

DRAFT POSITION DESCRIPTION

Medical Co – Director, Public and Population Health, Staff Specialist



Health
Illawarra Shoalhaven
Local Health District

Our CORE Values

Collaboration
Openness
Respect
Empowerment



Organisation	NSW Health
Local Health District /Agency	Illawarra Shoalhaven Local Health District
Position Classification	Staff Specialist
State Award	Staff Specialists (State) Award
Category	Specialist Medical & Dental Practitioner Specialist
Website	http://www.islhd.health.nsw.gov.au/

PRIMARY PURPOSE (max 3,800 characters **with spaces**)

The primary purpose of this role is to provide high quality specialty services in Public and Population Health Medicine within the Public and Population Health Unit (PPHU) and across the Illawarra Shoalhaven Local Health District (ISLHD).

The position will provide clinical governance across the PPHU and a focus on prevention, preparation and response to infectious disease outbreaks, environmental health threats and public health emergencies. In the current context, the position will provide a strong focus on all aspects of the management and response required for COVID-19 control including surveillance, prevention, policy and practice, cluster and outbreak investigations, immunization programs and systems approaches.

The position will ensure a high standard of professional performance and encourage an environment which supports education, research, and professional development. The role involves participation in quality improvement and administrative activities as required. The position will provide specialist advisory and operational roles, including high level support and technical advice on the range of public and population health issues addressed by the PPUH, working closely with the Director, teams within the Unit and other LHD colleagues.

The position will also provide high level public and population health expertise more broadly, with the aims of protecting and improving the health of the Illawarra and Shoalhaven populations and moving towards health equity. This broader role includes supporting and where relevant conducting epidemiological surveillance and research to improve understanding of trends and patterns in the burden of disease and injury, factors influencing health, and developing and evaluating policies, programs and other interventions that improve health of populations.

As well as core public health skills, the position will add medical expertise and clinical governance to the PPHU team and has a regulatory role under the NSW Public Health Act 2010.

The position will report to the Executive Director Integrated Community Services and Mental Health.

KEY ACCOUNTABILITIES (max 3,800 characters with spaces)

- Provide high quality Public and Population Health Medicine services, including in the context of public health case management, contact tracing and quarantine, within the scope of clinical practice granted by the ISLHD Medical and Dental Appointment Advisory Committee (MDAAC) and all NSW Health Policies.
- Lead the clinical governance and management and strategic planning of the PPHU to ensure the PPHU fulfils its responsibilities in Health Promotion, Protection (including its critical role in the COVID-19 pandemic), as well as broader responsibilities in communicable disease control, environmental health, public health disaster preparedness and management, epidemiologic surveillance, immunisation and localised and district wide Health Promotion activities.
- In collaboration with the Co - Director PPHU contribute to the senior PPHU team and the management and governance of the PPHU, in accordance with agreed priorities. This may include supervision of public health and medical colleagues, as required.
- Provide expert advice to the Co – Director PPHU, PPHU staff, the Chief Executive, the broader ISLHD community, local service providers, the public and media regarding public and population health matters and particularly critical incidents.
- Participate in appropriate committees and administrative meetings as required.
- Be dedicated to a teamwork philosophy within the PPHU and the broader LHD, with commitment to inter-disciplinary and inter-sectoral partnerships, and providing leadership in the resolution of conflicts.
- Maintain collaborative partnerships with Public and Population Health Networks; Ministry of Health's Health Protection Leadership Team, Health Protection NSW, local government, other government agencies, nongovernment, academic and community organisations on health protection matters, as required.
- Adapt practice in accordance with contemporary evidence-based best practice, guidelines and protocols as adopted within Australia/ NSW/ ISLHD.
- In the absence of the Co – Director PPHU, PPHU fulfil the delegated responsibilities in the Public Health Act of the Public Health Officer and Public Health Director as per the Public Health Delegations Manual, as well as acting as Public Health Controller.
- Participate in the on-call roster as required in accordance with clinical privileges.
- Provide input into all statutory responsibilities of the Public Health Unit including Public Health Act, Smoke Free Environment Act and Anatomy Act as required, while maintaining a high standard of record documentation, including records which reflect decisions, and keeping appropriate databases up to date.
- Comply with ISLHD and clinical governance policies and programs and participate in quality improvement programs to maintain professional standards, quality of care and patient safety. This will also involve appropriate escalation, for example in relation to incidents or complaints.
- Abide by the NSW Health Code of Conduct as amended from time to time.
- Participate in the ISLHD Performance Management and Development Program (with written annual performance review), maintaining professional competence within the clinical privileges granted by MDAAC and meeting requirements for continuing professional development consistent with College and Australian Health Practitioner Regulation Agency (AHPRA) requirements. This may include training courses to enhance personal development, skills and knowledge, and practice requirements.
- Support development of and contribute to the PPHU and ISLHD's teaching/ training and research initiatives, including thorough initiating/preparing grant or funding proposals for the conduct of projects and research directly relevant to the PPHUs business and strategic priorities.
- Comply with WH&S responsibilities - taking all reasonable care to ensure the safety of yourself and others in the workplace; reporting any unsafe conditions, equipment; attending educational programs, safety, and infection control.

SELECTION CRITERIA (max 8 selection criteria)

1. Current specialist registration or eligible for specialist registration as a Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA).
2. Fellowship of the Faculty of the Australasian Public Health Medicine (Royal Australasian College of Physicians).
3. Demonstrated high level skills in communicable disease prevention and control, epidemiology and surveillance, environmental and public health risk assessment, and related policy and practice.
4. Demonstrated experience and expertise in application of Public and Population Health and epidemiological principles and practices to the surveillance and investigation of trends, patterns and determinants of disease (including cluster and outbreak investigations), and evaluation of the effectiveness of public and population health interventions, including infectious disease, and broader application (e.g. acute and chronic disease, and their social and environmental determinants).
5. Demonstrated high standard of Public and Population Health Medicine practice, with commitment to health equity and ability to respond agilely to rapidly changing systems, evidence, issues and incidents, and competing demands associated with strategic and operational responsibilities of the Public Health Unit and LHD.
6. Demonstrated effective skills in communication (written and verbal), teamwork, supervision, problem solving, time management, and ability to work effectively and harmoniously with public health, medical and other health service colleagues, and through inter-disciplinary and inter-sectorial partnerships.
7. Demonstrated commitment to continuing self-education and professional development, including evidence of participation in continuing professional development, quality improvement activities, teaching and research.
8. Demonstrate the skills and attitudes appropriate as a Senior Medical Practitioner including modelling a high standard of professional behaviour to other public and population health and medical staff.

KEY CHALLENGES (max 3 key challenges – 1,000 character limit **with spaces** in each field)

1. Identifying potential solutions to complex public health problems in short timeframes and with minimal supervision, including identifying areas for improving population health outcomes.
2. Managing and prioritising competing demands to meet service needs, working with, and providing clinical leadership, to support staff from various disciplines.
3. Providing leadership in a smaller service with limited resources, and where workflow can fluctuate, especially in critical incidents.

KEY RELATIONSHIPS (max 3 internal and 2 external key relationships – 200 character limit **with spaces** in each field)

WHO	WHY
PPHU and other Public and Population Health Unit senior managers	Reports to the Executive Director Integrated Community Services and Mental Health (ED ICSMH) Works in collaboration with the Co-Director PPHU and a multidisciplinary team of public health professionals.
ISLHD/ Hospital specialty departments, and colleagues, clinicians and other staff (especially Infectious Disease, Infection Management and Control Service, Pathology)	Provide leadership and teaching; seek clinical input from and collaborate with to enable delivery of optimal outcomes and best practice patient-focused care.
ISLHD Executive and the Medical Services and Clinical Governance Division. NSW Ministry of Health, specialist medical Colleges, the Health Education and	Works collaboratively with all ISLHD Executive and Medical Services staff to ensure optimal outcomes. Work collaboratively with the Ministry and other agencies as required as part of their role.

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JOB DEMANDS CHECKLIST

Definitions

* Denotes a critical requirement of the job

Frequency

I	Infrequent – intermittent activity exists for a short time on a very infrequent basis	C	Constant – activity exists for more than 2/3 of the time when performing the job
O	Occasional - activity exists up to 1/3 of the time when performing the job	R	Repetitive – activity involves repetitive movements
F	Frequent – activity exists between 1/3 and 2/3 of the time when performing the job	N/A	Not applicable – activity is not required to perform the job

CRITICAL *	PHYSICAL DEMANDS - DESCRIPTION (comment)		FREQUENCY					
			I	O	F	C	R	N/A
	Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials				X			
	Sitting	Remaining in a seated position to perform tasks			X			
	Standing	Remaining standing without moving about to perform tasks			X			
	Walking	Floor type: even/uneven/slippy, indoors/outdoors, slopes		X				
	Running	Floor type: even/uneven/slippy, indoors/outdoors, slopes	X					
	Bend/ Lean Forward from Waist	Forward bending from the waist to perform tasks	X					
	Trunk Twisting	Turning from the waist while sitting or standing to perform tasks	X					
	Kneeling	Remaining in a kneeling posture to perform tasks	X					
	Squatting/ Crouching	Adopting a squatting or crouching posture to perform tasks	X					
	Leg/ Foot Movement	Use of leg and or foot to operate machinery	X					
	Climbing (stairs/ladders)	Ascend/ descend stairs, ladders, steps, scaffolding	X					
	Lifting/ Carrying	Light lifting & carrying – 0 – 9kg	X					
		Moderate lifting & carrying – 10 – 15kg	X					
		Heavy lifting & carrying – 16kg and above	X					
	Reaching	Arms fully extended forward or raised above shoulder	X					
	Pushing/ Pulling/ Restraining	Using force to hold/restrain or move objects toward or away from body	X					
	Head/ Neck Postures	Holding head in a position other than neutral (facing forward)	X					
	Hand & Arm Movements	Repetitive movements of hands & arms		X				
	Grasping/ Fine Manipulation	Gripping, holding, clasping with fingers or hands		x				
	Work at Heights	Using ladders, footstools, scaffolding, or other objects to perform work						X
	Driving	Operating any motor powered vehicle		X				

CRITICAL *	SENSORY DEMANDS - DESCRIPTION (comment)		FREQUENCY					
			I	O	F	C	R	N/A
	Sight	Use of sight is an integral part of work performance eg viewing of X-rays, computer screen					X	
	Hearing	Use of hearing is an integral part of work performance eg telephone enquiries					X	
	Smell	Use of smell is an integral part of work performance eg working with chemicals	X					
	Taste	Use of taste is an integral part of work performance eg food preparation						X

	Touch Use of touch is an integral part of work performance				X		
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CRITICAL *	PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Assisting ↓						
	Distressed people eg. emergency or grief situations		X				
	Aggressive & uncooperative people eg. drug/alcohol, dementia, mental illness		X				
	Unpredictable people eg. dementia, mental illness, head injuries		X				
	Restraining Involvement in physical containment of patients/clients	X					
	Exposure to distressing situations eg child abuse, viewing dead/mutilated bodies		X				

CRITICAL *	ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Dust Exposure to atmospheric dust	X					
	Gases Working with explosive or flammable gases requiring precautionary measures	X					
	Fumes Exposure to noxious or toxic fumes	X					
	Liquids Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	X					
	Hazardous substances eg. dry chemicals, glues	X					
	Noise Environmental/background noise necessitates people to raise their voice to be heard	X					
	Inadequate lighting Risk of trips, falls or eyestrain	X					
	Sunlight Risk of sunburn exists from spending more than 10 minutes per work day in sunlight						X
	Extreme temperatures Environmental temperatures are < 15°C or > 35°C						X
	Confined spaces Areas where only one egress (escape route) exists	X					
	Slippery or uneven surfaces Greasy or wet floor surfaces, ramps, uneven ground	X					
	Inadequate housekeeping Obstructions to walkways and work areas cause trips & falls	X					
	Working at heights Ladders/stepladders/ scaffolding are required to perform tasks						X
	Biological hazards eg. exposure to body fluids, bacteria, infectious diseases		X				