



# Job Description Form

## Prison Medical Officer (Generic)

### Health Services Branch

#### POSITION DETAILS

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Classification Level: Vocationally Registered General Practitioner (Year 1-5) or  
Health Service Medical Practitioner (Year 1 -3)

Award/Agreement:

Position Status: Permanent

Organisation Unit: Corrective Services Division, Offender Management, Health Services

Physical Location: Various metropolitan/regional areas

#### REPORTING RELATIONSHIPS

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Responsible to: Administratively - Operations Manager, position number 014074  
Clinical Supervisor – Director Medical Services, position number 014077

**THIS POSITION:** **Prison Medical Officer (Generic)**

Direct reports: Nil

#### OVERVIEW OF THE POSITION

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The Health Services Branch provides a range of primary care services across WA to patients in custody. Services encompass interventions to identify and manage acute and chronic conditions (diabetes, cardiovascular disease, kidney disease, asthma); infectious diseases; sexually transmissible diseases and blood borne viruses; co-morbidity (mental health and alcohol and drug addiction services); and referral to specialist and tertiary services. Population focussed health improvement initiatives are also provided including health protection; disease prevention; infection control; communicable disease outbreak management; and immunisation. The Health Services Branch ensures that clinical effectiveness, consumer focus and quality improvement are embedded to assist DCS provide high quality, cost effective, safe and patient centred care.

The Prison Medical Officer performs the functions of a prison medical officer in accordance with the Prisons Act 1981 by providing high quality primary health care to patients in a correctional facility. The Prison Medical Officer also provides out of hours advice, attendance (on-call) and general medical management of male and female prisoners and detainees in the custody of the Department.

The Prison Medical Officer works closely with health centre staff (nurses, receptionists and allied health ) and prison staff in planning, organising and controlling the provision of health care.

## **JOB DESCRIPTION**

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As part of the Health Services team, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation;
- Work to improve communication and model integrity and respect in all interactions;
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity;
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives;
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate;
- Facilitate cultural and management reforms within the Department through leadership and engagement; and
- Represent the Department's interest on committees and working groups as required.

## **ROLE SPECIFIC RESPONSIBILITIES**

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- Attend at a prison/detention centre at such times and on such occasions as are specified in the terms of the medical officer's appointment or engagement.
- On the request of the chief executive officer, examine a prisoner as soon as practicable after the prisoner's admission to prison and ascertain and record the prisoner's state of health and any other circumstance connected with the prisoner's health, as the medical officer considers necessary.
- Maintain a record of the medical condition and the course of treatment prescribed in respect of each prisoner under the medical officer's care and make available, upon request, to the chief executive officer.
- Make such returns and reports to the chief executive officer as the chief executive officer may from time to time direct.
- On the request of the chief executive officer, give close medical supervision to a prisoner in separate confinement.
- On the request of the chief executive officer, examine and treat a prisoner who requires medical care and treatment.

- On the request of the chief executive officer or a superintendent, examine a prisoner.
- Work closely with nursing, management and other health service and prison staff in planning, organising and controlling the provision of health care. This will include identifying and prioritising health care needs and care delivery to individuals, and ensuring that the roles and interrelationships of health care providers are mutually understood and respected.
- Comply with policy and procedures laid down by the Director Health Services, including maintaining an appropriate standard of documentation in the official medical records.
- Adhere to the formulary and associated policies of the Drug and Therapeutics Committee established within the Department. The ongoing development of these policies will involve consultation with medical practitioners.
- Provide reports on clinical issues and incidents, patient management and service provision as required.
- Provide verbal and written evidence and respond appropriately to requests to appear in court and other places to present evidence and opinion for medico-legal purposes related to coroner's enquiries, investigations by the Parliamentary Commissioner for Administrative Investigations, Office of Health Review, legal proceedings and other like matters.
- Comply with Clinical Privileges and Medical Indemnity requirements.
- Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies.
- Applies and promotes the principles of equity, diversity, occupational safety and health in the workplace and behaves and manages staff in accordance with relevant standards, values and policies.
- Other duties as directed.

## **JOB RELATED REQUIREMENTS**

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In the context of the roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

### **Contribute to the Delivery of Corporate Objectives**

Lead, develop, manage and improve the Health Services Branch to assist in delivering the Department's four key tasks:

- Security of detainees, prisoners and offenders
- Safety of the Department's people
- Safety of detainees, prisoners and offenders
- Rehabilitation

### **Registration with the Medical Board of Australia**

Evidence of registration by the Medical Board of Western Australia must be provided prior to commencement.

### **Knowledge, experience and skills relevant to providing general medical care to individuals**

Applying knowledge in Public Health Medicine including the management of infectious diseases and persons with blood borne viruses. Providing effective medical care to individuals of minority racial background, including Aboriginal people.

Providing effective Primary Mental Health care to individuals with mental illness, personality disorders, mood disorders, acquired brain injury and intellectual disability, and opiate prescribing to individuals with drug related health problems.

### **Experience in patient care, management and health planning**

Developing and delivering chronic disease management programs for Diabetes and Cardiovascular disease. Engaging external providers such as Community Health and Mental Health Services and Division of General Practice. Participating in multi-disciplinary teams, case conferences and care planning.

### **Communication and interpersonal skills**

Communicating and relating to a wide range of cultures, groups and individuals. Operating electronic health information systems. Writing referrals and reports. Developing and maintaining workplace relationships.

### **Organisational and time management skills**

Meeting work demands by organising and prioritising.

### **Desirable Criteria**

- An understanding of prisoner health issues
- Vocational Registration
- Hepatitis C drug treatment – Authorised Prescriber

## **SPECIAL REQUIREMENTS/EQUIPMENT**

### **CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

COMMISSIONER

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR CERTIFICATION DATE: \_\_\_\_\_