


POSITION DESCRIPTION

General Manager – Medical Imaging Stream, SLHD



PATIENT AND FAMILY CENTRED CARE
OUR PATIENTS | OUR PEOPLE | OUR CULTURE

Our CORE values
Collaboration
Openness
Respect
Empowerment

Sydney Local Health District's vision is *"to achieve excellence in health and healthcare for all"*

Local Health District	Sydney Local Health District
Position Classification	Health Service Manager Level 6
State Award	Health Service Manager
Facility	SLHD
Position Number	
Cost Centre Number	<i>District level cost centre – Liest Duffy RP - PET</i>
Vaccination Category	<i>B</i>
Employment Screening	This position requires a National Police Check (NPC)

Sydney Local Health District's vision incorporates NSW Health Core Values and a commitment to equity, health improvement, timeliness and efficiency, recognising that evidence-based service delivery requires highly skilled and valued staff supported by research, education and state-of-the-art technologies.

Our strategic priority under this vision is our commitment to excellence in Patient and Family Centre Care. Staff are supported to ensure patients, their families and carers are considered as partners in care to achieve optimal patient outcomes and best possible healthcare experience.

PRIMARY PURPOSE

The General Manager of the Medical Imaging Stream (the 'MIS') in Sydney Local Health District (SLHD), will provide Strategic leadership and operational direction as well as expert, professional, thorough, timely and accurate support and analyses across the core business of the MIS.

KEY ACCOUNTABILITIES

The range of accountabilities in this position are broad and will require independent and collaborative work to ensure that the Stream is responsible, efficient and productive across its core business. These will include:

1. Provide support to the Clinical Director MIS to initiate and oversee strategic and operational planning for the MIS in line with the strategic directions for NSW Health and Sydney Local Health District.
2. Provide Executive Leadership over the development of quality improvement programs to improve service efficiencies, review models of care, promote innovation and workflow changes within the MIS, to ensure the delivery of Patient and Family Centered Care.
3. Provide Executive Leadership of the MIS to achieve SLHD's goal and Key Performance Indicators on budget. This includes the development of robust processes to ensure consistent, efficient and accurate collection and recording of the MIS business alongside the development of quality assurance tools to monitor performance.
4. Provide timely, high level strategic professional advice, analysis and support to the Clinical Director on financial and operational data for the Stream. These include paper records, Oracle, the eMR, Powerchart, PACS, StaffLink, STARS etc. and other databases to provide real-time data.
5. Provide accurate, timely, logical, comprehensive reports and correspondence as needed for SLHD and other external agencies that may include the Ministry of Health and Commonwealth Government.
6. Development of sound Business Cases and actively participate in all Specification and Evaluation Committee meetings for the procurement of all Medical Imaging purchases for the Stream.
7. Receive, catalogue, track and maintain an accurate inventory of all major MIS equipment purchases /requests across SLHD with the MIS Business Managers.
8. Provide timely and accurate data on cost effectiveness of imaging procedures / interventions to inform practice and decision making and using statistical packages as needed.
9. Respond to a complex and changing environment by ensuring accountable, efficient and effective services and flexibility regarding service design and delivery.
10. Prepare correspondence, submissions and other materials as required by the Stream Director and Executive Director of Operations.
11. Actively monitor progress towards achievement of strategic priorities and vision, and compliance with National Safety and Quality Health Care Standards and Work Health and Safety legislation.
12. Lead organisational development and/or change initiatives to ensure the MIS has the structures, skills, resources and systems required to achieve objectives and transform culture accordingly

SELECTION CRITERIA

1. Relevant tertiary qualifications in a clinical or health management field, preferably at post graduate level and/or relevant extensive experience.
2. Demonstrated leadership experience in business management within organisational funding and performance frameworks that deliver effective, client-focused service.
3. Demonstrated ability in the generation and writing of reports, Briefs and Business Cases.
4. Demonstrable high level analytical and problem-solving skills that enable reporting on complex issues, sound decision making, timely responses and creative solutions.
5. Demonstrable high-level interpersonal and written communication skills to ensure effective engagement / partnerships with a range of health professionals.
6. Demonstrated high-level organisational skills.
7. Demonstrated proficiency in using office and business software applications.

KEY CHALLENGES

The challenges will include:

- i) the management of multiple, concurrent and diverse projects across different Medical Imaging Departments,
- ii) building effective relationships and engagement and,
- iii) devising novel approaches to improve efficiency in the dynamic medical imaging environment in SLHD.

KEY RELATIONSHIPS

Who	Why
Internal Relationships	
1. Clinical Director Medical Imaging Stream	Directs tasks / projects
2. Facility and SLHD Executives	The MIS General Manager will interact effectively with SLHD Executive, Facility Executives and related teams for the successful implementation of Sydney Local Health District and Medical Imaging Stream objectives.
3. Medical Imaging Stream Staff	The MIS General Manager will provide clinical leadership, effective business management and expertise via collaboration with staff and facilities within SLHD to enable delivery of best practice and care.

Who	Why
External Relationships	
1. NSW Ministry of Health and NSW Health Pillar Organisations including the Agency for Clinical Innovation, eHealth NSW and the Clinical Excellence Commission	The MIS General Manager will initiate and maintain collaborative relationships to achieve shared objectives, to support and/or represent the SLHD.
2. Government / Non-Government Organisations including (but not limited to) Central and Eastern Sydney Primary Health Network, Aboriginal Medical Service, Tertiary Institutions and Research Institutes	The MIS General Manager will initiate and maintain collaborative relationships to achieve shared objectives, to support and/or represent the SLHD.

Staffing/Responsible for	
Direct Reports	Business Manager Medical Imaging Stream Royal Prince

	Alfred Hospital (HSM 3) Business Manager Medical Imaging Stream Concord Repatriation General Hospital/The Canterbury Hospital (HSM 3)
Indirect Reports	Medical Imaging Services Heads of Department RPA Radiology (RPA & BH) Molecular Imaging (RPA) Medical Imaging Services Heads of Department CRGH Radiology (CRGH & TCH) Nuclear Medicine (CRGH) Nurse Manager Medical Imaging Services

Financial Delegation	
As per Delegation Manual	
Other	

OTHER REQUIREMENTS

The role and its responsibilities are to be carried out in a manner that is consistent with all relevant delegations, policies and procedures at both SLHD and NSW Health.

Consistent with this all employees (both clinical and non-clinical) are:

1. Expected to model the NSW Health Core Values and ensure all workplace conduct aligns with these values and the NSW Health Code of Conduct.
2. Required to identify, assess, eliminate/control and monitor hazards and risks within the workplace to the extent of the delegated authority for the role, as per Work Health Safety policy.
3. Required to support and contribute to the Patient and Family Centred Care approach to healthcare delivery.

WORK HEALTH AND SAFETY ROLE SPECIFIC RESPONSIBILITIES

The purpose of this form is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbents, or future incumbents, Work, Health and Safety responsibilities peculiar to the position.

This form is to be completed in consultation with the manager/supervisor of the position being recruited to.



JOB DEMANDS FREQUENCY KEY	
I = Infrequent	Intermittent activity, exists for short time on a very infrequent basis
O = Occasional	Activity exists up to 1/3 of the time when performing the job
F = Frequent	Activity exists between 1/3 and 2/3 of the time when performing the job
C = Constant	Activity exists for more than 2/3 of the time when performing the job
R = Repetitive	Activity involves repetitive movements
N = Not Applicable	Activity is not required to perform the job

Physical Demands	
Sitting - remaining in a seated position to perform tasks	R
Standing - remaining standing without moving about to perform tasks	F
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	F
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	N
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	O
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	F
Kneeling - remaining in a kneeling posture to perform tasks	I
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	I
Leg / Foot Movement - Use of leg and / or foot to operate machinery	I
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	O
Lifting / Carrying - Light lifting and carrying (0 - 9 kg)	C
Lifting / Carrying - Moderate lifting and carrying (10 - 15 kg)	I
Lifting / Carrying - Heavy lifting and carrying (16kg and above)	N
Reaching - Arms fully extended forward or raised above shoulder	F
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	N
Head / Neck Postures - Holding head in a position other than neutral (facing	I



forward)	
Hand & Arm Movements - Repetitive movements of hands and arms	R
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	R
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	I
Driving - Operating any motor powered vehicle	O

Sensory Demands	
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	R
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	R
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	N
Taste - Use of taste is an integral part of work performance e.g. Food preparation	N
Touch - Use of touch is an integral part of work performance	R

Psychosocial Demands	
Distressed People - e.g. Emergency or grief situations	I
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	N
Unpredictable People - e.g. Dementia, mental illness, head injuries	N
Restraining - Involvement in physical containment of patients / clients	N
Exposure to Distressing Situations - e.g. Child abuse, viewing dead /mutilated bodies	N

Environmental Demands	
Dust - Exposure to atmospheric dust	I
Gases - Working with explosive or flammable gases requiring precautionary measures	N
Fumes - Exposure to noxious or toxic fumes	N
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	N
Hazardous substances - e.g. Dry chemicals, glues	N
Noise - Environmental / background noise necessitates people raise their voice to be heard	I
Inadequate Lighting - Risk of trips, falls or eyestrain	I
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	N
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	N
Confined Spaces - areas where only one egress (escape route) exist	N
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	I
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	I
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks	N
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	N



As the incumbent of this position, I have read the Position Description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with the policies and procedures of SLHD and can be required to work in any location under the jurisdiction of SLHD.

I have read the inherent job requirements for the position. I understand the listed physical requirements of the position and make the declaration below:

- I am not aware of any health condition/s (physical or mental) that might prevent me from performing the inherent requirements of this position
- I have a health condition that may require the employer to provide me with services or aids (adjustments) so that I can adequately perform the inherent job requirements of this position. Any adjustments I may need have been discussed with the position's manager together with Human Resources, prior to completing this health declaration

I also agree to strictly observe the District's policy on confidentiality of client information or such other sensitive or confidential information that I may come across in the course of my employment am aware that any false or misleading statements may threaten my appointment or continued employment with Sydney Local Health District.

Applicant Name _____

Position Title _____

Signature of Applicant _____ Date ____ / ____ /20____

Manager Name: _____ please print

Manager Signature: _____ Date: ____ / ____ /20____