



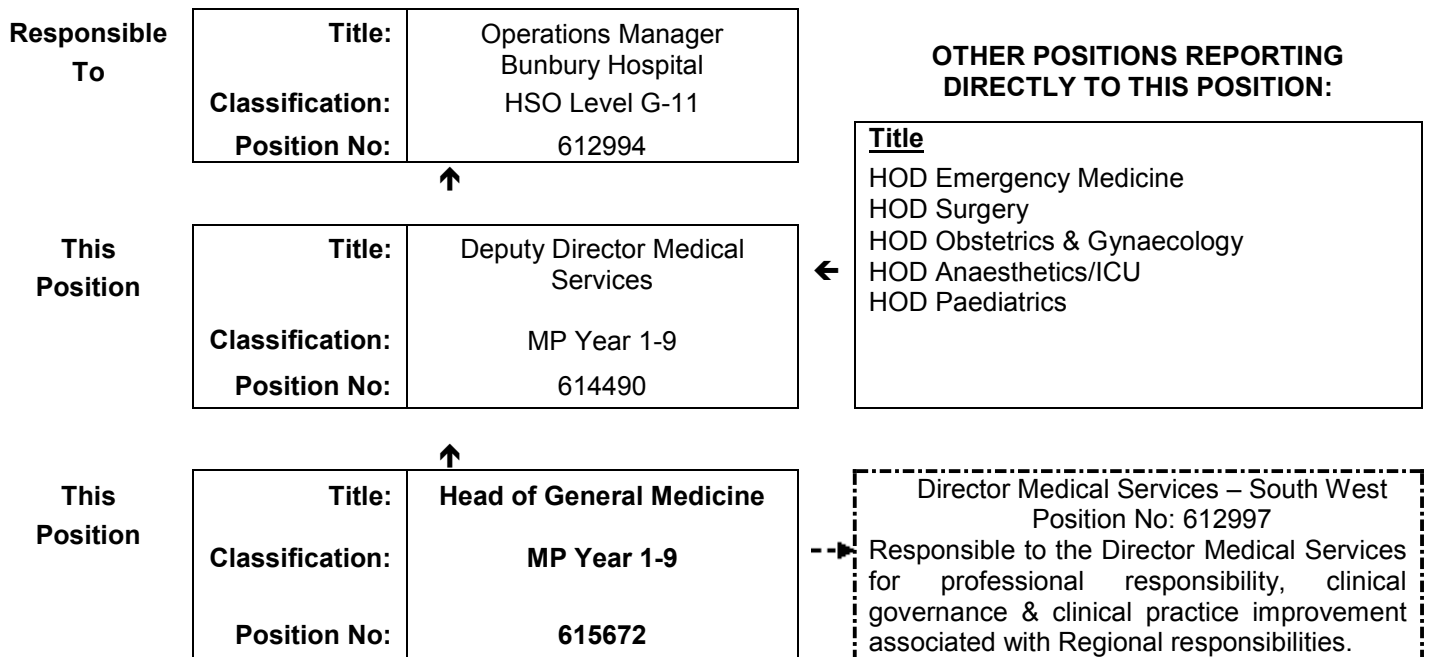
**Government of Western Australia
WA Country Health Service**

JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	615672
Division:	South West	Title:	Head of General Medicine
Branch:	General Medicine	Classification:	MP Year 1-9
Section:	Medical Services	Award/Agreement	Medical Practitioners Agreement

Section 2 – POSITION RELATIONSHIPS



Positions under direct supervision:	← Other positions under control:
Consultant surgeons – salaried and visiting/contracted	Registrars Resident Medical Officers Interns

Section 3 – KEY RESPONSIBILITIES

Provides regional clinical leadership and governance to General Medicine across WACHS South West and day to day operational management of Bunbury Hospital General Medicine Services. As part of a multidisciplinary team provides specialist medical services to patients at Bunbury Hospital and other South West hospitals as necessary to ensure service delivery. Ensures patient safety and quality of care. Provides leadership and facilitates orientation, training, supervision and education, where relevant, for Doctors in Training (DiTs), health service medical practitioners and other health workers. In collaboration with other Consultants works to achieve National, State, and WACHS/SW performance standards and targets within allocated resources. Works within the scope of clinical practice as defined and approved by the Credentialing and Scope of Practice (CASOP) committee.

<p>WA Country Health Service South West</p> <p>12 April 2018</p> <p>REGISTERED</p>

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

OUR PURPOSE – What we are here to do

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services



OUR GUIDING PRINCIPLES

Consumers first in all we do Safe, high quality services and information at all times Care closer to home where safe and viable. Evidence based services.

Partnerships and collaboration.

OUR VALUES

Community – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
	Line management of the Head of General Medicine is to the Deputy Director Medical Services (DDMS) Bunbury Hospital for the day to day Bunbury Hospital operational/Head of Department role.		
	Line management of the Head of General Medicine is to the Director Medical Services (DMS) South West for the Regional aspects/responsibilities of the role.		
	The DDMS Bunbury Hospital and the DMS South West jointly undertake performance appraisal of the Head of General Medicine.		
1.0	Leadership/Managerial (0.6 FTE)		60%
1.1	Is accountable for the strategic development, administration, direction, control, financial management and performance of General Medicine Services in the WACHS South West.		
1.2	Within an activity based framework, contributes to decision making on service issues, including the development and implementation of strategic and operational plans for WACHS South West General Medicine Services.		
1.3	Works closely with the DMS and DDMS, Operations Managers, Nurse Director/Coordinator of Nursing and colleagues to establish and manage efficient patient flow in an ABM/ABF environment, to meet WACHS key performance indicators including West Australian Emergency Access Targets (WEAT).		
1.4	Works closely with and establishes functional relationships with specialist staff in medicine to ensure achievement of Bunbury Hospital and WACHS SW Medicine Key Performance indicators (KPIs).		
1.5	Manages and directs medical staff to enable the provision of a safe, effective and efficient clinical service.		
1.6	Manages Bunbury Hospital Clinical Medicine human resource responsibilities including, but not limited to, recruitment, appointment, orientation, performance development review, leave planning, FTE management and medical rostering.		
1.7	Ensures rosters for Doctors in Training (DiTs), are developed and maintained in accordance with industrial awards/agreements and with parameters set by the Post Graduate Medical Council of WA and relevant specialist medical colleges to maintain accreditation of JMO training positions.		
1.8	Responsible for the development of a Medicine governance structure that ensures continuity of patient care, supervision of DiTs and efficient operation of specialist medical cover for inpatients and evaluation of acute patients as requested by Emergency Department medical staff.		
1.9	Provides advice to the DMS and DDMS Bunbury Hospital to support regional credentialing and clinical privileging of medical staff.		
1.10	Oversees training and other educational activities ensuring medical staff meet required standards. Ensures medical staff contribute to clinical service, teaching and research to a level commensurate with their appointment.		
	CONTINUED		

WA Country Health Service
South West

12 April 2018

REGISTERED

TITLE	Head of General Medicine	POSITION NO	615672
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Section 4 – STATEMENT OF DUTIES Continued

Duty No.	Details	Freq.	%
1.11	Monitors prioritisation of care, manages patient flow and logistics and develops means of enhancing the efficiency of patient care to facilitate continuum of care, patient safety and minimise waiting times for treatment of patients.		
1.12	Facilitates a team approach to patient care, including acting as a contact point for matters of concern raised by medical, nursing, allied health and executive staff.		
1.13	Organises and chairs regular departmental meetings (including multidisciplinary meetings) to consider matters affecting the operation of the Medicine Services.		
2.0	Clinical (0 . 4 F T E)		
2.1	Works as a Consultant Physician to provide specialist medicine services to patients within WACHS South West in accordance with approved Credentialing and Scope of Practice.		
3.0	Governance/Compliance		
3.1	Ensures compliance with Departmental policies by which medical staff are governed which include, but are not limited to, clinical service models, clinical protocols and service role delineation.		
3.2	Implements Departmental clinical governance activities which include, but are not limited to, death review , quality review meetings (including morbidity and mortality meetings), clinical incident management (DATIX CIMS), root cause analysis investigation, clinical audit, risk management, monitoring and analysis of key performance indicators/trends including General Medicine performance supporting achievement of WEAT.		
3.3	Undertaking performance appraisal and development review of staff under direct supervision, ensuring compliance with mandatory training, organisational policy & KPIs.		
3.4	Participating in own annual performance appraisal and development review ensuring compliance with WACHS mandatory training requirements.		
3.5	Ensuring records and statistics are kept in accordance with established policies/procedures.		
3.6	Ensures compliance with National Safety and Quality Health Services Standards. This includes participating in the development, implementation, reporting and monitoring of quality assurance measures and activities to meet the standards.		
3.7	Performing own duties in accordance with WACHS and Department / Program specific policies and procedures.		
3.8	Abiding by the WA Health Code of Conduct, the Occupational Safety and Health Act and the Equal Opportunity Act and Disability and Inclusion Policy.		
3.9	Undertakes other duties as directed.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Eligible for registration with the Medical Board of Australia.
2. Holds Fellowship of the Royal Australasian College of Physicians.
3. Demonstrated achievement of outcomes related to clinical leadership and management in an interdisciplinary environment, within allocated resources.
4. Demonstrated experience in developing and maintaining quality assurance programs and clinical review activities.
5. Demonstrated experience and commitment to clinical teaching.
6. Demonstrated excellent written and interpersonal skills, negotiation and conflict resolution skills with an ability to liaise effectively with patients, individuals and the multidisciplinary team.
7. Demonstrated high level skills in all aspects of the CanMEDS competency framework as a medical expert, communicator, collaborator, manager, health advocate, scholar and professional.
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
9. Current C or C-A class drivers licence.

DESIRABLE

1. Training or qualifications in a management related area.
2. Experience in Clinical Research

Section 6 – APPOINTMENT FACTORS

Location	Bunbury	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Evidence of registration by the Medical Board of Australia must be provided prior to commencement. • Completion of a 100 point identification check. • Successful Criminal Record Screening and Working with Children clearances. • Successful Pre- Placement Health Screening clearance. • Evidence of current C or C-A class drivers licence. 		
Specialised equipment operated			

Section 7 – CERTIFICATION

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

Signature and Date: ____/____/____
Executive Services

Signature and Date: ____/____/____
Chief Executive Officer

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

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