

POSITION DESCRIPTION

Chief Medical Advisor/Medical Director (CMA/MD)

Report to: Chief Executive Officer (CMA)
Chief Operating Officer (MD)

Direct reports: Medical Leaders

- Medical
- Surgical
- Regional Community Services
- Woman, Child & Family
- Mental Health & Addiction Services
- Medical Leader Whakatane Hospital

Clinical Groups Co-ordinator
Medical Staffing Units TGA & WHK
Personal Assistant
Credentialing Co-ordinator

Location: Tauranga or Whakatane Hospital

The Bay of Plenty District Health Board:

The District Health Board's fundamental purpose is to work within the resources allocated to it to improve, promote and protect the health of the whole population within its district, and to promote the independence of people with disabilities.

Vision: Healthy, thriving communities

Mission: Enabling communities to achieve good health and independence and ensure access to high quality services.

Values: **C**ompassion
Attitude
Responsiveness
E Excellence

Purpose

As Medical Director manage the medical workforce across the Bay of Plenty in a way that maximizes their contribution to the DHB's goals. To engage positively in the strategic planning processes of the DHB and to actively promote clinical governance principles and processes including those associated with quality and patient safety.

As Chief Medical Advisor provide unbiased, free and frank advice to the CEO on matters relevant to the medical workforce.

Primary Accountabilities and Expected Outcomes

- Manage Clinical Governance of the medical workforce to assure the CE of consistently high quality clinical practice.
- Manage the medical workforce to assure the COO of compliance with the Health Practitioners Competency Assurance Act.
- Ensure there is robust credentialing in place.
- Demonstrate tangible contributions at executive level to Clinical Governance and Quality Management initiatives across the BOPDHB district.



- Demonstrate effective contributions to the successful strategic and operational management of the whole organisation.

Key Functional Relationships

Internal	External
<ul style="list-style-type: none"> • CEO • COO • Executive team • Direct reports to COO • Heads of Department • Quality & Risk staff 	<ul style="list-style-type: none"> • Ministry of Health • Other DHB and their CMA/O's • Colleges and Branch Advisory Bodies • Medical Council of New Zealand • Coroner

Key Responsibilities and Expected Outcomes

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Demonstrate effective leadership on Medical matters	<ul style="list-style-type: none"> • In collaboration with the CEO and COO, provide clinical leadership in consultation with service partners, government organisations, professional groups, PHOs and NGOs, and consumer/community groups to ensure health services are appropriate, integrated and responsive to community needs. • In collaboration with the CEO and COO, represent the DHB nationally, as required including health forums, media comment, and providing advice to the CEO on matters pertaining to medical issues including HDC complaints. • Oversee Clinical policy development • Facilitate and support clinical risk management approaches that ensure accountability for clinical practice and safety within a clinical governance framework. • Manage sentinel events and associated activities as appropriate, from a clinical perspective. • Implement patient safety and quality initiatives and drive work practice initiatives to achieve integrated patient care. • Ensure that medical practice meets relevant clinical standards and accreditation requirements. • Lead and / or participate in Key Forums including: <ul style="list-style-type: none"> • Clinical Board. • Credentialling Committee • Clinical Governance Committee • Intensive Review sub-committee • BOPDHB Performance and Environment Committee • ASMS Joint Consultative Committee • Bipartite Forum • BOPDHB Executive • Ensure regular site visits at both hospitals, ideally fortnightly but a minimum one session monthly
Coach and support direct reports on clinical, medical and business issues.	<ul style="list-style-type: none"> • Oversee a robust recruitment and selection process for senior medical staff. • Appoint the Chair of the Credentialling Committee, and regularly meet with the Chair.

Key Responsibility Area	Expected Outcomes
	<ul style="list-style-type: none"> • Ensure medical appointees are subject to an objective and transparent credentialing process that is regularly evaluated. • Ensure that orientation/induction for senior and junior medical staff is carried out. • Foster collaborative working relationships and professional behaviours. • Ensure legislative requirements are met in relation to medical practice and medical registration. • Provide oversight for post graduate education and encourage appropriate continuing medical education for senior clinicians. • Ensure management systems are in place for professional issues concerning all doctors. • Develop and maintain effective oversight of visiting Medical Staff, Locum Senior Medical Officers, Resident Medical Officers • Manage medical workforce planning and. • Ensure that annual reviews are completed for all senior medical staff. • Provide advice and input into business cases being developed by direct reports.
Financial	<ul style="list-style-type: none"> • Manage allocated budgets effectively. • Maintain a close watching brief of the BOPDHB budgets and the financial implications of resource decisions. • Accountability for all dimensions of medical performance including operational, financial, and professional. • Lead and support initiatives aimed at achieving efficiency gains.
Demonstrate active participation in and promotion of medical education and training	<ul style="list-style-type: none"> • Foster the development of a learning culture for all medical staff. • Facilitate the development of learning resources and appropriate education strategies for all doctors, including doctors in training. • Oversee the development of clinical leadership succession planning for the services. • Actively participate in professional development and learning opportunities • Oversee and approve sabbatical applications • Provide input into disputed CME applications
Treaty of Waitangi	<ul style="list-style-type: none"> • Contribute to the promotion of the principles of Treaty of Waitangi • Include the principles of the Treaty of Waitangi within all aspects of the role and its outcomes. • Attend the BOPDHB Treaty of Waitangi Training.
Health & Safety	<ul style="list-style-type: none"> • Participate in and comply with the requirements of the Health and Safety in Employment Act 1992 and associated BOPDHB policies by: <ul style="list-style-type: none"> • Ensuring safety for self and others. • Ensuring that advice or assistance is sought before clinicians commence an unfamiliar work practices. • Ensuring that medical staff are aware of the BOPDHB Incident Reporting policy and processes.

All BOPDHB employees agree to demonstrate flexibility and a willingness to perform a variety of tasks to promote and support BOPDHB initiatives

Person Specification

Education and Qualifications

Essential

- Vocational registration in a Medical Specialty (may include General Practice).
- Demonstrated experience at senior management level in a complex health service.
- Demonstrated experience overseeing clinical governance.
- Demonstrated understanding of key health delivery issues.
- Demonstrated performance in Quality Management practices.
- Demonstrated experience successfully managing medical professionals.

Desirable

- Vocational registration in Medical Administration or Public Health.
- Business Management Qualifications.

Awareness and Understanding

- Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1995)
- New Zealand Council of Healthcare Standards.
- The Treaty of Waitangi and its application to the health setting.
- Privacy Act (1993) and Health Information Privacy Code (1994).
- Health and Safety in Employment Act (1992)

Skills & Personal Attributes

- Highly credible clinical skills
- Superior analytical and reasoning skills.
- Demonstrated ability to manage organisational change.
- Demonstrated high level communication skills including:
 - Interpersonal
 - Negotiation
 - Cultural sensitivity / responsiveness
 - Representation
 - Consultation
 - Liaison