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Contents

Executive Summary	2
About CHS	3
Vision, Role and Values	3
Position Description – Executive Director Medical Services	4
Medical Services Organisational Chart	10
Useful Links	11
The Application and Selection Process	11
Come Join Our Team	13



Executive Summary

Canberra Health Services (CHS) is a world class tertiary health care organisation which delivers a range of high quality, patient centred services for patients and consumers across the ACT and surrounding Southern NSW region. Services are delivered through a range of health facilities and networks including Canberra Hospital, University of Canberra Hospital, Walk-in Centres and Community Health Centres. CHS has strong academic and research partnerships with the Australian National University, the University of Canberra and the Australian Catholic University and is one of the largest employers in the region, with a workforce of c8,000. CHS is now seeking an outstanding Executive Director Medical Services (EDMS).

Reporting to the CEO, the EDMS will:

- Provide expert professional and clinical leadership in the strategic and operational management of medical services and medical workforce across CHS, ensuring the delivery of effective, safe and high quality care;
- Work closely with, and advise, the executive leadership team and stakeholders on all professional medical workforce issues:
- Contribute to achieving overall strategic and operational objectives of CHS, during an exciting period of growth, investment, redevelopment and change;
- In conjunction with the Executive Director of Nursing & Midwifery and Patient Support Services and the Executive Director Allied Health, lead the creation and implementation of world class clinical governance and patient safety strategies;
- Model a patient centred approach to care with a focus on the total patient experience, ensuring service delivery across CHS is based on global best practice and reflects the highest standards;
- Forge collegial relationships across a variety of stakeholders including ACT Health, academic and research partners, community groups, private hospitals, primary health and other health services;
- Act as an ambassador for CHS, ensuring that the needs and views of CHS are fairly represented in external forums;
- Foster a responsive, future focused and contemporary culture which supports all staff to deliver true excellence.

We are seeking an experienced medical leader who has ideally held an EDMS / DMS (or potentially deputy role) within a comparable health service and who has a track record of leading and driving successful transformation. The person may hold a RACMA Fellowship, we equally value Fellowship from another Medical College. Critical to the person's success will be their proven track record of leading medical workforce and clinical governance teams and initiatives within a complex hospital or health service. The person will demonstrate strong communication and engagement skills at all levels, solid financial awareness and a track record of successfully forging powerful relationships with medical staff, the executive team and the broader clinical community. Professionally, CHS offers the flexibility to balance this role with other activities such as research and teaching or clinical practice, depending upon individual aspirations and preferences.

This represents an exciting opportunity to support world class healthcare across this thriving community. It also offers the prospect of living in the beautiful and picturesque ACT region and becoming part of the friendly and community centred culture which the area is renowned for.



About CHS

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region.

These services are provided through:

- Canberra Hospital a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.
- University of Canberra Hospital a specialist centre for rehabilitation, recovery and research with 140 inpatient beds, 75 day-bed places and additional outpatient services
- Community health centres providing a range of general and specialist health services to people of all ages.
- Walk-in Centres providing free treatment for minor illness and injury.
- Community based health services ranging from early childhood services, youth and women's health to dental health, mental health and alcohol and drug services.

CHS was formed following the division of ACT Health into two separate organisations from 1 October 2018. This was done with the aim of enabling the organisation to have a clear focus on operational effectiveness and efficiency, and to improve accountability for health service delivery. The change provided CHS with clarity of purpose, which is defined and will be operationalised through their first, three-year strategic plan.

The <u>Strategic Plan 2020-23</u> sets out the path forward for the next three years and shows how CHS will deliver against their vision of 'creating exceptional health care together' and details their strategic priorities which are:



Vision, Role and Values

CHS Vision: Creating exceptional health care together.

CHS Role: to be a health service that is trusted by the community.

CHS Values:

We are reliable: We always do what we say We are progressive: We embrace innovation We are respectful: We value everyone

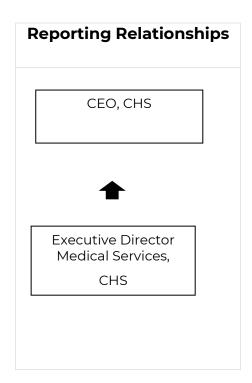
We are kind: We make everyone feel welcome and safe



Canberra Health Services

POSITION DESCRIPTION

Directorate	Canberra Health Services
Division	Chief Executive Office
Branch	Executive
Position Number	41489
Position Title	Executive Director Medical Services (EDMS)
Classification	Senior Staff Specialist
Location	Garran Campus
Last Reviewed	14 December 2021



Our **Vision**: creating exceptional health care together Our **Role**: to be a health service that is trusted by our community Our **Values**: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: https://www.health.act.gov.au/

The Executive Director (EDMS) is responsible for the divisions of Pathology, Pharmacy, Medical Imaging, Health Technology Management, and GP Liaison Unit.

The EDMS is responsible for the professional leadership of, and management of professional issues associated with the medical workforce and the services provided by doctors. This includes all relevant operational developmental and strategic matters. Working closely with the Chair of Medicine, the EDMS leads the effective management of medical staff and ensures that they deliver effective, safe and high quality care to patients.

This position is accountable for providing professional advice to ensure the essential standards of quality and safety are being met by every service the organisation delivers, that there is continuous improvement and outcomes, and

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that the workforce is supported and enabled to deliver safer and effective personcentred care

Working with the Executive Director of Nursing Midwifery and Patient Support Services and the Executive Director Allied Health, the EDMS is responsible for supporting the development of the CHS Quality Strategy and with the Clinical Executive is accountable for the overall achievement of safety and quality metrics. The EDMS will contribute to the development and implementation of the CHS long term vision, strategic direction and governance arrangements.

As the most senior doctor, the EDMS will provide strong and effective medical leadership and advice to inform corporate decisions. In conjunction with the Director of Nursing & Midwifery and Patient Support Services and the Executive Director Allied Health, the position will ensure that the CHS clinical Governance Framework is viable and effectively implemented and ensure that CHS delivers its corporate clinical targets, influencing and maintaining alignment, on the part of CHS medical workforce, with CHS goals and objectives.

The EDMS is appointed for a period of 36 months. The holder of this role is expected to maintain clinical duties in their speciality and as a result is 0.6-0.8 FTE. This role attracts a management allowance level 3.

DUTIES

As the Executive Director Medical Services, you will be a key member of the CHS Executive and directly responsible to the CEO, CHS. In this role you are accountable for the professional leadership of all medical staff within the organisation and for the provision of expert medical advice to the executive. Your role includes:

- 1. Set and deliver the Medical Services Divisional Business Plan through the clinical workforce. This includes:
 - Ensuring all division team members understand the organisation's corporate goals and business as usual priorities for the year (CHS Corporate and Divisional Business Plans)
 - b. Setting clear performance expectations for the Medical Services Clinical and Unit Directors that will ensure your division delivers against the goals.
 - c. Providing regular feedback to your leadership team of their performance against your expectations, providing clear accountability, and making adjustments as necessary.
- 2. Lead and encourage the development of new and innovative practice across CHS to ensure the continuous improvement of CHS efficiency and effectiveness and the development of high standards of patient service.
- 3. Provide effective professional leadership and management to all medical staff ensuring high standards will meet the requirements of continuing medical education, performance and behaviours.
- 4. Act as an ambassador for CHS, ensuring that the needs and views of CHS are fairly represented in external (including national) forums and that

- opportunities are taken to enhance the reputation of CHS and realise service development opportunities.
- 5. Be an exemplar in demonstrating CHS' values. Recognise team members who exhibit the values, and equally, be a leader in having the tough conversations with those who don't. Ensuring CHS is a great place for medical staff to train and work.
- 6. Provide leadership and ensure analysis, quality improvement, research and education to enhance clinical services and its integration into corporate and clinical governance occur.
- 7. Collaborate with the Chair of Medicine to lead the Clinical Unit Directors in the delivery of high quality contemporary care
- 8. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Behavioural Capabilities

- You will be a champion exemplifying CHS's vision and goals, and you will unify business units through the development and implementation provided by organisational strategic direction.
- 2. You will help develop organisational strategies that are aligned with organisational objectives and projected future requirements. You will do this by encouraging others' input and communicating expected outcomes from organisational strategies.
- 3. You will have a well-developed understanding of CHS's current and potential future role within the community. Considering multiple perspectives when assessing the ramifications of key issues and developing solutions with long-term viability for the organisation and community.
- 4. You will provide timely and well researched advice to government and CHS Executive that reflects analysis of a broad range of issues whilst also considering emerging trends, the identification of long-term opportunities, balanced organisational requirements with desired whole-of-government outcomes.
- 5. You will display the highest standards of professional expertise and integrate them into the organisation to improve overall performance and delivery of organisational and clinical outcomes.

- 6. You will have the ability to manage contracts judiciously, actively ensuring relevant professional input is obtained from others and shares own experience when making business decisions.
- 7. Relevant to medical services, you will drive the change agenda, define high level objectives, and ensure translation into practical implementation strategies. You will coordinate projects across multiple Divisions through the use of strong communication skills to secure stakeholder commitment to change and maintain open communication channels during the change process.
- 8. You will drive a culture of achievement and foster a quality focus in CHS for medical services. You will display an ability to ensure ideas and intended actions become reality and that planned projects result in expected outputs to enable the achievement of outcomes by identifying and removing potential barriers to success.
- 9. You will act as a role model for leadership and courage by consistently raising critical and difficult issues. You will be prepared to make tough corporate decisions to achieve desired outcomes whilst remaining impartial always acting in benefit of the organisation.

Position Requirements/Qualifications:

- Registered or eligible for registration with the Medical Board of Australia and AHPRA. Preferably a Fellow of a Medical Speciality, with research credentials and/or hold an administrative or management tertiary qualification.
- Experience working professionally at an executive level leading medical strategy and operations.
- The successful applicant will need to be available for occasional weekend and after-hours work.
- Have an understanding of how the <u>National Standards and Quality Health</u> <u>Service (NSQHS)</u> indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the <u>CHS Exceptional Care Framework</u>, <u>Clinical Governance Framework</u>, <u>Partnering With Consumers Framework</u> and all other related frameworks.

Please note prior to commencement successful candidates will be required to:

- Review and certification of the CHS Medical and Dental Appointments Advisory Committee.
- Undergo a pre-employment National Police Check.

WHAT YOU REQUIRE

These are the key selection criteria for how you will be assessed in conjunction with your resumé and experience:

- 1. Extensive knowledge of health systems and the delivery of health services in a tertiary setting.
- 2. Previous experience in leading and managing complex clinical services at a senior level with demonstrated involvement in implementing organisational reform agendas improving outcomes and quality.
- 3. Extensive knowledge and demonstrated experience in best-practice and contemporary management and leadership approaches.
- 4. Detailed understanding of leadership, financial risk management, strategic direction-setting and the challenges facing modern healthcare service delivery.
- 5. Demonstrated understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would need to be performed. Please note that the ACT Public Service is committed to providing reasonable adjustments and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Never
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally

PSYCHOSOCIAL DEMANDS	FREQUENCY
Distressed People e.g. Emergency or grief situations	Occasionally
Aggressive & Uncooperative People e.g. drug / alcohol, dementia, mental illness	Occasionally
Unpredictable People e.g. Dementia, mental illness, head injuries	Occasionally
Restraining e.g. involvement in physical containment of clients/consumers	Never
Exposure to Distressing Situations e.g. Child abuse, viewing dead / mutilated bodies; verbal abuse; domestic violence; suicide	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

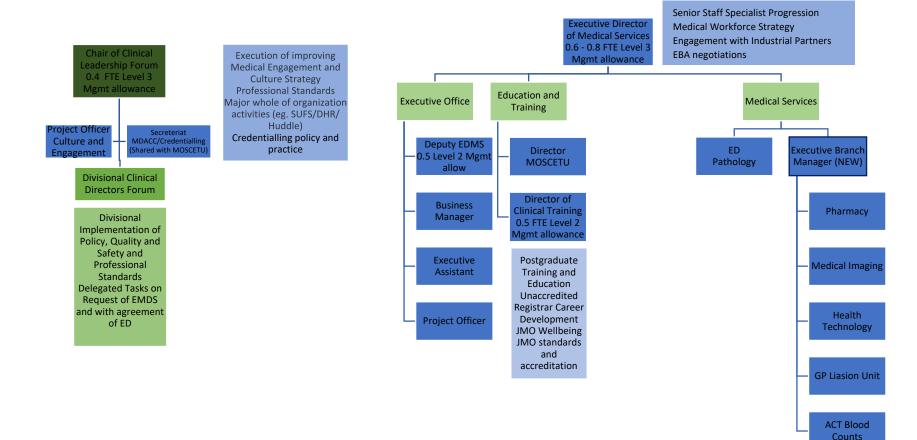
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MANUAL HANDLING	FREQUENCY
Lifting 0 – 9kg	Occasionally
Lifting 10 – 15kg	Occasionally
Lifting 16kg+	Never
Climbing	Never
Running	Never
Reaching	Never
Kneeling	Never
Foot and leg movement	Frequently
Hand, arm and grasping movements	Occasionally
Bending/squatting	Occasionally
Bend/Lean Forward from Waist/Trunk twisting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment e.g. gases; liquids; biological.	Never
Slippery or uneven surfaces	Occasionally

Medical Services Organisational Chart





Useful Links

For additional information about the organisation, please see links below:

- https://www.health.act.gov.au/
- CHS Strategic Plan 2020-23
- ACT Health Directorate Strategic Plan 2020-25
- CHS Annual Report 2020-21
- CHS Exceptional Health Care Report 2020-21
- CHS Organisational Chart

The Application and Selection Process



Rob Macmillan – Partner Health, Derwent is leading the delivery team for this search process, contributing to candidate sourcing, interviewing and overall assignment facilitation with CHS. Rob is based in Sydney and is a Partner in the Derwent Health and Human Services practice and works with public, not for profit and private hospital, health, aged care, disability and associated organisations in the sourcing of their executive leadership talent. Rob has developed extensive networks, both nationally and internationally, and works closely with his clients to deeply understand their requirements; he then works with his team to engage with and attract the very best talent. Rob graduated from Warwick University in the UK with a BA (Hons) Politics and International Relations.

Candidate Care

We are committed to ensuring that potential applicants and candidates are treated respectfully and fairly. Derwent consultants are available to manage inquiries and ensure that applicants are informed about developments as they become available. Candidates who are shortlisted and complete assessments including interviews will be offered a feedback session to discuss their experience and the assessment results.

Salary Package and Location

A competitive salary package will be discussed with the preferred candidate.

This role will be based at Canberra Hospital, Yamba Dr, Garran ACT 2605.

To Apply

To apply, please go to www.derwentsearch.com.au and search the reference number 29213 and submit your application.

You are requested to submit your CV and a pitch of no more than two pages outlining your skills, knowledge and experience and why you should be considered for this role. You should take into consideration the selection criteria under "what you require" when drafting your response. Where possible, include specific relevant examples of your work.

If you have any questions about this opportunity, please contact Rob Macmillan, Partner Health – Derwent Search or Hannah Majcic at healthservices@derwentsearch.com.au.

Closing date: Tuesday 1st February

Timeline

- Initial screening interviews with Derwent are anticipated to take place very early February.
- Client interviews will take place early to mid February.
- Appointment confirmed and concluded mid to late February.



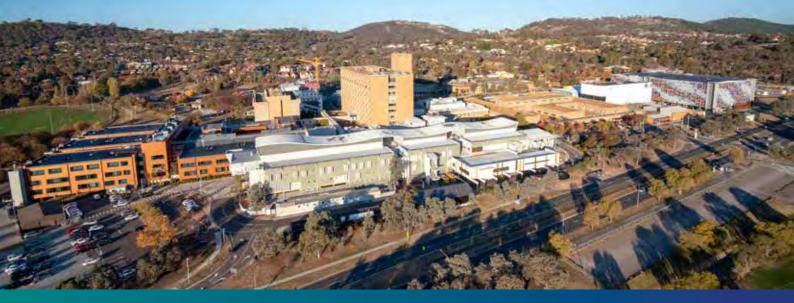
Reference checks, pre-employment verification and background checks

For candidates in final consideration, at least two referees will be contacted with permission before a formal written offer is made. Any written references provided will also be checked and additional referees may be sought to further understand a candidate's merits for the role. Additionally, any offer will be subject to some or all of the following checks: Academic Qualification Check; Professional Membership Check; Criminal History and Working With Children Check.

Come join our team



Canberra Health Services (CHS) supports the ACT and surrounding area, a population of approximately 800,000. As a newly established organisation, it's an exciting time to be a part of CHS as we look to the future and focus on delivering high quality clinical services to our community.



Expand your career in health

A young organisation focused on the future

CHS came into being on 1 October 2018 when ACT Health transitioned into two organisations. Our CEO, Bernadette McDonald, started with CHS on the same day and has realigned our organisational structure to ensure that it supports operational effectiveness, efficient decision making, accountability and reflects CHS' business priorities.

The CEO has also commenced work on high priority strategies ensuring the safety of our staff and consumers, this includes the Timely care strategy, the Occupational Violence Strategy, and a Positive Workplace strategy supporting respectful behaviours.

As a new organisation, we have the chance to forge a path that aligns with the shared values of our staff and community. We are working with staff to develop the organisation's plan, providing a clear vision for the future and identifying our role and behaviours which will help us to achieve the vision.

As part of this, we have recently finalised the organisation's vision and role statement.

Our vision:

Creating exceptional health care together

Our role:

To be a health service that is trusted by our community



CHS provides acute, sub-acute, primary and community-based health services to the Australian Capital Territory (ACT) and the surrounding Southern New South Wales region.





The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.



University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.



Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.



Four Walk-in Centres: which provide free treatment for minor illness and injury.



Six community health centres: providing a range of general and specialist health services to people of all ages.



A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.



We are expanding and building a welcoming, high-quality and sustainable health service.

The ACT Government is expanding health services to support the needs of our growing community committing to the expansion of the Centenary Hospital for Women and Children—with Paediatric Intensive Care Unit, Neonatal Intensive Care Unit, Paediatric High Dependency Unit, dedicated paediatric recovery area and adolescent mental health services.

The Minister for Health and Wellbeing has also recently announced the brandnew Surgical Procedures, Interventional Radiology and Emergency (SPIRE) Centre, which will boost operating theatre numbers, significantly expand our emergency department, critical care, inpatient wards and paediatric intensive care unit.

SPIRE will be built at the eastern end of the hospital campus with construction expected to be completed in 2023-24. The new centre will deliver more services for the community in a purpose-built facility that will include:

- » 148 beds and 22 new state-of-the-art operating theatres, that will support the most advanced medical technology and techniques in caring for Canberrans
- » a new and expanded 60 bed Intensive Care Unit including a 4 bed Paediatric Intensive Care
- » a new 51 bed Coronary Care Unit, including interventional Cardiology Services
- » a new and expanded 114 bed Emergency Department
- » 64 bed inpatient beds for overnight care
- integrated radiology and medical imaging facilities, including 2 new X-Ray machines, 3 CT scanners and an MRI machine.







The Australian National University (ANU) have announced the construction of a new building that will boost the teaching, training and research presence on the hospital campus. This is a significant investment that will co-locate medical research, the use of the latest technologies and clinical teaching and training to ensure that we are placed to attract the best and brightest students and clinicians, nationally and internationally.

The University of Canberra Hospital opened in 2018 and is the largest rehabilitation centre in Canberra and surrounds. The purpose-built rehabilitation hospital includes dedicated therapy spaces, therapeutic outdoor spaces and a hydrotherapy pool. We are expanding our community Walk-in Centres with plans to have five centres in operation by the end of 2019.



Remuneration and Conditions

We offer highly competitive pay rates and excellent employment conditions.

If you dream of space, a cosmopolitan lifestyle, fresh air and flowing traffic, then Canberra is the city for you. When you work with us you are part of a professional and caring community.

To learn more about the benefits of living and working in Canberra you can find out more about the adventure that awaits you at www.canberra.com.au

