hill, Monash University, Bendigo Radiology and Australian Clinical Laboratories.</p> <p>Ensures all accreditation, workforce planning and management, training and supervision requirements for medical staff are met, including doctors directly employed by SHDH and on secondment from St Vincent's Hospital Melbourne and Bendigo Health. Support longitudinal medical training at SHDH, from medical students to vocational trainees.</p> <p>As part of the management team of SHDH, the DMS maintains close working relationships with other members of this team, and liaises closely with the Director of the Primary Health Medical Centre to ensure mutual support for credentialing and medical training. The DMS works with a broad range of stakeholders including: The Victorian Department of Health and Human Services, the Commonwealth Department of Health and Ageing, The Victorian Managed Insurance Authority, the Australian Health Practitioner Registration Agency, and various universities, medical schools, professional associations, general practitioners, other healthcare providers, and other health services.</p>
<b>Key Selection Criteria:</b>	<p>MBBS or equivalent essential.</p> <p>General and/or specialist registration with the Medical Board of Australia</p> <p>Postgraduate qualifications in management; FRACMA or FACHSM desirable.</p> <p>Significant experience in senior hospital management role highly desirable.</p>
<b>Salary/Award:</b>	Individual workplace agreement.
<b>Responsibilities/Accountabilities/Capabilities:</b>	<p>Key Performance Indicators (KPI's) will be established between the DMS and the CEO to support the following accountabilities and duties:</p> <ul style="list-style-type: none"> <li>• Credentialing and defining scope of clinical practice.</li> </ul>

- Leading clinical reviews/morbidity and mortality committee.
- Performance appraisals.
- Attendance at board meetings and medical staff forums.
- In collaboration with the EO Clinical Services, responsibility for clinical governance.
- Operations of salaried medical staff, VMOs, Medical Services Unit (including Radiology Services) and Quality & Risk Unit.

#### Leadership:

- Communicates a vision that generates enthusiasm and commitment.
- Recognises and rewards behavior that is aligned with the vision. (how/what is the reward mechanism)
- Motivates others to achieve goals.
- Identifies potential issues and setbacks and guides team to optimise outcomes.
- Models the behavior expected of others.

#### Change Management:

- Scans the environment to identify necessary changes.
- Gains commitment by communicating the reasons for the change and the risks for not changing.
- Actively promotes and drives change using broad influencing skills to overcome barriers and gain support.
- Manages complex stakeholder issues that are integral to the change process.

#### Organising & Planning:

- Sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required.
- Delegates responsibilities to ensure goals are met.
- Identifies processes, tasks and resources required to achieve a goal.
- Liaises with others when organizing work.
- Anticipates potential barriers and finds effective ways to deal with them.
- Sets times aside to think.

#### Verbal Communication:

- Confidently conveys ideas and information in a clear and interesting way.
- Clearly & confidently communicates with people at all levels of the organization.
- Identifies key messages and information required for decision making.
- Uses audience feedback to refine communication and ensure communications are understood.
- Handles difficult and sensitive communications well.
- Provides advice on influencing and the needs of target audiences/

#### Interpersonal Skills:

- Tunes into others emotions and ways of thinking.
- Realises the complex causes (underlying concerns) of others long term behavior patterns and plans responses and reactions accordingly.
- Uses understanding of individuals to get the best outcomes for the person and the organization.

#### Resource Management:

- Oversees development and management of complex budgets.
- Negotiates for resources.

	<ul style="list-style-type: none"> <li>• Anticipates and manages risks.</li> <li>• Ensures the use of honest, transparent an appropriate purchasing processes.</li> </ul> <p><b>Personal Qualities:</b></p> <p>Concept and Analytical ability:</p> <ul style="list-style-type: none"> <li>• Deals with concepts and complexity comfortably.</li> <li>• Uses analytical and conceptual skills to reason through problems.</li> <li>• Has creative ideas and can project how these can link to innovations.</li> </ul> <p>Creativity and Innovation:</p> <ul style="list-style-type: none"> <li>• Generates new ideas.</li> <li>• Draws on a range of information sources to identify new ways of doing things.</li> <li>• Actively influences events and promotes ideas.</li> <li>• Translates creative ideas into workplace improvements.</li> <li>• Reflects on experience and is open to new ways to improve practice.</li> </ul> <p>Drive and Commitment:</p> <ul style="list-style-type: none"> <li>• Enthusiastic and committed.</li> <li>• Demonstrates capacity for sustained effort and hard work.</li> <li>• Sets high standards of performance for self and others.</li> <li>• Enjoys a vigorous and dynamic work environment.</li> </ul> <p>Decisiveness:</p> <ul style="list-style-type: none"> <li>• Makes rational and sound decisions based on a consideration of the facts and alternatives.</li> <li>• Makes tough decisions, sometimes with incomplete information.</li> <li>• Evaluates rational and emotional elements of situations</li> <li>• Commits to a definite course of action.</li> </ul> <p>Relationship Building:</p> <ul style="list-style-type: none"> <li>• Establishes and maintains relationships with people at all levels.</li> <li>• Promotes harmony and consensus through diplomatic handling of disagreements.</li> <li>• Forges and partnerships with people across business areas, functions and organizations.</li> <li>• Builds trust through consistent actions, values and communication.</li> <li>• Minimizes surprises.</li> </ul>
<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of patients, clients, residents, staff, visitors and the general public.</li> <li>• The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, protocols, procedures and guidelines.</li> </ul>
<b>Continuous Quality &amp; Improvement:</b>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols.</li> </ul>

<b>Person Centered Care:</b>	The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.
<b>Just Culture</b>	All staff are expected to support a Just Culture in which reporting is actively encouraged, with an emphasis on learning from issues that arise as opposed to blaming those involved.
<b>Privacy and Confidentiality:</b>	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
<b>Mandatory Training</b>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Review:</b>	Completion of Performance Guidance and Development Plan on a yearly basis.
<b>Date Written</b>	Jan 2015
<b>Reviewed:</b>	Oct 2018
<b>Managers Name:</b>	
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants Curriculum Vitae

<b>Position Applying for</b>	
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**General Information**

<b>Name</b>	
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<b>Address</b>	
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<b>Contact</b>	<b>Home phone</b>	<b>Mobile</b>	<b>Email</b>
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Are you of Aboriginal/Torres Strait Islander Origin?  No  Aboriginal  Torres Strait Islander  
*(This question is voluntary)*

Do you wish to be identified under this category?  Yes  No

Are you an Australian Citizen or Permanent Resident:  Yes  No          Date of Grant ...../...../.....

If no, what is your current Visa Status – Visa type \_\_\_\_\_ Expiry date ...../...../.....

Place/Country of issue: \_\_\_\_\_ Issue Number : \_\_\_\_\_

Do you require sponsorship?  Yes  No

Where did you hear about the position you are applying for?

Newspaper           Internet           Swan Hill District Health Website           Social Media (Facebook)

**Conditions of Employment**

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

- Initial employment is casual / relieving** unless otherwise indicated.
- 6 months probationary period (*with a review at 3 months.*)
  - Requirement to work any shift
  - Requirement to work in any department (rotation)

**Hours of Work** – SHDH operates on a 24 hour, 7 day week, 3 shift basis, and you may be called upon to work/relieve on any of these shifts. If you are unable to work any of the shifts, please indicate below:

Unavailable to work: \_\_\_\_\_

**Normal hours of work** are 40 in each week worked on an ADO each month. This is only applicable to Full Time employees. Part time employees will have a minimum hours set but may be called upon to work up to 38 hours per week at normal pay.

### Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: \_\_\_\_\_

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

### Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

#### Disclosure advice:- (to be completed by the applicant)

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I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: \_\_\_\_\_ Date: ...../...../.....

**NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.**

#### Enquiries:

Email address: [employment@shdh.org.au](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585