

ROLE DESCRIPTION

Mackay Hospital and Health Service

Role details

Job ad reference	QLD/MK611961		
Role title	Director of Rural Medical Services (Rural Generalist)	Classification	L13-14 (MED1-2) General Practitioner (Non-Specialist) L13-L17 (MEDC1-5) General Practitioner with FRACGP/FACRRM L18 (FC2-1) General Practitioner with FRACGP/FACRRM – Senior Status L18-L23 (MEDC2-6) Advanced Credentialed Practice L24-L25 (MEDC3-2) Advanced Credentialed Practice – Senior Status L18-L24 (MORG1-1 to 1-7) Medical Officer Advanced Credentialed Practice – Rural Generalist L25-L27 (MORG2-1 to 2-3) Medical Officer Advanced Credentialed Practice – Rural Generalist – Senior Status
Status (temp/perm)	Permanent Part-Time (40 hrs p.f.)	Salary	\$122,100 to \$129,455 (L25-L27) \$102,103 to \$118,598 (L18-L24) Or \$118,598 to \$122,100 (L24-L25) \$102,103 to \$115,781 (L18-L23) \$88,401 to \$99,471 (L13-L17) \$88,401 to \$91,165 (L13-L14)
Unit/Branch Division/Hospital and Health Service/Hospital	Rural Services Public Health and Rural Services Mackay Hospital and Health Service	Closing date	Monday, 17 February 2025
Location	Across all MHHS Rural Facilities	Contact name	Alison Broadbent Executive Director Public Health and Rural Services
		Contact number	(07) 4885 6761
Online Application	www.smartjobs.qld.gov.au		

*Please note: there may be a requirement to work at other facilities located across Mackay Hospital & Health Service.

**Future recurring vacancies may also be filled through this recruitment process at any location across Mackay Hospital & Health Service.

***Applications from third parties will be accepted provided they are on the PSP or agree to abide by PSP terms.



About the Mackay Hospital and Health Service

The MHHS is a contemporary organisation providing extensive health services in a range of regional, community and rural settings, to a population of around 182,000 people. Our region covers Sarina in the south, Clermont in the west, and Bowen and the Whitsunday Islands in the northeast, which is an area of approximately 90,000km².

The MHHS has six hospitals, two multi-purpose health services and four community health centres that employs more than 3,700 staff. The Mackay Base Hospital is the referral hospital for our region and is one of the most modern healthcare facilities in Queensland. It is a state-of-the-art facility equipped with leading edge technology to assist us in providing the highest level of care to our patients and their families.

Our staff are passionate about community engagement and delivering outstanding healthcare services to the communities throughout our diverse region. Our Vision is to deliver Queensland's Best Rural and Regional Health Care, and our Purpose is to deliver outstanding health care services to our communities through our people and partners.

The MHHS respectfully acknowledges the Traditional Custodians of the land and sea on which we serve our communities, and pay our respect to Elders past, present and emerging. We also declare our commitment to reducing inequalities in health outcomes for Aboriginal and Torres Strait Islander peoples as we move to a place of equity, justice and partnership together. We strongly encourage Aboriginal and Torres Strait Islander peoples to apply for all advertised positions.

The MHHS values its people, respecting and embracing diversity and a balance between work and life commitments. People of all ages, abilities, gender and ethnicity are encouraged to apply for positions.

Working for the MHHS offers all the benefits of coast and country living and the convenience of a growing regional city where you can pursue a wide range of interests and lifestyles in a secure, family friendly and culturally diverse environment. We throw in eclectic cafes, restaurants and bars, quirky festivals and an arty and interesting community to make this a great place for those looking to escape the craziness of the city and try life at a different pace. Visit: <http://www.mackay.health.qld.gov.au/>.

About the Unit / Team / Department

The Mackay HHS is proud of their culture and strives to live our values in the way that we work together. This role plays a crucial part in supporting the overall change agenda of the organisation and embedding our organisational values as "the way we work". The Public Health and Rural Services Portfolio covers the following teams:

- Public Health;
- Moranbah Hospital / Glenden Primary Health;
- Clermont Multi-Purpose Health Service;
- Dysart Hospital / Middlemount Primary Health;
- Collinsville Multi-Purpose Health Service;
- Bowen Hospital;
- Whitsunday Health Service;
- Sarina Hospital.

Your opportunity

The Director of Rural Medical Services is accountable for leading, directing, implementing, planning and evaluating the delivery of medical services across all rural facilities within the Mackay Hospital and Health Service to the highest professional and ethical standards.

Autonomy

- a) Autonomous decision making based on medical, policy and regulatory frameworks.
- b) Works collaboratively with leadership groups and healthcare team members.
- c) Works collectively to apply the principles of clinical governance.
- d) Employs professional and clinical expertise in collaboration with medical executive and multidisciplinary stakeholders.

Generic responsibilities:

- Fulfil the responsibilities of this role in accordance with the Queensland Public Service and the Mackay HHS Values as outlined above and <http://www.mackay.health.qld.gov.au/about-us/living-our-values/>.
- Follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
- The provision of a Healthy and Safe environment within Mackay Hospital and Health Service is everyone's responsibility.
- Understand your accountability to uphold the principles and practices of the Health Service's Health and Safety Management System in accordance with legislation and industry standards. As a supervisor actively promote good health and safety practices to staff of your work area.
- Implement and monitor the organisation's quality standards, occupational health and safety policies, procedures and programs and provide clinical governance across the rural facilities.
- Ensure appropriate, effective, efficient, integrated and safe clinical services.
- Maintain a clinical workload in accordance with agreed terms of appointment.
- The role provides clinical leadership for rural directors of medical services (DMSs) and rural generalist medical staff including Visiting Medical Officers. This includes compliance with evidence based best practice.
- The position works in collaborative partnership with the Executive Director Public Health and Rural Services, Executive Director Medical Services and with each Clinical Leadership Team in Mackay Hospital and Health Service.
- Director of Rural Medical Services reports operationally to the Executive Director Public Health and Rural Services and professional to the Executive Director Medical Services.
- Monitors and manages medical budgets and medical service costs in the rural sites.
- Responsible for Human Resource management of all medical and medical administration staff in the Rural sites – supporting DMSs in recruitment and staff retention initiatives.
- Actively drive and coordinate continuous improvements through monitoring and analysing service delivery processes, outcomes and trends in order to achieve accordance with the ten National Safety and Quality Health Service standards, clinical governance, regulatory and other accreditation requirements.
- Responsible for education, training and research including liaison with internal and external stakeholders.
- Ensure advocacy, support and representation of the rural DMSs including the equitable development and maintenance of Rural Generalist and outreach Specialist Health services.

- Well-developed interpersonal skills including communication, negotiation, organisation and time management skills.
- An understanding of or the ability to acquire knowledge of human resource issues, including workplace health and safety, equal employment opportunity and anti-discrimination.

Clinical Service Provision within the Service including:

- Provision of expert clinical services to the Service within the Clinical Services Capability Framework for the HHS, within Scope of Practice and in conjunction with senior medical staff.
- Active contribution towards meeting HHS and Service Key Priorities as per HHS performance agreement including active participation in decision making and attendance at performance and other meetings as required.
- Actively contribute to the management of clinical services through effective planning, managing and monitoring of financial, physical and human resources to achieve service goals.
- Implement and undertake teaching and educational initiatives and responsibilities across the HHS including specialist, rural generalist and general practice training at undergraduate, intern, vocational training and postgraduate levels in a vertical and horizontal multidisciplinary approach.
- Undertake any other duties as agreed with Executive Director Public Health and Rural Services.
- Participation in on call roster within the relevant speciality area is preferred.
- Maintaining a clinical load of about 20% through outreach clinics or other clinical work across the rural facilities.
- Actively support the delivery of private practice where reasonable, and clinically appropriate in accordance with the Granted Private Practice Agreement.

Clinical Leadership of the Service including:

- Cost centre management of the Rural medical services budget including case-mix and activity based funding, expenditure, medical FTE and revenue as agreed in the budget planning cycle.
- Supervision, management and optimisation of medical rostering and medical recruitment including the development and implementation of rostering templates and introduction of standardised practice and software tools in accordance with MOCCA. Recruitment includes participation in RMO campaign, term allocations, student allocations, vocational training programs, RMO's, GP advances training programs and College teaching rotations as appropriate.
- Operational line management and performance management of medical staff and medical administration staff in Rural medical services.
- Responsible for the integration of rural hospital primary care and community services across the full continuum of care including rural generalist practice and general practice incorporating population health and primary health care programs including professional links to the Tropical Public health Service.
- Responsible for the development and implementation of procedures and workplace instructions which are aimed at ensuring high quality evidence based medical care.
- Responsible for the provision of Clinical Governance, Risk Management and Clinical Audits.
- Performance Management for the staff reporting to the position.
- Promote multidisciplinary teamwork, attend and participate in multidisciplinary meetings.
- Support Directors of Nursing in the various rural facilities as required.
- Participate in relevant medical staff and Mackay Hospital and Health Service district meetings.
- Undertake regular Senior Medical Performance Reviews of Medical staff and assessment of medical students and junior medical staff as required.
- Participate in regular personal Performance Review conducted by the Executive Director Public Health and Rural Services and Executive Director Medical Services.

- Develop and facilitate accredited vocational training and teaching programs in consultation with Executive Director Medical Services, Clinical Dean and Colleges. Allocate supervisors to medical staff and students as required and ensure vocational training accreditation standards are met.
- Facilitate continuing medical education for senior medical staff and rural generalists.

Total Package

Approximate Remuneration Package – Medical Officers Certified Agreement (No.6) (MOCA6)

Remuneration Package 0.5 FTE (40hrs p.f.)	Total Annual (\$) *				
	Level 13 (MED1-1)	Level 18 (FC2-1)	Level 23 (C2-6)	Level 25 (MORG2-1)	Level 27 (MORG2-3)
Base Salary	\$ 88,401	\$102,103	\$115,782	\$122,100	\$129,455
Motor Vehicle Allowance	\$ 10,500	\$ 10,500	\$ 10,500	\$ 12,750	\$ 12,750
Professional Development Allowance	\$ 10,750	\$ 10,750	\$ 10,750	\$ 10,750	\$ 10,750
Attraction and Retention (35% - 40%) – Assignment	\$ 30,940	\$ 35,736	\$ 40,524	\$ 48,840	\$51,782
Rural and Regional (10%)	\$ 8,840	\$ 10,210	\$ 11,578	\$ 12,210	\$ 12,946
Locality Allowance (if applicable)	\$ 629	\$ 629	\$ 629	\$ 629	\$ 629
Estimated Remuneration (excluding superannuation)	\$150,061	\$169,929	\$189,763	\$207,279	\$218,312
Superannuation Estimate	\$ 16,343	\$ 18,876	\$ 21,405	\$ 23,352	\$ 24,785
TOTAL ESTIMATED REMUNERATION *	\$166,404	\$188,805	\$211,168	\$230,631	\$243,070

Additional benefits to this role include:

Professional Development Leave	3.6 weeks p.a.
Over-time, on-call and recall allowance	Paid per occurrence
Inaccessibility Incentive Scheme	\$34,500 per annum 50% paid after six months completion period. 25% paid in three monthly instalments thereafter.
Annual Leave	5 weeks p.a. (required to work on public holidays) 17.5% annual leave loading is paid for 4 weeks leave.
Salary Sacrificing	\$17,000 grossed up taxable value – independent financial advice is recommended**
Superannuation	Up to 12.75% employer superannuation contribution

* Paid pro-rata for engagement period or part time employee

** Salary sacrificing advice must be sought if additional benefits such as fly in, fly out, accommodation etc are confirmed as part of the package.

Mandatory qualifications/Professional registration/Other requirements

- Mandatory possession of a qualification from a registered tertiary institution and Registration with the Australian Health Practitioner Regulation Agency with a current annual practicing certificate is essential.
- Fellowship of either ACRRM Australian College of Rural and Remote Medicine or RACGP (FRACGP or FARGP).
- Completion of an Advanced Skill (or equivalent) and proficiency and eligibility for credentialing by the MHHS credentialing committee as a FRACGP-RG, FACRRM, FARGP with advanced skill is essential, including AFRACMA.
- Appointment to this position requires proof of qualification and if applicable registration or membership with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor/manager, prior to the commencement of clinical duties.
- The successful applicant must hold at least a tertiary degree (or equivalent) qualification in “relevant occupation” and be registered with the “relevant agency”.
- Candidates must provide certified copies of requested proof of identify documents for the purposes of general Criminal history and National Police Certificate checks.
- Declaration of any current, criminal or significant previous disciplinary proceedings or restrictions on clinical practice
- Appointment to this position requires proof of qualification and if applicable registration or membership with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor/manager, prior to the commencement of clinical duties.
- Potential applicants are advised that the Aged Care Act 1997 requires Queensland Health employees and volunteers of aged care services to have a current National Police Certificate. Queensland Health will facilitate the applicants obtaining the above check.
- Potential applicants are advised that Section 63-1A of the Aged Care Act 1997 requires Queensland Health to: (a) Seek a criminal conviction record report from the Australian Federal Police; and (b) Conduct a search of bankruptcy records; and (c) Conduct previous employment and referee checks. Your appointment to the position is subject to a favourable aged care service clearance. Queensland Health will meet the cost of this check.
- The successful applicant must hold at least a tertiary degree (or equivalent) qualification in “relevant occupation” and be registered with the “relevant agency”.
- Candidates must provide certified copies of requested proof of identify documents for the purposes of general criminal history and national police certificate checks.
- **Shift Workers:** Appointees will be required to work all shifts in accordance with the unit roster.
- **Licence to Operate Vehicle:** This position requires the incumbent to operate a class C motor vehicle and an appropriate licence endorsement to operate this vehicle is required. Proof of this endorsement must be provided prior to the commencement of duty.
- **Vaccination Requirements (Vaccine Preventable Diseases):** It is a mandatory condition of employment for this role for the incumbent to be, and remain, vaccinated against Measles, Mumps, Rubella, Varicella (chicken pox), Pertussis (whooping cough) and Hepatitis B. This is a requirement of the National Health and Medical Research Council Australian Immunisation Handbook and the Queensland Health Infection Control Guidelines. Employees that were engaged with the MHHS prior to 1 July 2016, with no break in service, are not subject to this condition of employment unless they apply for a role with VPD requirements that is with a different Queensland Health entity (i.e. one HHS to another HHS). Evidence of vaccination will be required prior to commencement.

How you will be assessed

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under 'Your role', the ideal applicant will be someone who can demonstrate the following:

Personal Qualities

- Commitment to Queensland Health's Core Values of Caring for People, Leadership, Partnership, Accountability, Efficiency, Effectiveness and Innovation.
- High level written and verbal communication and interpersonal skills with the ability to relate to all levels of staff and hospital clients from a variety of cross-cultural backgrounds.
- Ability of highly developed theoretical knowledge, practice skills and ethical behavior required of a medical practitioner.
- Ability to maintain accurate and complete medical records – clinical, administrative and statistical.
- Demonstrated knowledge of current medical practices and issues.

Strategic and Operational Capability

- Ability to understand both strategic and contemporary operational frameworks, models and processes and use this understanding to drive and implement both incremental and transformational change and redesign programs to achieve positive business improvement and service outcomes.
- Competently practice within your specialist area.

Leadership and Management

- Demonstrated experience and success in planning, leading, implementing and evaluating innovative, strategic approaches to health service delivery to enable HHS objectives to be met.
- Ability to strategically and effectively manage a service budget, including financial, physical and human resources in a complex and diverse health care setting.

Workforce Management

- Demonstrated ability in management of workforce and human resources.

Quality and Safety

- Understanding and commitment to the principles of clinical governance including development, implementation and participation in quality improvement and risk management programs and a proven commitment to support and advance evidence based clinical practice.
- Demonstrated understanding and experience in implementing the concepts of a patient safety and quality in an acute healthcare setting.

Stakeholder Engagement

- Ability to build and maintain appropriate relationships with team members, clients and stakeholders.
- High level negotiation, consultation, communication and problem-solving skills to facilitate service development and delivery in a multidisciplinary environment.

Research and Development

- Experience in research governance processes will be highly regarded.

Education and Training

- Experience in and ability to deliver high level training and identify education and training opportunities.

Your application

Please provide the following information to the Selection Panel to assess your suitability:

- **A short response/cover letter:** Document should be a maximum of 2 pages and describe how your experience, abilities and knowledge would enable you to achieve the key responsibilities and meet the key attributes in the “How you will be assessed” section above.
- **Your current CV or resume:** Summary of education, qualifications, skills and experience, including relevant work history.
- **Referee Reports:** Three (3) referee reports are required for Senior Medical Officer positions as per procedure (NC-PRO 94 V3.0). One referee report must be from the current Line Manager and all referee reports need to be verbally verified.
- **Other documents:** Any other documentation required by the Selection Panel, if required/requested.
- **Interview:** Prospective applicants will undertake a structured interview with senior Mackay HHS staff. The interview will be held in person, or remotely by negotiation.

Your employer—Mackay Hospital and Health Service

To support that the MHHS is regarded as an employer of choice, staff have been consulted and selected four values they strive to demonstrate in their daily activities:



Through partnerships and co-operation, we drive innovation



Having confidence and belief in each other to be able to rely and depend on our actions



We show respect and compassion for the people we care for and work with



We depend on and support one another individually and as a team

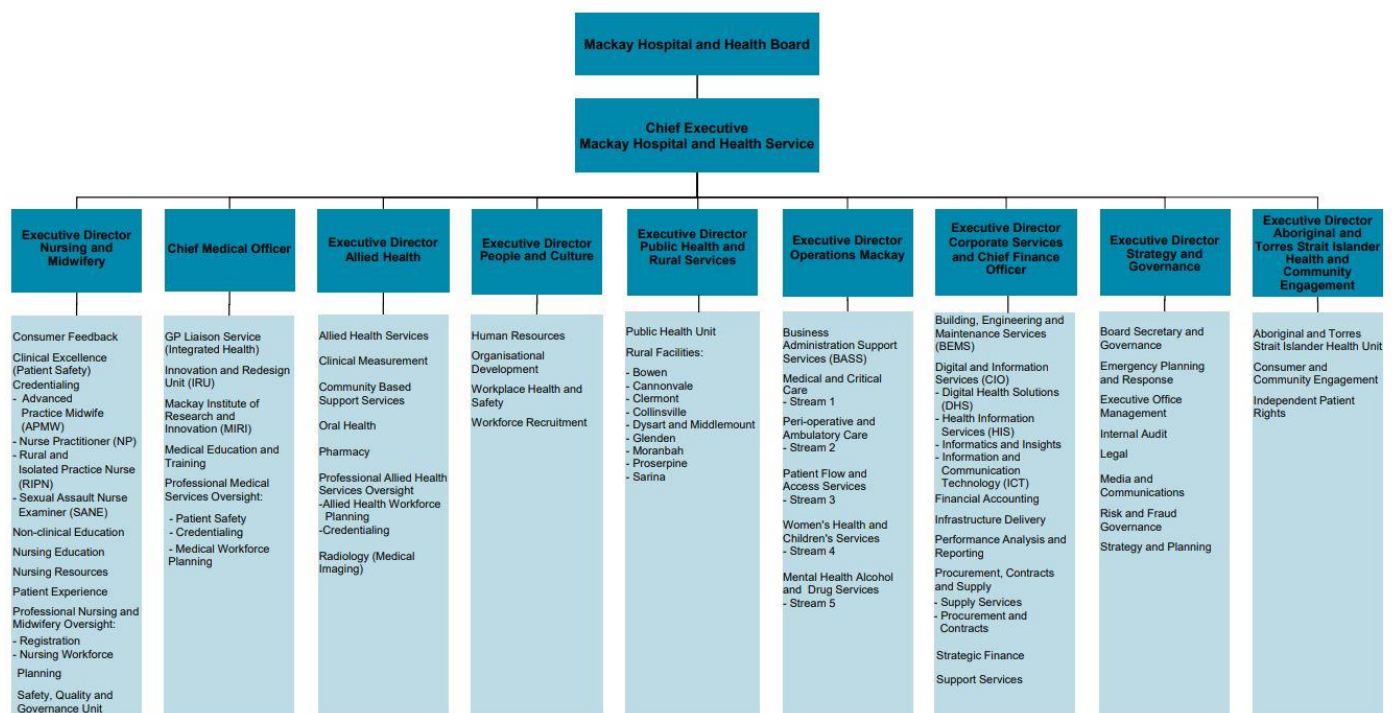
There is an expectation of each employee, by their colleagues, manager and the Executive, to exhibit values-based behaviours in the completion of all their tasks.

Additional information

- **Currency of Applications:** Applications remain current for 12 months.
- **Recruitment Agency Submissions:** Applications from Agencies will be accepted provided they are on the PSP or agree to abide by PSP terms.
- **Future Vacancies:** Future vacancies of a temporary, full-time and part-time nature may also be filled through this recruitment process.
- **Pre-Employment Screening:** Pre-employment screening, including criminal history, restrictions on clinical practice and discipline history checks will be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a blue card, unless otherwise exempt.
- Employees who are appointed to the MHHS are accountable for information security, management and appropriate use, in accordance with legislation, standards, policies and procedures.
- **Probation:** Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.

- **Salary Packaging:** To confirm your eligibility for the Public Hospital Fringe Benefits Tax (FBT) Exemption Cap please contact the Queensland Health Salary Packaging Bureau Service Provider of your choice – RemServ (1300 304 010) or SmartSalary (1300 476 278).
- **Mandatory Reporting Child Abuse/Neglect:** All relevant health professionals, who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.
- **Disclosure of Employment as a Lobbyist:** Applicants will be required to give a statement of their employment as a lobbyist within one month of taking up the appointment:
<https://www.forgov.qld.gov.au/documents/policy/lobbyist-disclosure>
- **Disclosure of Pre-Existing Illness:** Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the *Workers' Compensation and Rehabilitation Act 2003*:
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-027>
- **Smoke-free Healthcare:** In accordance with Government requirements and Queensland Health's commitment to a healthier workplace the Queensland Health Smoking Management Policy supports a smoke-free environment. Smoking is prohibited at all Queensland public hospitals and health facilities and for five (5) metres beyond their boundaries. Queensland Health employees may obtain assistance to quit smoking through staff program Quit Smoking for Life Program.
- **Quantitative Fit Testing of P2/N95 Masks:** As part of the ongoing response to COVID-19, the MHHS has implemented a respiratory protection program with procedures and processes for conducting fit testing of P2/N95 masks for relevant healthcare workers.

Organisational Chart



Last updated March 2024