

## **SUGGESTED ACTIVITIES IN MEDICAL MANAGEMENT IN THE WORKPLACE**

### **Corporate governance**

Participate in committees - chair one

Demonstrate understanding of private sector regulations

Demonstrate understanding government and ministerial relations

Review literature, present evidence

Conduct consultation

Prepare briefing notes, reports

Represent the health service

Manage corporate and reputational risk

Deal with 'the media'

Collaborate as an executive member

Manage critical workplace incidents

Participate in medical manager's role in Emergency Management

Ensure appropriate and effective cultural awareness in self and in workplace

### **Clinical governance**

Participate in committees  
Oversee projects  
Investigate, using evidence  
Conduct a consultation  
Conduct a 'look back'  
Prepare clinical governance reports  
Lead quality improvement activities  
Review benchmarking reports  
Take responsibility for specific accreditation system standards  
Manage clinical risk – ensure quality clinical records  
Conduct open disclosures  
Monitor Departmental QI meetings and activities

### **Planning**

Develop and implement strategic plans  
Develop and manage service plans,  
Oversee facility plans and their implementation,  
Respond to evidence - benchmarking data analysis and trend projection  
Improve patient care with systems thinking - model development, service re-designing,  
management of patient flow  
Identify and deal with risks  
Develop business cases  
Evaluate / Measure outcomes  
Manage cultural competence development  
Manage disaster planning processes

**Lead activities in 'e-health'**

Oversee implementation of system-wide e-health

Manage and e-health project

Review and monitor electronic medical records

Protect patients and manage risk in Investigations – imaging, pathology

Protect patients and manage risk in treatments – pharmacy, imaging, pathology

Oversee governance of clinical outcome databases

**Responding to legal issues**

Demonstrate understanding of Privacy, confidentiality of patient records

Manage a Coronial report or Inquiry

Respond to Freedom of Information request

Respond to Incidents

Manage complaints about clinical care

Make a mandatory notification

Participate in research ethics committees

**Managing finances**

Understand funding allocation

Use evidence for decision making

Estimate costs

Build a budget

Manage a budget

### **Leading medical recruitment and decruitment**

Seniors on staff, senior contractors, registrars, resident medical officers, students, heads of clinical departments

Train panellists

Justify new posts,

Prepare job descriptions

Create advertisements

Oversee credentialing and scope of practice processes

Interviews

Report

Orientation new staff

Teach statutory obligations

Manage an impaired clinician

Manage a complaint about a clinician

### **Leading and Managing work units**

Be a teacher

Be a supervisor

Manage change

Delegate

Prepare performance agreements,

Prepare and oversee training agreements for medical officer skill development

Manage challenging clinicians

Manage a medical officer disciplinary process

Have difficult conversations

Manage conflict

Participate in resolution processes for claims of bullying and harassment

Deal with unions

## **Personal and Professional Leadership Development**

Personal learning plan

Mental models

Self-directed learning

Reflection

Leadership feedback

Mentoring

Un-learning

Deal with media

Decision making

Managing fatigue

Delegating