



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service - Midwest		Position No:	614264
Division:	Midwest	Title:	District Medical Officer - Procedural - Obstetrics
Branch:	Carnarvon Hospital	Classification:	MP Year 1- 3
Section:	Medical Services	Award/Agreement	Medical Practitioners Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Regional Medical Director
	Classification:	Year 1-9 (Level 16-24)
	Position No:	605052

Responsible To	Title:	Senior Medical Officer (SMO)
	Classification:	MP Year 1-4
	Position No:	001002

This position	Title:	District Medical Officer - Procedural - Obstetrics
	Classification:	MP Year 1-3
	Position No:	614264

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title	District Medical Officer (Procedural Obstetrics)
	District Medical Officer (Procedural Anaesthetics)
	District Medical Officer (Non Procedural)

Positions under direct supervision:	← Other positions under control:				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Position No.</td> <td style="width: 70%;">Title</td> </tr> </table>	Position No.	Title	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Category</td> <td style="width: 40%;">Number</td> </tr> </table>	Category	Number
Position No.	Title				
Category	Number				

Section 3 – KEY RESPONSIBILITIES

Provides comprehensive medical and community health services to Carnarvon and surrounding remote communities. Provides clinical leadership, supervision, training and education. Develops and maintains the skills necessary to provide safe, effective, appropriate and quality clinical service.

**WA Country Health Service
Midwest**

24 October 2018

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		CLASSIFICATION	MP Level 1-3



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 dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, 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 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.	%
1.0	CLINICAL DUTIES		
1.1	Performs screening assessment, treatment and referral of patients/clients in accordance with WACHS Midwest policy procedure, protocols and Site Instructions.		
1.2	Provides clinical services in a culturally appropriate and sensitive manner.		
1.3	Provides Obstetric procedures at Carnarvon Hospital commensurate with level of skills and experience.		
1.4	Provides emergency services at Carnarvon Hospital commensurate with level of skills and experience.		
1.5	Provides general outpatient and General Practitioner service at Carnarvon Hospital.		
1.6	Manages the care of patients admitted to Carnarvon Hospital, consulting with specialist Medical Practitioners as appropriate.		
1.7	Provides an on-call service to Carnarvon Hospital for inpatients and emergency department, including nights and weekends.		
1.8	Supports Nursing, Allied Health staff and Aboriginal Health Workers in delivery of health care.		
1.9	Supervises undergraduate and postgraduate medical staff as required.		
1.10	Ensures timely and legible completion of documentation including discharge summaries and medication orders.		
1.11	Perform clinics and provide services in remote area clinics and at Coral Bay Community Clinic, Exmouth.		
2.0	ADMINISTRATIVE DUTIES		
2.1	Communicates and works collaboratively with the SMO and Nursing staff to ensure a multidisciplinary approach to patient care.		
2.2	Attends to medico legal issues, including completion of reports, that arise concerning patients that have been under their care.		
2.3	Ensures completion of AIMS incident notification for clinical incidents and provides advice to SMO about these.		
2.4	Advises SMO about complaints received and provide timely response to those pertaining to themselves.		
2.5	Reports notifiable diseases promptly to Midwest Population Health Unit.		
2.6	Reports to SMO any identified clinical and corporate risks including local environmental hazards.		
2.7	Ensures adherence to WACHS Midwest Corporate policies and procedures.		
2.8	Participates in performance development sessions conducted by SMO and provides current evidence of college Continuing Medical Education (CME).		
3.0	QUALITY IMPROVEMENT		
3.1	Participates in peer review and morbidity/mortality processes including attending meetings as rostered.		
3.2	Participates in quality improvement activities at Carnarvon Hospital as required.		
3.3	Conducts clinical audit and patient medical record audit as required.		
3.4	Participates in the ACHS Accreditation process.		
4.0	EDUCATION		
4.1	Attends/completes mandatory education sessions as required by WACHS Midwest as outlined in Orientation information.		
4.2	Ensures regular attendance at ALS, APLS, EMST training courses as required.		
4.3	Identifies education needs and prioritises self learning activities to maintain skills commensurate with role, professional development requirements and fulfilment of Health Department of WA strategy and priorities.		
4.4	Provides regular formal and informal teaching for undergraduate and postgraduate medical, nursing, allied health staff and Aboriginal Health Workers and colleagues.		
4.5	Performs on-site teaching services for Community Environmental Health Workers.		
5.0	OTHER		
5.1	Other duties as directed by line manager or their delegate.		

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 & 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. Fellowship of the Royal Australian College of General Practitioners, or the Australian College of Rural and Remote Medicine, or equivalent experience at the date of commencing duties.
3. Formal post graduate qualification in Obstetrics or equivalent extensive experience.
4. Highly developed communication and interpersonal skills.
5. Ability to work as an effective team member.
6. A record of appropriate Emergency Department skill maintenance in the last triennium of completion of at least one of the following and evidence of continued professional development:
 - a. ACLS (or equivalent)
 - b. APLS (or equivalent)
 - c. EMST (or equivalent)
 - d. JCCA (or equivalent)
7. Demonstrated understanding and knowledge of the Aboriginal Cultural Respect Framework.
8. Eligible for / or in possession of a current C or C-A Class drivers licence.

DESIRABLE

1. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
2. Experience in/or commitment to public health medicine and primary health care.
3. Experience working in a cross cultural environment particularly with Aboriginal people.
4. Sound understanding of remote area health service provision.

Section 6 – APPOINTMENT FACTORS

Location	Carnarvon	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 with the Medical Board of Australia must be provided prior to commencement • Completion of a 100 point identification check • Successful Pre-Placement Health Screening clearance • This position is subject to a successful Criminal Record Screening, Completion of training for Mandatory Reporting of Child Sexual Abuse and Working with Children (WWC) Check • Evidence of a current C or C-A Class drivers licence Allowances: <ul style="list-style-type: none"> • District Allowance as applicable, annual leave travel concession as applicable, air conditioning subsidy as applicable, additional 1 week North West leave. 		
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: _____ Manager	Signature and Date: _____ Regional Director
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**WA Country Health Service
Midwest**

24 October 2018

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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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