



Position Description

Medical Director

Award or EBA:	Health and Allied Services, Managers and Administrative Officers Multiple Enterprise Agreement 2011-2015
Classification/Grade:	TBA - Consultant Agreement
Directorate:	Infrastructure and Medical Services
Reports to:	GM, Infrastructure and Medical Services
Direct Reports:	Medical staff

Our vision is ensuring the health and wellbeing of our community.

Our values are:

Persistence	Integrity	Compassion	Respect	Responsiveness
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Role Description

This position contributes to the success of DPV Health by providing exceptional clinical leadership and business acumen across all DPV Health Medical Clinics.

This role will lead the growth and expansion of medical services, building renowned multi-disciplinary services resulting in improved health and well-being outcomes for our clients and community.

The Medical Director will use their experience in multidisciplinary primary care team settings to continually improve integrated care and medical governance across DPV Health services.

Roles Key Accountabilities

Service Delivery

- Implement models of general practice / primary health care delivery, focusing on relevant health policy directions, a clear understanding of local health needs and which attracts a diverse and exemplary workforce;
- Lead the expansion & growth of GP and other medical programs.
- Provide professional and clinical leadership for medical clinicians in a manner that promotes best practice, continuous improvement and a collegiate approach to service goals;
- Lead the use of multi-disciplinary case conferencing;
- Foster integration of the medical practice activities with other DPV Health programs.
- Lead and/or participate in Clinical Governance committees

Reporting, System and Analytics

- Actively use and promote the various DPV Health data sources to continually improve service;
- Work with the Practice Managers to ensure that reporting to external agencies is accurate, timely and ensures full and appropriate benefit for DPV Health.

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Effective: April 2019	Review Due: April 2020	Version No V1

Financials, Budgets, Target, Funding

- Ensure the medical provision models support growing and sustainable business outcomes, in turn allowing investment into the improvement of the service and health outcomes;
- Ensure the profitable operation of the medical clinics;
- Ensure the use of MBS billing accurately reflects the full range of services available and provided

Culture, Engagement, Diversity – People Experience

- Lead recruitment, orientation, training, professional development and performance appraisals of all GPs;
- Oversee the medical undergraduate teaching, registrar training and research activities of the practice in conjunction with educational organisations and University departments;
- Work closely with Practice Manager across both DPV Health Sites;
- Lead meetings with GPs;
- Commitment to partnering with clients to facilitate effective engagement and participation;
- Ability to communicate productively with a wide range of people including patients, colleagues, government and industry representatives.

Health and Safety

- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards and injuries;
- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training;
- Demonstrate safe work behaviours and conducting work in accordance with our safety management system.

Risk Management and Compliance – Quality and Accreditation

- Lead matters relating to medical best practice, medical governance, risk management & quality improvement;
- Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response;
- Actively monitor and improve the quality and safety of services;
- Ensure the continued accreditation of medical clinics.
- Other duties as directed.

This position description contains the key roles and responsibilities and associated performance indicators for this position. The above list is not intended to be complete. Other tasks may be assigned from time to time to meet the needs of the organisation. Specific actions and objectives of this role will be outlined through the goal setting and review process.

DPV Health Requirements

- Current Victorian Drivers Licence
- Valid Working With Children Check

- Disability Worker Exclusion Check
- Satisfactory Policy Check
- Travel between sites is required

Authority

The occupant of this position has authority as per the delegation manual.

Key Selection Criteria

Qualifications

Mandatory: N/A

Desirable: Undergraduate of graduate studies in a business or administration related discipline

Experience & Skills

1. General Registration with the Medical Practitioners Board of Victoria.
2. Proven ability to lead medical staff to continually improve service provision including clinical governance and risk management.
3. Proven business acumen in a medical setting.
4. Demonstrated understanding of local demographics and how they influence service provision and business outcomes.
5. Proven ability to communicate effectively including high-level written and verbal skills.
6. Demonstrated ability to lead and work in a team.
7. Skills in health promotion.
8. Have an unrestricted provider number and at least 10 years of clinical experience

Remuneration

Terms to be negotiated

Employee Acknowledgement

I, _____, acknowledge I have read and understood this position descriptions and the requirements of my role.

Signature _____ Date _____