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| **Job Title:** | Director of Medical Services (DMS) | | |
| **Classification:** | RL4.2 - RL4.4 | **Department:** | Primary Health Care (PHC) |
| **Location:** | Mala'la Health Service Parap Office, Manayingkarrira Primary Health Care Centre, Maningrida | **Program:** | Medical Officers |
| **Reports to:** | Chief Executive Officer | | |
| **Collaborations:** | Manayingkarirra Primary Health Care Centre and other Mala'la Health Programs | | |
| **Employment Conditions:** | Mala'la Health Service Aboriginal Corporation Enterprise Agreement 2024-2027 | | |

## JOB DESCRIPTION

### POSITION FUNCTION

Provide strategic clinical leadership and oversee the delivery of evidence-based comprehensive primary health care and population health. The position requires a high level of interest and commitment to improving the health status of Aboriginal people in Maningrida.

The position is a key member of the Mala'la Executive Management team and works collaboratively with other senior managers in the organisation. As the most senior clinician within Mala'la, the DMS holds responsibility and authority for clinical governance, medical workforce leadership, clinical standards and strategic clinical service development.

The position will be Darwin based, with a fly-in-fly-out (FIFO) schedule of 1 week per month onsite in Maningrida for clinical work, and the other 3 weeks per month in Darwin at the Mala'la Health Office in Parap. Flexibility is required in the working schedule with additional time in community for community outreach events, operational priorities and clinical leave coverage. Mala'la will provide accommodation in Maningrida and cover flights between Darwin and Maningrida.

### ROLE AND RESPONSIBILITIES

**Leadership**

- Provide clinical leadership to Mala'la Health Service in collaboration with other senior roles within the Primary and Public Health Centres.
- Collaborate with external health service providers, inclusive of retrieval services, regional community health boards and NT Department of Health to improve the efficiency and integration of service delivery.

- Central involvement with GP recruitment including credentialing, retention, performance monitoring and capacity building for RMP and RGs.
- Collaborate with Clinic Management in the integration and orientation of RMPs and RGs into the Health Centre.
- Line management of RMPs and RGs, including Registrars, Prevocational Doctors and medical students. Ensure all are up to date with mandated and required administrative functions.
- In conjunction with colleagues, oversee and participate in the development, implementation and changes to the ICT and health system software.
- Provide leadership and direct input into the implementation of Quality and Safety standards at MHSAC.
- Contribute to high level strategic and clinical leadership within Population and Primary Health Care.
- Be familiar with and participate in the successful attainment of identified priorities and strategic goals.
- In collaboration with the CEO represent MHSAC on various committees, at forums, meetings and conferences.

**Professional Practice**

- Participate in providing quality patient care as a member of the multidisciplinary team.
- Clinical leave coverage for RMPs ensuring continuity of patient care.
- Participate in the Clinical Governance Committee meetings and activities.
- Provide clinical advice and leadership at a level consistent with best practice standards.
- Provide advice and leadership in the development and implementation of population health programs.

**Policy and Performance**

- With key others contribute to the ongoing Continuous Quality Improvement and Quality Management frameworks, and the formulation of MHSAC Clinical Audit reports.
- Monitor GP performance and output against Medicare and KPI targets.
- Follow defined service quality standards, work health and safety policies and procedures relating to the work being undertaken to ensure high quality, safe services and workplaces.
- Provide advice to the CEO and other managers regarding medical-related issues.
- Workforce development, recruitment and retention.
- Morbidity and mortality audits and case reviews including coroners reports and investigations.
- Contribute with key others, in the development of Chronic Disease Report Cards and participate in the development of population health strategies annually.
- Develop management systems to ensure optimal outcomes, monitor resource management issues, and provide advice to both the CEO and Director Primary Health Care.

**Teaching and Research**

- Facilitate and where necessary, participate in general staff development and continuing educational activities and teaching sessions with other MHSAC Clinicians.
- Liaise with the relevant colleges in relation to the GP Registrar programs and actively recruit in this space.
- Liaise with relevant organisation to facilitate placements of pre vocations doctors through the Australian Primary Care Pre Vocational Program.
- Liaise with relevant organisation to facilitate placements of medical students through Charles Darwin and Flinders University.
- Participate as a member of the MHSAC Research Committee and provide comments and advice to the Directors and Management Team on research proposals and activities.

**Organisational**

- Provide high-level service delivery advice to the Directors and MHSAC Executive Management.
- Act as a key resource and mentor for community staff ensuring continued support and education.
- Work autonomously and as part of a multidisciplinary team.
- Ensure personal and professional competencies and knowledge are current and in line with accepted standards and meet all requirements of the position.
- Develop, maintain and utilize effective collaborative working relationships and networks with other organisations at both the community and professional level.
- Provide a culturally safe, competent, comprehensive and cost-effective service within the Continuous Quality Improvement (CQI) framework.
- Be accountable for maintaining personal clinical and professional competencies and professional conduct and participate in performance management systems.
- Promote adherence to Work, Health and Safety protocol - ensure WH&S legislation is followed
- Adhere to MHSAC's Values, Policy and Procedures, and Code of Conduct.

**Reporting**

- Assist in compiling monthly reports to the CEO outlining activities undertaken.
- Assist in meeting the Key Performance Indicators linked to the annual Operational Plan and the organisation's Strategic Plan.

**MANDATORY REQUIREMENTS**

- Satisfactory and current Criminal History Check
- Current NT Working with Children Clearance OCHRE card
- Current Driver's License

- Demonstrated ability to maintain confidentiality and comply with organisational policies and procedures.
- Commitment to culturally safe and respectful practice.
- Participation in mandatory training, including fire safety and WHS requirements.
- Participation in the annual performance review process.

**SELECTION CRITERIA**

**Essential**

- Current registration with the Australian Health Professions Regulatory Authority.
- Fellowship of Royal Australian College of GPs (FRACGP), or Australian College of Rural and Remote Medicine (FACRRM).
- Experience in delivering clinical and public health services in rural, regional or remote settings.
- Demonstrated experience working in Aboriginal Health particularly in primary health care service delivery and management, and high-level leadership experience.
- Well-developed communication, networking and interpersonal skills.
- Ability to lead and manage multi-disciplinary teams in collaboration with the SRMP Clinical Lead and the Director Primary Health Care, and to share tasks and knowledge with program staff.
- Prepared to engage in consulting with patients at the primary health care level to maintain Continuing Professional Development (CPD) points consistent with regulatory requirements.
- An understanding and commitment to the principles of Aboriginal Community control of primary health care delivery.
- A respect for Aboriginal culture and a willingness to listen, learn and to participate in cross cultural awareness activities promoted by the MHSAC Directors.
- Experience in working in a cross-cultural or remote environment.
- Computer skills including experience working with clinical IT systems.

**ACCEPTANCE OF RESPONSIBILITIES**

I have read the requirements and responsibilities outlined in this Position Description, MHSAC Code of Conduct, Employment Terms and Conditions and agree to meet and adhere to these, and have my performance monitored and evaluated in relation to my performance in the role as detailed through this document.

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| **Signature of Appointee:** | | **Date:** | |
| **Signature of Mala'la authorized representative** | | **Date:** | |