

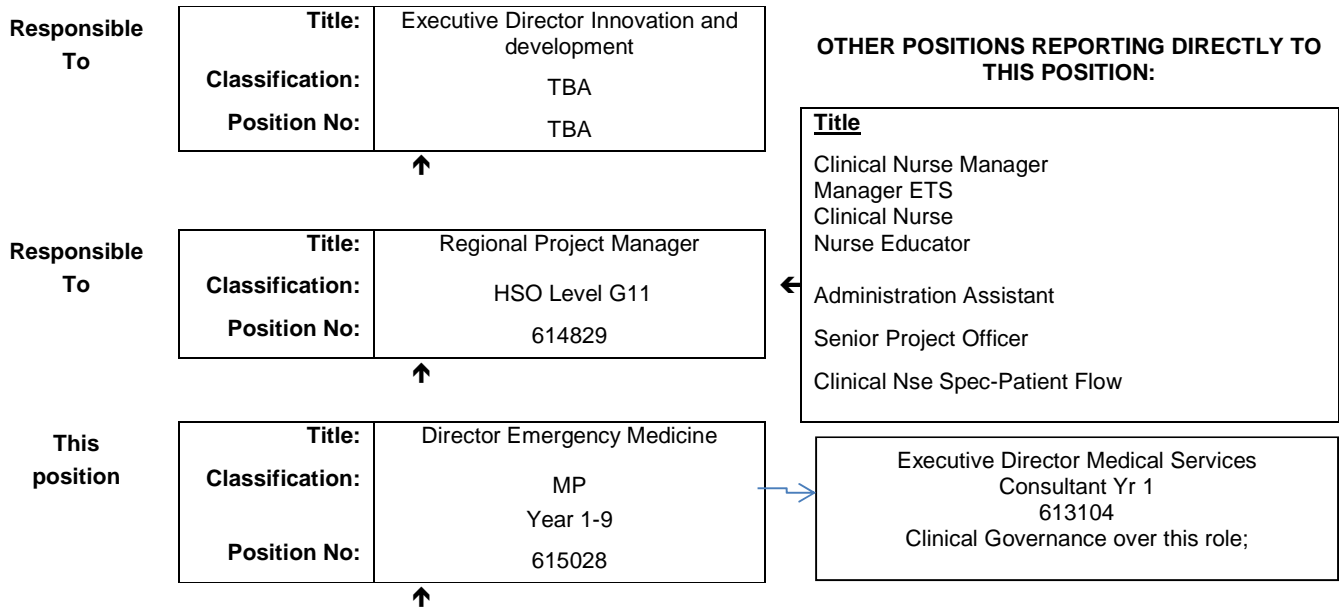


## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>WA COUNTRY HEALTH SERVICE</b>		<b>Position No:</b>	615028
<b>Division:</b>	Innovation and Development	<b>Title:</b>	Director Emergency Medicine
<b>Branch:</b>	Clinical Reform	<b>Classification:</b>	MP Year 1-9
<b>Section:</b>	Emergency Telehealth Service	<b>Award/Agreement</b>	Medical Practitioners Agreement

### Section 2 – POSITION RELATIONSHIPS



<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>								
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>614961</td> <td>Consultant Emergency Medicine</td> </tr> <tr> <td>615104</td> <td>Senior Medical Practitioner</td> </tr> </tbody> </table>	Position No.	Title	614961	Consultant Emergency Medicine	615104	Senior Medical Practitioner	<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> </tbody> </table>	Category	Number
Position No.	Title								
614961	Consultant Emergency Medicine								
615104	Senior Medical Practitioner								
Category	Number								

### Section 3 – KEY RESPONSIBILITIES

Leads and coordinates the development and delivery of advanced acute telemedicine services for the Emergency Telehealth Service and supports the development and delivery of acute telemedicine, in consultation with the relevant WACHS Executive, Medical Administration, Medical and Nursing staff. Leads the clinical governance and clinical performance within the ETS. Demonstrates leadership and innovation in determining the future direction of ETS and implementation of change.



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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 approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State’s major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Aboriginal health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

**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 the experience of health 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**

<b>Duties</b>	
<b>1.0</b>	<b>CLINICAL</b>
1.1	Provides clinical management of emergency telemedicine patients via Emergency Telehealth Service (ETS) Supervision, co-ordination and management of all patients within the service. Service provision will need to be flexible and will vary dependent upon needs as determined appropriate for a 24 hour service. Service provision is predominantly via telemedicine (telephone and video conference) and may vary from time to time depending on organisational needs and objectives.
1.2	Participates in the Emergency Medicine Consultant ETS roster including night duty and on call as rostered. Supports medical colleagues, nursing and the multidisciplinary team in the performance of their clinical duties.
1.3	Maintains quality patient medical records according to health service protocols ensuring that documentation and record keeping is accurate, accountable and in accordance with legislative and organisational requirements.
1.4	Liaises with members of the health care team, local General Practitioners (GPs) and the private sector to meet the needs of patients under their care.
1.5	
	<b>CLINICAL ADMINISTRATION</b>
<b>2.0</b>	Initiates, leads and participates in strategic clinical service improvement
2.1	Leads the recruitment, selection, deployment, orientation, performance management and rostering of all medical staff within the unit.
2.2	Attends to medico legal issues that arise concerning patients that have been under the care of ETS and advises the relevant Medical Administrator about complaints and clinical incidents as directed.
2.3	Participate in committee meetings and special projects such as disaster planning, clinical pathway design, etc. as directed.
2.4	Chairs the ETS department meeting and attends other governance committee meetings as required.
<b>3.0</b>	<b>EDUCATION</b>
3.1	Develops and maintains the skills necessary to provide safe medical practice, including record of maintenance of professional standards, continued medical education and regular performance reviews.
3.2	Participates and assists in the continuing medical education/in service training of medical students, nursing and medical colleagues.
3.3	Acts as a role model and supervisor/mentor to all staff and colleagues.
3.4	Engages in continuing medical education and ensures retention, registration and Fellowship of the Australasian College for Emergency Medicine or equivalent.
3.5	Initiate, support and participate in research activities within the health service as is appropriate.
<b>4.0</b>	<b>LEADERSHIP</b>
4.1	Leads clinical governance and clinical performance within the acute telehealth service including credentialing and clinical indicator monitoring within a multidisciplinary context.
4.2	Demonstrates leadership and initiative in determining the future direction of the acute telehealth service ensuring ongoing application of continuous quality improvement principles and implementation of change.
4.3	Supports the development and implementation of the strategic direction for the WACHS Emergency Telehealth Service and acute telemedicine services including the engagement of strategic internal and external stakeholders (e.g. RFDS, SJA, Metropolitan Health Services).
4.4	Participates in clinical meetings, quality improvement and audit activities including the Morbidity, Mortality and Peer Review activities, the service's contribution to the Clinical Incident Management Policy (CIM), other clinical governance and quality assurance activities as directed.
4.5	Supervision of medical colleagues and involvement in supervision of training positions and assessment of medical staff performance may be required.
4.6	Participates in clinical research where appropriate and actively promotes telemedicine research activities whenever possible.
<b>5.0</b>	<b>OTHER</b>
5.1	Other duties as directed.
<p><i>The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety &amp; 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.</i></p>	



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**Section 5 – SELECTION CRITERIA**

**ESSENTIAL**

1. Eligible for registration with the Medical Board of Australia.
2. Fellowship of the Australasian College of Emergency Medicine.
3. Demonstrated extensive experience in Emergency Medicine.
4. Demonstrable high level of effective interpersonal, negotiation and communication skills and the ability to develop and build productive working relationships.
5. Demonstrated leadership skills in a multidisciplinary complex team environment.
6. Demonstrated experience and commitment to clinical teaching.
7. Demonstrated experience in continuous quality improvement and its practical application.
8. Demonstrated understanding and knowledge of the Aboriginal Cultural Respect Framework.
9. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health and how these impact on employment and service delivery.

**DESIRABLE**

1. Knowledge and understanding of the delivery of acute medicine in the telehealth environment.
2. Knowledge and understanding of the rural medical environment.
3. Demonstrated experience and abilities to foster strong relationships between general practice and emergency medicine.
4. Substantial and current experience in emergency medicine research including study design, implementation, evaluation, presentation and publication.
5. Demonstrated participation and skills in medical education at all levels and to multiple disciplines.

**Section 6 – APPOINTMENT FACTORS**

<b>Location</b>	Perth	<b>Accommodation</b>	N/A
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Evidence of registration by the Medical Board of Australia must be provided prior to commencement</li> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• This position is subject to a Working With Children (WWC) Check. This is a compulsory check for people who carry out child-related work in Western Australia and completion of training for Mandatory Reporting of Child Sexual Abuse</li> </ul>		
<b>Specialised equipment operated</b>			

**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 Director Medical Services**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Executive Director Clinical Reform**

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

