

Position Description

Position Title	Deputy Chief Medical Officer
Position Number	30026232 and 30028838
Division	Clinical Governance
Department	Office of the Chief Medical Officer
Enterprise Agreement	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022 - 2026
Classification Description	Medical Specialist Year 1 – Year 9
Classification Code	As per EBA
Reports to	Chief Medical Officer
Management Level	Tier 2 - Director Operations Managers
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Working with Children Check • Registration with Professional Regulatory Body or relevant Professional Association • Drivers Licence • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

Reporting to the Chief Medical Officer, the Deputy Chief Medical Officer(s) will work closely with senior leaders across Bendigo Health and external stakeholders to support and strengthen the quality, safety and clinical care delivered by medical staff across the organisation.

The Deputy CMO(s) will hold responsibility for assigned portfolios within the Office of the CMO, which may include senior and junior medical workforce, the Medical Workforce Unit, research governance, clinical governance, GP liaison, patient and clinician feedback, and support for clinical operations as well as medicolegal functions. The role will work closely with the Quality and Risk Unit, operational divisions and corporate support functions to ensure medical leadership is integrated into day-to-day operational and governance activities.

The Deputy CMO(s) will work collaboratively, deputise for each other, and deputise for the CMO when required. This will ensure continuity of leadership, accountability and oversight across the key portfolios within the Office of the CMO.

A key responsibility of the role is professional oversight of the medical workforce. The Deputy CMO(s) will work closely with the Director Medical Workforce Unit to provide clinical leadership in recruitment, supervision, education, wellbeing, professional development and workforce planning for junior doctors. The role will also contribute to broader medical workforce strategy, including senior medical workforce matters, credentialing, scope of practice, performance, culture and professional standards.

The Deputy CMO(s) will also provide clinical governance oversight for the research governance portfolio and support the development of a strong culture of safety, quality, professionalism and continuous improvement across the medical workforce and Clinical Governance division.

This position requires highly developed communication, negotiation and relationship management skills, particularly in relation to complex medical workforce matters, sensitive clinical issues, adverse events, patient and clinician feedback, and medico-legal processes. The Deputy CMO may also be required to assist with drafting responses to coronial, court-related and medico-legal matters, in collaboration with the medico-legal team, legal counsel and relevant clinical leaders.

Responsibilities and Accountabilities

Key Responsibilities

Clinical Governance, Quality and Safety

- In conjunction with the CMO provide leadership, support and direction for the development and implementation of the strategic quality framework that links with the Bendigo Health strategic plan, and is intended to strengthen clinical governance across Bendigo Health and the wider region.

- Ensure clinical services meet the National Safety and Quality Health Service (NSQHS) Standards, Clinical Care Standards and relevant professional College Standards.
- Champion clinical excellence by adopting best practices to ensure patient safety and quality and develop resilient systems for ongoing continuous improvement and risk management.
- Ensure that all senior medical staff maintain their professional competency and development through appropriate continuing educational activities and appropriate credentialing and Scope of Clinical Practice (SoCP).
- Demonstrate leadership in clinical risk initiatives by liaising with the Executive to manage effectively and efficiently.
- Under the direction of the CMO, lead the monitoring and investigation of sentinel and adverse events. This includes root cause analyses, case reviews, open disclosure process, identification of system issues, and the development and monitoring of recommendations to improve patient safety with the effectiveness of care as required.
- Under the direction of the CMO, manage clinical audit activities within Bendigo Health, including morbidity and mortality review as well as sentinel and adverse events review.
- Manage the development and review of CMO Office clinical policies and protocols.
- Ensuring high quality and timely clinical and non-clinical documentation and Management of Information whether paper-based or enabled by information technology. This includes being responsible for the quality and timeliness of documentation of medical staff who report to you.

Regional Leadership

- In conjunction with the CMO, assist with activities related to the role of Bendigo Health as a leader for the Loddon Mallee Region.

Medico Legal Management

- Assist in the management of medico-legal claims involving medical staff including the provision of expert advice on medico-legal cases and reports as required.
- Participate in consumer engagement activities as well as assisting in responding to consumer feedback regarding clinical services including investigation and response to complaints relating to medical services.

Medical Workforce Management

- Provide professional leadership to junior medical staff and work with relevant stakeholders across the organisation in the development of the junior medical workforce.
- Liaise with and work collaboratively with the Medical Workforce Unit (MWU) on matters relating to the junior medical workforce.
- Work with People and Culture in the maintenance and development of the junior and senior medical workforce through best practice recruitment, appointment, and orientation and performance management to ensure appropriate medical service delivery.
- Advise and participate in consultation with CMO and relevant stakeholders on medical resources and strategies applicable across all speciality groups.
- Expand and enhance training opportunities and pathways within Bendigo Health through engagement with the University partners and other relevant organisations.
- Provide leadership support to Director Clinical Training, Supervisor Intern Training and Research Manager.
- Oversee processes to attract and retain medical workforce, promote the workforce of the future through collaborations with university partners, specialist colleges and other education providers
- Drive innovations to deliver efficient patient care, maintain financial integrity, optimise collaborative workflows, advocate for accurate clinical documentation, and ensure the equitable treatment of diverse individuals

- With the Chief Medical Officer, participate in strategic planning to develop Medical Leadership capability within the organisation, focusing on professional and operational management.

Continuous Medical Education (CME)

- Maintain and implement Continuing Medical Education (CME) policy in line with Medical 2022-2026 Medical Specialist and Doctors in Training (DiT) Enterprise Agreements.
- Advise senior medical staff with respect to CME claims, in keeping with the principles that expenditure is justifiable, proportional to the educational value gained, promotes the objectives of the health service, and represents efficient use of funds
- Seek advice from CMO and/or VHIA in relation to claims as required

Financial /Budget

- Manage staffing and budget for an allocated full time equivalent (FTE).
- Support the maintenance of clinical and financial governance arrangements in place to meet performance targets, imperatives and standards.
- Contribute to budget, financial planning and budget reviews in relation to medical establishment.

Research

- Provide leadership and support for the office of Research Governance
- Oversee process for assessment of research applications including risk stratification, quality assurance and determination of appropriate governance oversight of initial and periodic reporting of research projects.

Other responsibilities

- Manage projects relating to medical administration.
- Chair and attend committees as designated or delegated by the CMO,
- To deputise for the Chief Medical Officer in committees, project work as directed or during periods of leave.
- The incumbent will be required to participate in a shared after-hours on-call roster for organ donation

Key Selection Criteria

Essential

1. MBBS or equivalent registrable with the Medical Board of Australia plus Specialist registration with the Australian Health Practitioner Regulation Agency (AHPRA).
2. While not mandatory, Fellowship with the Royal Australasian College of Medical Administrators FRACMA or evidence of significant progression towards) would be well regarded. The position can be accredited for training.
3. Proven experience in medical management and the provision of high-level leadership with the ability to develop team performance and manage medical practitioners.

4. **People and Stakeholder Management** – Significant experience at a senior level with demonstrated success driving a culture of professional medical administration and governance, addressing issues relating to professional practice, clinical governance, clinical ethics and leadership; ability to align teams with the organisational values and goals through effective people management and modelling; ability to find innovative solutions to resolve stakeholder issues; the ability to look beyond the obvious to provide outstanding levels of service.
5. **Communication Skills** – clearly and confidently communicate with people at all levels in both the public and private sectors as well as with Government; able to handle difficult and sensitive communications well; strong written skills to produce documentation with key messages and information required for decision making; proven ability to deliver clear, sequential and succinct presentations.
6. **Change Management and Influencing Skills** - Demonstrated ability to be flexible and operate in an environment of change; experience in promoting and driving change using broad influencing skills to overcome barriers and gain support; ability to create professional networks and engage and effectively negotiate with relevant stakeholders to achieve desired outcomes.
7. **Project Management** – Demonstrated successful prior experience in consulting, liaising with and influencing key stakeholders to produce detailed project plans where objectives are clearly defined and action steps for achieving them are clearly specified; monitors performance against objectives and manages project risks and issues and ensures project objectives are met.
8. **Decisiveness** – Makes rational and sound decisions based on a consideration of the facts and alternatives; makes difficult decisions, sometimes with incomplete information; makes quick decisions where required and commits to a definite course of action.
9. **Relationship Building** – Forges useful partnerships with people across business areas, functions and organisations; builds trust through consistent actions, values and communication.
10. **Creativity and innovation** – Generates new ideas; draws on a range of information sources to identify new ways of doing things; reflects on experience and is open to new ways to improve practice.
11. **Flexibility** – Recognises the merits of different options and acts accordingly; accepts changed priorities without undue discomfort; adaptable and open to new ideas. Refer to the Management & Leadership Capability statement for appropriate personal qualities, knowledge and skills required.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government’s Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.

- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.