



North Metropolitan Health Service  
**Job Description Form**

HSS Registered April 2018

**Consultant – Public Health Medicine**

**Medical Practitioners Agreement: Year 1-9**

**Position Number: 007237, 007945, 007950**

**Metropolitan Communicable Disease Control**

**North Metropolitan Public Health & Ambulatory Care / North Metropolitan Health Service**

**Reporting Relationships**

Executive Director  
Public Health & Ambulatory Care  
North Metropolitan Health Service



Director Public Health  
Public Health & Ambulatory Care  
Award Level: HSO Level G11  
Position Number: 007238



**This Position**



Also reporting to this supervisor:

- Manager Health Promotion HSO G8, 1.0 FTE
- Clinical Nurse Manager SRN Level 4 2.0 FTE
- Medical Director TB Control MP 16-23 0.4 FTE
- Medical Director HEHS MP 16-23 0.7 FTE
- Registrar Trainee Public Health Medicine 1.0 FTE

Directly reporting to this position: Nil

**Prime Function / Key Responsibilities**

Medically manages public health issues in relation to communicable disease control including sexually transmitted infections and immunisation. Provides support and expertise to other members of the public health disease control team and to other professionals in the community. Supports and participates in the planning, implementation and evaluation of public health strategies of Metropolitan Communicable Disease Control.

**Brief Summary of Duties (in order of importance)**

**1. Disease Control**

- 1.1 Works with the Metropolitan Communicable Disease Control team and Communicable Disease Control Directorate (CDCD) to develop and support projects in disease control and immunisation that are congruent with the strategic and business plans of Metropolitan Communicable Disease Control.
- 1.2 Works with the Metropolitan Communicable Disease Control team and CDCD in managing disease outbreaks.
- 1.3 Liaises with hospital clinicians and General Practitioners across the metropolitan region in relation to disease control issues and activity.
- 1.4 Provides medical support relevant to the public health management of notifiable communicable diseases, including the diagnosis, treatment, follow up and contact tracing of patients.
- 1.5 Utilises the Western Australian Notifiable Infectious Diseases Database (WANIDD) to analyse data and report on trends.
- 1.6 Provides education for General Practice staff in relation to public health issues such as immunisation, sexual health and other disease control.

**2. Public Health General**

- 2.1 Provides advice to the Director of Public Health regarding strategy, policy and planning in public health programs.
- 2.2 Liaises with Environmental Health Directorate and other authorities including local government offices to ensure a clear understanding of roles and responsibilities including statutory requirements, principles of risk communication and risk assessment.
- 2.3 Provides epidemiologic, evaluation and project management expertise to Health Promotion and Aboriginal Health teams as required.

**3. Training & Development**

- 3.1 Participates in the education of staff and other relevant parties in matters pertaining to public health.
- 3.2 Acts as a mentor and supervisor for trainee public health physicians.

**4. Planning & Epidemiology**

- 4.1 Collects, enters and analyses quantitative and qualitative data.
- 4.2 Produces demographic and descriptive reports where required.

**5. NMHS Governance, Safety and Quality Requirements**

- 5.1 Participates in the maintenance of a safe work environment.
- 5.2 Participates in an annual performance development review.
- 5.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

**6. Undertakes other duties as directed.**

## **Work Related Requirements**

### **Essential Selection Criteria**

1. Eligible for registration by the Medical Board of Australia.
2. Fellowship of the Australasian Faculty of Public Health Medicine.
3. Experience in public health management of communicable diseases.
4. Proven high level communication, interpersonal and team building skills.
5. Experience in public health policy and practice.
6. Current “C” or “C.A.” class drivers licence.

### **Desirable Selection Criteria**

1. Previous experience in health service management.
2. Post graduate qualification in public health e.g. Masters of Public Health, Masters of Applied Epidemiology.
3. Knowledge and experience in Aboriginal health.
4. Experience in public health management of non-communicable diseases.
5. Experience in analysis and reporting of epidemiological data.
6. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### **Appointment Prerequisites**

Appointment is subject to:

- Evidence of registration by the Medical Board of Australia must be provided prior to commencement.
- Current “C” or “C.A.” class drivers licence.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## **Certification**

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

### **Manager/Supervisor**

Name:  
Signature/HE:  
Date:

### **Dept./Division Head**

Name:  
Signature:  
Date:

### **Position Occupant**

Name:  
Signature:  
Date: