

# Position Description



<b>Position Title:</b>	<b>Chief Medical Officer</b>
<b>Location:</b>	Malvern
<b>Department</b>	Hospice
<b>Reporting To:</b>	CEO
<b>Main Purpose of Position:</b>	To provide medical leadership and to support the clinical team providing palliative care, ensuring quality clinical practice and compliance with the National Safety and Quality Health Service (NSQHS) standards.
<b>Number of Direct Reports</b>	4
<b>Decision Making Authority</b>	As per Very Special Kids' Delegation of Authority
<b>Key Relationships</b>	<p><b>Reporting lines</b>            Chief Executive Officer – operational            Chair of the Clinical Risk and Governance Committee - clinical</p> <p><b>Internal</b>            Chief Executive Officer and other members of the Executive Management Committee            Hospice Team            Family Support Team            Chair and Members of the Clinical Risk and Governance Committee            Chair and Members of the Quality Management Committee</p> <p><b>External</b>            Collaborating medical practitioners and organisations</p>

<b>Key Selection Criteria</b>	<p><b>Qualifications/ Education Training and Work Experience</b></p> <ul style="list-style-type: none"> <li>• Registration as a medical practitioner with AHPRA</li> <li>• Qualification as a physician (FRACP or equivalent)</li> <li>• Fellow of Australasian Chapter of Palliative Medicine (FACHPM or equivalent)</li> <li>• Experience working with multidisciplinary teams</li> <li>• 5 years + experience in palliative care</li> </ul> <p><b>Desirable Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>• Experience in Clinical Governance</li> <li>• Teaching experience</li> <li>• Experience in paediatric hospice care</li> <li>• Experience in management of a clinical team</li> <li>• Research experience in palliative care</li> </ul>
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	<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>• Highly developed interpersonal and communication skills, both written and verbal, and a proven track record in engaging with a range of stakeholders.</li> <li>• Demonstrated ability to work effectively and collaboratively with both clinical and non-clinical Executive leadership.</li> <li>• Demonstrated ability to implement evidence-based practices and contribute to change management.</li> </ul>
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## Key Areas of Responsibility

### General Management

### Key Performance Indicators

Education for GPs, nursing staff and volunteers that will support the clinical and governance objectives of VSK	<ul style="list-style-type: none"> <li>• Teaching sessions with GPs and nurses</li> <li>• Participation in training/education days for staff</li> <li>• Participation in volunteer program</li> <li>• Assuring compliance to clinical standards</li> <li>• Driving quality of care and safety objectives</li> </ul>
Specialist support for GPs/ Nurses/Families	<ul style="list-style-type: none"> <li>• Provision of clinical support and advice</li> <li>• Timely assessment and monitoring of patients</li> </ul>
Policies and Procedures	<ul style="list-style-type: none"> <li>• Advisor to the development and maintenance of policies and procedures required for clinical management and accreditation</li> </ul>
Intake	<ul style="list-style-type: none"> <li>• Participation in fortnightly intake meeting</li> <li>• Review of intake applications and discharges</li> </ul>
Quality Improvement	<ul style="list-style-type: none"> <li>• Maintenance of quality improvement indicators</li> <li>• Audit in accordance with VSK's regulatory bodies for accreditation</li> <li>• Identify and drive data based improvement opportunities</li> </ul>
Leadership of the team of Visiting Medical Officers	<ul style="list-style-type: none"> <li>• Operational Management of the VMO team, rosters, performance reviews, handover process</li> <li>• Facilitate quarterly education sessions</li> <li>• Provide support as required for clinical issues particularly end of life</li> </ul>
Research	<ul style="list-style-type: none"> <li>• Provide clinical advice to support research activities</li> <li>• Co-investigator in research grant applications possible</li> </ul>
Assistance with maintenance of competencies	<ul style="list-style-type: none"> <li>• Contribution to teaching, assessment and competency guidelines</li> </ul>
Resolution of clinical issues indicated by CEO/manager	<ul style="list-style-type: none"> <li>• Clinical issues highlighted and actioned within required timeframes.</li> </ul>
Collaboration	<ul style="list-style-type: none"> <li>• Establish and maintain relationships with other paediatric palliative care practitioners in Victoria, interstate and internationally to share knowledge and expertise in the delivery of best practice paediatric palliative care.</li> </ul>

Hospice Teamwork	Key Performance Indicators
Working together with medical and nursing team to provide best quality care	<ul style="list-style-type: none"> <li>Quality of care provided in the Hospice</li> </ul>
Medication	<ul style="list-style-type: none"> <li>Emergency pharmacy stock maintained</li> </ul>
Clinical governance framework	<ul style="list-style-type: none"> <li>Audit of compliance with antibiotic prescribing standards</li> </ul>

Safety and Quality	Key Performance Indicators
<p>VSK Employees are required to:</p> <ul style="list-style-type: none"> <li>Act in accordance and comply with all relevant Safety and Quality policies and procedures</li> <li>Participate in and contribute to quality improvement programs and commit to VSK Values</li> <li>Comply with the Requirements of the National Safety &amp; Quality Health Service Standards</li> <li>Comply with all relevant clinical and/or competency standards</li> <li>Comply with the principles of Patient and Family Centred Care that relate to this position</li> </ul>	<ul style="list-style-type: none"> <li>100% attendance/completion of mandated training.</li> <li>Participation in patient safety and quality improvement activities.</li> <li>Membership and attendance of relevant committees</li> </ul>

Conditions of Service	
Hours	1-2 sessions per week negotiable. i.e. 3.5 – 7 hours per week. Position may require out of hours work.
Salary Package	Competitive salary, plus superannuation and NFP salary packaging.
Tenure	Permanent part time following the conclusion of a six months probationary period.
General	Employment with Very Special Kids will be subject to a satisfactory Police Check and a Working with Children Check.

***Privacy Statement: Personal Information may be collected and stored for the purpose of recruitment and selection. The information will only be used and disclosed for the primary purpose of its collection. Some exceptions exist. These may be obtained from the Privacy Officer.***

Approvals	
Created by:	Michael Wasley
Approved by:	Susie Gibb
Date of Last update:	07 June 2018