

Candidate Information Pack

Mid North Coast Local Health District

Director of Medical Services, Coffs Clinical Network

July 2022

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Health

Mid North Coast Local Health District

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Executive Summary

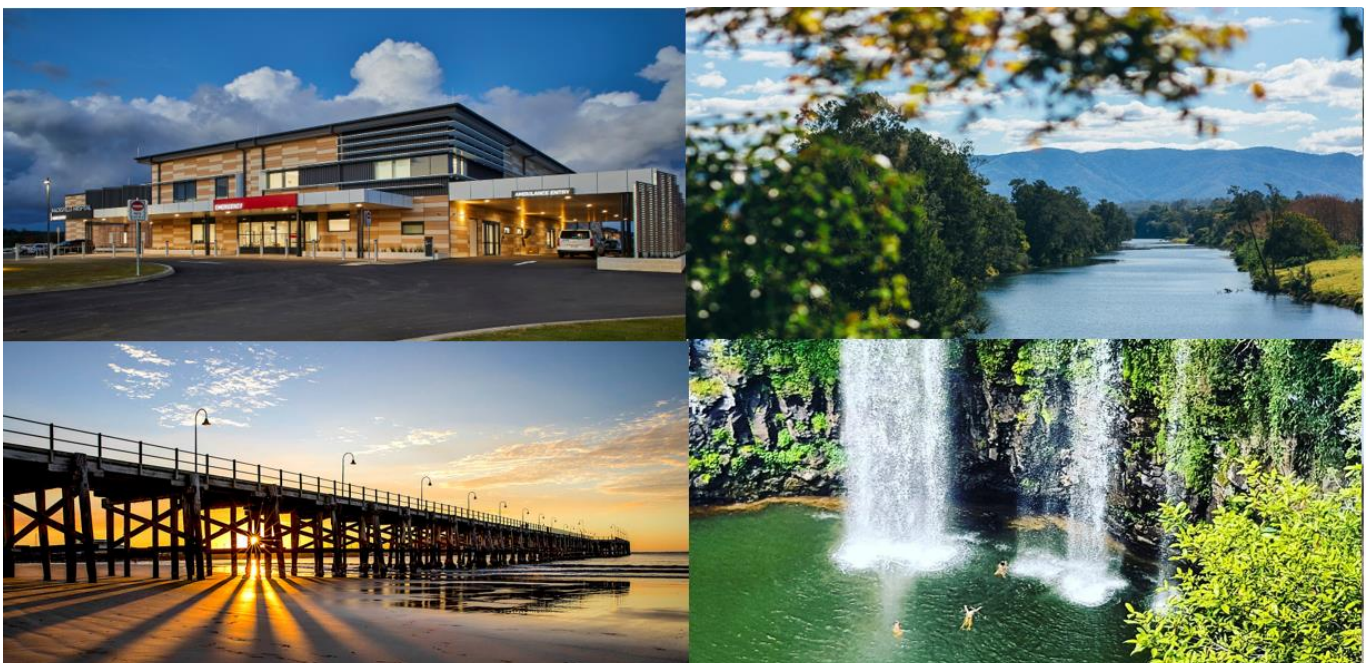
The Mid North Coast Local Health District (MNCLHD) extends from Port Macquarie in the south to Coffs Harbour in the north, along the picturesque and popular coastal strip of NSW, and serves a population of 215,000. It operates across seven hospital sites and ten Community Health Centres, has a workforce of 4,300 and a budget of c\$740m. It has a strong and established executive team, which has led significant recent and ongoing investment across the MNCLHD. It is financially robust, with excellent performance outcomes across its main clinical services, and enjoys strong relationships with its numerous stakeholders and partners.

The MNCLHD hospitals are split across two clinical networks: Hastings Macleay Clinical Network based from Port Macquarie; and the Coffs Clinical Network based from Coffs Harbour. MNCLHD is now seeking to appoint a new Director of Medical Services for the Coffs Clinical Network, responsible for hospitals at Coffs Harbour, Bellingen, Macksville and Dorrigo and a range of community health services. This is a critical leadership opportunity, supported by a newly created, full time Deputy DMS. In this role, you will:

- Work as a key member of the leadership team and provide strategic clinical and operational leadership across the network and across all medical disciplines;
- Model and foster a patient centred approach to care with a focus on the total patient experience, ensuring service delivery across the network is based on global best practice;
- Lead medical and clinical workforce management and continue to build the culture of collaboration and excellence, during an exciting period of growth, investment, redevelopment and change;
- Be the operational executive report for pharmacy, medical records and patient services for Coffs Harbour Health Campus and other medically aligned services as required;
- Manage expenditure within budgets for all medical and related services;
- Collaborate in a range of research activities and projects with the MNCLHD Research and Knowledge Translation Directorate;
- Lead all aspects of safety, quality, clinical standards, governance, performance and accreditation.

We are seeking an influential medical leader with a track record of driving change across a complex hospital or health service. The person may be a Fellow of RACMA or on the pathway to Fellowship. We will also consider medical leaders from other specialities. The person will demonstrate significant achievement across a broad spectrum of areas including: clinical operations, strategic planning and delivery, workforce management, clinical governance and patient safety. Outstanding leadership, communication and engagement skills are critical, as is the ability to influence multiple and diverse stakeholders. This role represents a unique and exciting opportunity to help shape the vision of, and ultimately deliver, world class healthcare across this thriving and growing community.

It also offers the successful individual the prospect of living in the beautiful and picturesque Coffs Harbour region of NSW and becoming part of the friendly and community centred culture which the area is renowned for. There is also the flexibility to balance these roles with other professional activities.



About Mid North Coast Local Health District

The Mid North Coast Local Health District (MNCLHD) extends from Port Macquarie in the south to Coffs Harbour in the north, along the picturesque and popular coastal strip of NSW, and serves a population of 215,000. It has a workforce of 4,300 across seven hospital sites - Bellingen, Coffs Harbour, Dorrigo, Kempsey, Macksville, Port Macquarie and Wauchope, and ten Community Health Centres. It operates to a budget of c\$740m, and is led by Mr Stewart Dowrick, CE. District offices are in Port Macquarie and Coffs Harbour.

It has a strong and established executive team, which has led significant recent investment across the MNCLHD. It is financially robust, with excellent performance outcomes across its main clinical services, and enjoys strong relationships with its numerous stakeholders and partners including the local Primary Health Network, academic and research partners, neighbouring health districts and the wider community.

The region has one of the fastest growing and ageing populations in NSW, with MNCLHD providing a diverse range of services to a population of about 215,000 people.

NSW Local Health Districts



Mid North Coast Local Health District / Hospitals



The MNCLHD hospitals are split across 2 clinical networks:

Coffs Clinical Network, led by Ms Lydia Dennett: comprising:

- Coffs Harbour Health Campus Hospital – 292 beds. \$194m redevelopment.
- Macksville Hospital – 61 beds. \$73m development.
- Bellingen River District Hospital – 36 beds.
- Dorrigo Health Campus – 27 beds.

Hastings Macleay Clinical Network, led by Ms Catharine Death: comprising:

- Port Macquarie Base Hospital – 195 beds. Recent \$106m development and currently undergoing \$17m development.
- Kempsey District Hospital – 81 beds. Recent \$80m redevelopment.
- Wauchope District Memorial Hospital – 26 beds.

CORE Values

- **Collaboration** — We are a team, we work collaboratively with each other, our partners and community to achieve the best possible outcomes for the consumers who are at the heart of our services.
- **Openness** — We encourage and actively seek feedback from our staff and community to better understand concerns and learn from mistakes, helping to improve on high quality and safe services.
- **Respect** — We are committed to respecting the feelings, wishes and rights of our consumers and their carers and families. We respect and acknowledge the key attributes all staff bring to our services.
- **Empowerment** — We empower our consumers to make well informed decisions about their care and treatment. We encourage all to seek out innovative and creative business models.

POSITION DESCRIPTION

Director Medical Services - Coffs Clinical Network

Our CORE values
Collaboration Openness Respect Empowerment



Organisation	NSW Health
Local Health District / Agency	Mid North Coast Local Health District
Position Classification	Staff Specialist
State Award	Staff Specialists (State) Award
Category	Specialist Medical & Dental Practitioner Specialist Medical Administration (SMDO)
Vaccination Category	Category A
ANZSCO Code	253999 Medical Practitioners nec
Website	www.mnclhd.health.nsw.gov.au

PRIMARY PURPOSE

To provide strategic and operational leadership within the Coffs Clinical Network ensuring the safe, effective and efficient delivery of the range of clinical services as negotiated with the Local Health District within the Coffs Clinical Network and to be Medical Professional lead for all Medical Staff within the Coffs Clinical Network.

COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA). New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an approved medical contraindication certificate certifying the worker cannot have any approved COVID-19 vaccines available in NSW. Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations. Please provide proof of booster vaccination if available.

ESSENTIAL REQUIREMENTS

Fellow of the Royal Australasian College of Medical Administrators, and/or other specialist recognition as provided for in the Staff Specialist (State) Award, and/or working towards FRACMA and/or other postgraduate qualifications in health services management.

KEY ACCOUNTABILITIES

Clinical Governance

- Ensure best clinical practice in service provision through a range clinical governance measures which may include but not limited to clinical risk management, sentinel incident review, morbidity and mortality review.
- To be Medical Executive Lead for significant change projects and coordinate change plan for all affected Medical and operational report

Strategic and Operational Planning

POSITION DESCRIPTION

Director Medical Services - Coffs Clinical Network

- Undertake the relevant operational and strategic planning for the portfolio
- Identify, promote and establish productive relationships and networks with all stakeholders within a multidisciplinary team with a patient centred approach.

Leadership and Workforce

- Develop and maintain appropriate range and mix of suitably qualified and credentialed medical staff to deliver the relevant services across the CCN
- Responsible for ensuring all the administrative matters associated with the appointment and credentialing of Visiting Medical Officers, Staff Specialists and Junior Medical Staff for the Coffs Clinical Network and are in accordance with appropriate industrial awards, agreements and the By-Laws of the Mid North Coast Local Health District.
- Provide leadership in the development of the CCN as a teaching and training site for undergraduate and postgraduate medical students and support the development of specialist training schemes. This includes the development of clinical research in the CCN.
- Monitor individual clinician performance in line with MNCLHD policy, procedures, AHPRA and Professional Board requirements.
- Support the medical workforce culture through promotion and modelling of CORE values.

Finance and Performance

- Monitor service provision in line with benchmarks and recognised standards and ensure appropriate collection of data to inform best practice which may include hospital wide and craft specific clinical indicators; participation in various College, ANQHS and HETI accreditation processes.
- Ensure processes are established/maintained to facilitate timely complaints management, medical liability claims and notification.
- Ensure operational and financial accountability in the delivery of clinical services within the portfolio. This includes regular reporting to the Network Coordinator on the performance against agreed targets supporting the MNCLHD and Chief Executive's performance agreement with NSW Health.
- Participates in Coffs Harbour Health Campus Executive on-call roster (eligible).
- Actively promotes and participates in patient safety and ongoing quality improvement programs. Engages in practices that promote the best possible health outcomes for patients/clients, and supports a culture of patient safety, clinical quality and innovation.

KEY CHALLENGES

- Managing the relationship and expectation of key internal stakeholders
- Balancing the health service expectations and requirements within an environment of constraints.
- Harvesting a cohesive and effective workplace culture across the CCN

POSITION DESCRIPTION

Director Medical Services - Coffs Clinical Network

KEY RELATIONSHIPS

Who	Why
Executive Management	To work collaboratively on key projects and challenges in line with strategic and operational intent
Attending Medical Officers	Provide clear line of communication, leadership and advocacy for senior medical staff. Supervision and Training
District Coordinator Medical Administration and Medical Administration Support Unit	Provide support which enables the delivery of quality, safe, effective and efficient healthcare services.
Key pillars, including but not limited to CEC, ACI, BHI, HETI	Work in partnership to support the delivery of high quality, patient centred care.

SELECTION CRITERIA

1. Fellow of the Royal Australasian College of Medical Administrators, and/or other specialist recognition as provided for in the Staff Specialist (State) Award and/or working towards Fellow of the Royal Australasian College of Medical Administrators, and/or equivalent qualification. and Registration as a Medical practitioner in Australia (AHPRA).
2. Significant experience and effective performance in a senior leadership role in a complex health organisation.
3. Proven capacity to manage and lead innovative organisational change with a diverse range of stakeholders
4. Demonstrated understanding and ability to lead clinical governance, clinical risk management and continuous quality improvement management strategies within a complex operating environment.
5. Demonstrated high capability in communication, complex negotiation, consultative and interpersonal skills, incorporating the ability to liaise and consult with all levels of the health industry, the community and various professional groups
6. Demonstrated ability to lead, persuade and negotiate at a senior management level to achieve a set of objectives, maintain organisational strategy and to ensure alignment with operational activity.
7. Experience managing a large and diverse team, developing effective culture and engagements, Inspiring commitment and developing capacity.
8. Current drivers licence eligible to drive in NSW

OTHER REQUIREMENTS

Other Duties: Perform other duties as directed consistent with Award classification.

Vaccination: Category A

Closing the Gap: MNCLHD prioritises 'Closing the Gap' and improving the health outcomes of Aboriginal and Torres Strait Islander people. We are committed to development of culturally safe partnerships with local Aboriginal communities, organisations and Community Controlled Health Services.

Workplace Culture: Ensure all workplace conduct is consistent with the behaviours associated with MNCLHD values and the NSW Health Code of Conduct.

I agree to follow the MNCLHD's policy of zero tolerance towards workplace and family violence. I recognise that violence takes many forms subtle and overt including physical and psychological actions. I commit to not participate in these forms of violence and recognise it is illegal to do so. I will not initiate or participate as a bystander to violence. I will comply with MNCLHD organisational policy for responding to violence, recognising that all forms of violence are

POSITION DESCRIPTION

Director Medical Services - Coffs Clinical Network

unacceptable, that violence is experienced by men, women and children, but most prevalent for women and children.

Workplace Diversity: Comply with and participate in the organisations workplace diversity policies and procedures.

Please note: A person who is not an Australian citizen or a permanent resident is only eligible for temporary employment for a period not longer than the duration of their current visa or a period not shorter than the duration of the advertised position.

Performance Review: A review of performance will be conducted 3 months after commencing and annually thereafter.

Finance and Assets: Manage allocated finance and resources efficiently and effectively.

Risk Management: All staff are expected to manage risks in their own area, and within their capacity and delegation of authority. Risks beyond a staff member's capacity or delegation need to be reported to their supervisor.

Work Health and Safety: Workers have a positive duty to demonstrate commitment to safety. This includes taking reasonable care for your own safety and others, participating with consultation arrangements and complying with work health and safety legislation, policies procedures and safety instructions.

Training: It is the responsibility of each staff member to comply with mandatory and other training requirements as directed by National, State and Local Legislation and Policy and as relevant to the position.

Continuous Quality Improvement: It is the responsibility of each staff member to be aware of the contents of the Policy and Procedures Manual(s) for their Department and to work within the principles contained therein.

Actively promotes and participates in patient safety and ongoing quality improvement programs. Engages in practices that promote the best possible health outcomes for patients/clients, and supports a culture of patient safety, clinical quality and innovation.

Non-smoking policy: MNCLHD sites are totally smoke free. Smoking is prohibited in the grounds, buildings and vehicles within the public health system.

Living on the Mid North Coast



Lifestyle

Wonderful beaches, world heritage listed national parks, hinterland villages, great food and fine wine, excellent private and public schools, warm and friendly staff are all waiting for you on the Mid North Coast.

The region boasts some of the best, sun drenched stretches of beach anywhere in Australia. It has magnificent ancient rainforests and mountain ranges. The region is littered with large river systems which bring the crystal-clear waters of the mountains all the way to the sea.

Recreational options are plentiful. For those interested in water sports, there is plenty of boating, sailing and surfing. Scuba diving is also popular with some excellent wreck and reef dives available close to shore. Fishermen are also well catered for with innumerable options for lake, beach and estuary fishing while deep sea fishermen can fish the many reefs that lie hidden close to shore or go to the edge of the continental shelf for game fishing.

The mountains offer a wide range of bushwalking, camping and mountain biking opportunities. The sheer vastness of the region also means that you will never run out things to explore by car and if you have a four-wheel drive, you can discover the more remote and untouched places that the area is renowned for.

Finding a place to live on the Mid North Coast will also not be a problem. Units by the beach, houses in towns or rural properties where you can enjoy the peace and quiet are all available. Accommodation in the Mid North Coast is also quite affordable.



Useful Links and Contact Information

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

Mid North Coast Local Health District

- <https://mnclhd.health.nsw.gov.au/>
- <https://mnclhd.health.nsw.gov.au/about-us/budget-allocations/>
- <https://mnclhd.health.nsw.gov.au/about-us/senior-executive-team/>
- <https://mnclhd.health.nsw.gov.au/about-us/governing-board/>
- <https://mnclhd.health.nsw.gov.au/about-us/organisational-charts/>

Living in the Mid North Coast Region

- <https://www.youtube.com/watch?v=9BqeEAlvKus>
- <http://www.traveller.com.au/coffs-harbour>
- <https://www.coffscoast.com.au/>

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. 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 development. Candidates who are shortlisted will be offered a feedback session to discuss their experience and the assessment results.

To Apply

If you have any questions about this opportunity, please contact Rob Macmillan, Partner Health, Derwent Search or Shannon Bird at healthservices@derwentsearch.com.au or call 02 9091 3266. To apply, please go to www.derwentsearch.com.au and search the reference number 29784 to submit your CV.

Closing date: Wednesday, 10th August

Timeline

- Interviews with Derwent will take place mid August.
- Client interviews will take place late August.
- Offer and acceptance anticipated late August / early September.

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.

Thank you for your interest in Mid North Coast Local Health District