



Kimberley Aboriginal Medical Services Council Inc

JOB DESCRIPTION FORM

POSITION IDENTIFICATION	Effective date of document	February 2010
	Award	N/A
	Award Type:	N/A

Title:	KAMSC Medical Director
Responsible to:	Chief Executive Officer

Key Responsibilities

- Contribute technical advice to the KAMSC CEO and governing Council in the area of Aboriginal health policy and planning
- Cultivate strategic alliances with partners & stakeholders and communicate with influence
- Provide specific technical support for KAMSC Business Units
- Provide oversight and support for the implementation and maintenance of systems to support clinical best practice and ongoing quality enhancement in KAMSC and member ACCHS
- Identify, develop and support strategies for improved regional data capture and monitoring on health status, health care and health determinants to inform appropriate health service planning & policy responses
- Provide oversight and assistance of recruitment and performance management of the Kimberley ACCHS GP workforce
- Provide direct clinical GP services
- Inform development of budget priorities and identify opportunities to increase resources to meet KAMSC and member ACCHS objectives
- Communicate effectively through presentations and written reports

Statement of Duties

1.	<p>Contribute technical advice to the KAMSC CEO and governing Council in the area of Aboriginal health policy and planning</p> <ul style="list-style-type: none"> • Assist the CEO and Board to identify and pursue strategic priorities in Aboriginal health and health service delivery • Liaise closely with and provide timely briefings to the CEO on health and health service related matters • Respond in a timely manner to requests from the KAMSC CEO and from member services to assist in responding to new policies and programs which may impact on Aboriginal health and health services
2.	<p>Cultivate strategic alliances with partners & stakeholders and communicate with influence</p> <ul style="list-style-type: none"> • Foster productive and mutually respectful relationships with all KAMSC staff, in particular developing and maintaining close working relationships with all KAMSC unit managers and senior staff • Actively develop and maintain respectful and productive relationships with member services, in particular Directors, CEOs and senior managers • Nurture relationships with government, other health service providers, non-government agencies, community organisations and other relevant stakeholders to further the vision and goals of KAMSC, its member services and client populations • Identify and pursue opportunities for promoting awareness and understanding of the philosophy, services, successes and needs of KAMSC and member services • Represents the organisation at meetings, conferences and workshops as directed by the CEO
3.	<p>Provide specific technical support for KAMSC Business Units</p> <ul style="list-style-type: none"> • Provide technical advice in relation to unit / program planning and development where required for all KAMSC business units • Support unit managers with preparation of reports and publications where required • Assist managers in the development of funding submissions and project proposals
4.	<p>Provide oversight and support for the implementation and maintenance of systems to support clinical best practice and ongoing quality enhancement in KAMSC and member ACCHS</p> <ul style="list-style-type: none"> • Oversee the application, development and/or refinement of systems of continuous quality improvement for delivery of primary health care by KAMSC remote area services and member ACCHS • Support effective local use and continuing development of local patient information

	<p>and recall systems to organise and evaluate health care</p> <ul style="list-style-type: none"> • Identify current best-practice in management of important health conditions & risks, providing regional leadership for the collaborative development of protocols & guidelines and uptake of new technology • In keeping with requirements under the charter of membership, support conduct of routine audit of clinical care in member services
5.	<p>Identify, develop and support strategies for improved regional data capture and monitoring on health status, health care and health determinants to inform appropriate health service planning & policy responses</p> <ul style="list-style-type: none"> • Work closely with the KAMSC Medical Educator and research unit of CAPTER to support high-quality research to address identified gaps in health knowledge • Participate as an active member and representative of KAMSC on the Research Subcommittee of the Kimberley Aboriginal Health Planning Forum • Actively contribute to identified KAMSC and regional research projects • Actively pursue avenues for enhanced regional information data sharing
6.	<p>Provide oversight and assistance of recruitment and performance management of the Kimberley ACCHS GP workforce</p> <ul style="list-style-type: none"> • Oversee the recruitment, orientation, retention and professional development of the KAMSC GP workforce, working closely with the KAMSC HR Manager, KAMSC Health Services Manager and remote Clinical Services Managers in doing so • Provide assistance to member ACCHS in the recruitment and professional support of GPs, including provision of current advice regarding medical registration, maintenance of professional standards, medical indemnity, continuing professional development and other GP workforce specific matters. • Provide support for member ACCHS in negotiation of hospital admitting rights and clinical privileges where required • Advocate at state and national levels to support ongoing development and enhancement of the ACCHS GP workforce
7.	<p>Inform development of budget priorities and identify opportunities to increase resources to meet KAMSC and member ACCHS objectives</p> <ul style="list-style-type: none"> • Actively Identify and develop opportunities to increase health resourcing of KAMSC and member ACCHS • Support KAMSC and member ACCHS CEOs and senior managers in the development of funding submissions and grant applications where required
8.	<p>Provide direct clinical GP services</p> <ul style="list-style-type: none"> • Provide limited direct client services to ensure maintenance of clinical skills and to assist with regional service gaps where necessary

9.

Communicate effectively through presentations and written reports

- Prepare quarterly reports for the KAMSC Board, and support senior managers in compiling and collating 6 monthly action reports
- Support effective organisational use of media and adhere to organisational media policy
- Prepare reports and briefing papers at the request of the CEO to support funding applications, sector advocacy, media campaigns, and other specific requests as they arise
- Support maintenance of a high profile for KAMSC and Kimberley ACCHS through direct and indirect contributions to conference presentations, state and national workshops, and other relevant forums

Selection Criteria

Essential:

1. Demonstrates expertise in Aboriginal primary health care

- Substantial experience in delivery of health care to Aboriginal communities as a senior member of a primary health care (PHC) team
- Knowledge of issues affecting Aboriginal and Torres Strait Islanders populations
- Understands the structure and function of Aboriginal community controlled health services and is committed to Aboriginal community empowerment and the philosophy of Aboriginal community control
- Familiar with PHC evaluation and use of performance measures
- Works effectively with Aboriginal community representatives and managers
- Knowledge of State and Commonwealth Aboriginal health policy structures

2. Shapes strategic thinking

- Contributes a sense of purpose and direction
- Recognises opportunities & harnesses information and alliances
- Shows judgement, intelligence and common sense

3. Cultivates productive working relationships and communicates with influence

- Nurtures positive internal and external relationships
- Listens, understands and adapts to different audiences
- Negotiates persuasively
- Prepares and presents written material of a high standard

4. Achieves results

- Implements change
- Builds strong staff teams; manages conflict
- Delegates appropriately

5. Shows personal drive and integrity

- Demonstrates professionalism, hard work and reliability
- Integrity and decency in business, professional relationships and financial matters
- Deals with pressure and ambiguity
- Committed to personal development

6. Other

- Medical Practitioner registrable in WA
- Fellowship of RACGP &/or ACCRM
- Ability to travel by air and road on a regular basis

- Current “C” class driver’s licence

2. Desirable

- Relevant professional qualifications in Public Health (eg: MPH&TM, FAFPHM)

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Name: Anthony M Lee

Position: Chief Executive Officer

Signed: _____

Date: ____ / ____ / ____

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME	DATE APPOINTED TO POSITION	SIGNATURE	DATE