



## JOB DESCRIPTION FORM

### Section 1 - POSITION IDENTIFICATION

		<b>Position No:</b>	200014
<b>Division:</b>	Kimberley	<b>Title:</b>	<b>Senior Medical Officer</b>
<b>Branch:</b>	Derby / Fitzroy Valley Health Service	<b>Classification:</b>	MP Year 1 – 4
<b>Section:</b>	Medical Services	<b>Award/Agreement:</b>	Medical Practitioners Agreement

### Section 2 - POSITION RELATIONSHIPS

Responsible to	<b>Title:</b> Regional Director <b>Classification:</b> HSO Class 2 <b>Position No:</b> 200000	<b>Other positions reporting directly to this position:</b> <b>Title</b> Maintenance Manager - DRH Administration Secretary Senior Medical Imaging Technologist Business Manager - Multiple Director Nursing / Health Service Manager Coordinator Nursing & Midwifery
	↑	
	<b>Title:</b> Operations Manager <b>Classification:</b> HSO Level G11 <b>Position No:</b> 200580	
Responsible to	↑	
	<b>Title:</b> <b>Senior Medical Officer</b> <b>Classification:</b> Senior Medical Officer MP Year 1–4 <b>Position No:</b> 200014	
This position	↑	

Positions under direct supervision:			Other positions under control:
Position No	Title		Category Number
614227	District Medical Officer Procedural (Obstetrics) - Multiple	DMO (Procedural) Year 1-3	Resident medical officers
200016, 614225	District Medical Officer Procedural (Anaesthetics) - Multiple	DMO (Procedural) Year 1-3	Visiting Specialists (when at Derby & FX)
200101, 614226, 614229	District Medical Officer Non-Procedural - Multiple	DMO (Non Procedural) Year 1-6	

Line management responsibility for the Senior Medical Officer (SMO) rests with the Operational Manager (OM), however the SMO position also has a dotted line report to the Regional Medical Director (RMD) for professional matters.

### Section 3 - KEY RESPONSIBILITIES

- Provide medical leadership within Derby Fitzroy Valley Health Services (DFVHS), including co-ordination, rostering and operational management of medical staff, clinical governance, medico-legal matters, continuous quality improvement and patient safety.
- By negotiation participate in a limited capacity in the provision of direct clinical services to patients attending DFVHS.
- Participate as a member of the DFVHS management team.

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		CLASSIFICATION	MP Year 1–4



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 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.

**WA Country Health Service**

**25 July 2018**

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#### Section 4 - STATEMENT OF DUTIES

Duty	Details	Freq	%
<b>1</b>	<b>LEADERSHIP, MANAGEMENT AND ADMINISTRATION</b>		
1.1	Participates in coordinating DHS medical services, including rostering medical staff to ensure appropriate cover and skill mix, and ensuring effective leave management strategies are in place.		70
1.2	Advises the DHS Operations Manager (OM) and the Operational Management Team on medical resourcing and strategies to ensure effective medical services within DHS.		
1.3	Undertakes recruitment, orientation and performance development of all staff under direct supervision.		
1.4	Participates as a member of a multidisciplinary team in monitoring, reviewing and evaluating the quality and timeliness of DHS clinical services.		
1.5	Co-ordinates the responses to Medico-legal requests and related matters applicable to DHS.		
1.6	Prepares and conducts, or where appropriate, delegates professional reports, reviews and other investigations, and provides a medical professional consultancy service as required.		
1.7	Liaises with appropriate senior medical staff on issues of clinical importance affecting WACHS Kimberley.		
1.8	Management of DHS medical staff to ensure: <ul style="list-style-type: none"> <li>• That they conduct their duties in accordance with relevant policies, procedures and legislation.</li> <li>• Coordination of medical staff participation in regular audits of medical records, medication charts, hand hygiene and the Clinical Practice Improvement (CPI) bundle.</li> <li>• Leads and coordinates peer review and morbidity/mortality processes.</li> <li>• Performance Development Reviews are conducted on an annual basis.</li> <li>• Quality improvement activities at DHS are implemented as necessary.</li> <li>• That case reviews and clinical incident investigations are conducted in an appropriate time frame and manner.</li> </ul>		
1.9	Ensures that Clinical Incidents and complaints are escalated to the OM and DMS as appropriate.		
1.10	Ensures timely reporting of notifiable diseases to the Kimberley Population Health Unit.		
1.11	Participates in the WACHS Kimberley Medical Advisory Committee, North West Clinical Privileges Advisory Committee and other forums as required.		
1.12	<ul style="list-style-type: none"> <li>• Liaises regularly with the RMD regarding clinical and medical administrative/management issues.</li> <li>• Participates in the ACHS Accreditation process.</li> </ul>		
<b>2</b>	<b>CLINICAL</b>		<b>20</b>
2.1	Provides clinical services for all patients under care in a culturally appropriate and sensitive manner.		
2.2	Provides emergency department, outpatient and General Practitioner services at DHS commensurate with level of skills and experience.		
2.3	Provides and/or delegates provision of Obstetric and Gynaecological (ObGyn) services at a level commensurate with own/others' skills and training, and consults with specialist ObGyn as appropriate.		
2.4	Provides and/or delegates provision of anaesthetic services to DHS, as appropriate.		
2.5	Ensures discharge summaries are completed at time of discharge by medical staff.		
2.6	Ensures pathology results are actioned in a timely manner by medical staff.		
2.7	Ensures expected dates of discharge (EDD) are identified for all inpatients by medical staff at time of admission.		
2.8	Participates in the after hours, weekend, public holiday on-call roster.		
2.9	Supports nursing staff in their performance of general and public health functions.		
<b>3</b>	<b>EDUCATION</b>		<b>10</b>
3.1	Identifies own education needs and prioritises self learning activities to maintain skills commensurate with role, and fulfilment of Department of Health (DoH) strategies, priorities and programmes.		
3.2	Ensures attendance of medical staff at mandatory staff education sessions.		
3.3	Assists with delivering and/or sourcing education of medical, clinical, allied health practitioners and students in accordance with identified needs.		
3.4	Coordinates the attendance and supervision of medical students with respect to ensuring learning objectives and goals are met.		
<b>4</b>	<b>HEALTH POLICY AND PLANNING</b>		
4.1	Ensures compliance with DoH and WACHS Kimberley policies and procedures for admission, in-patient care and discharge of patients.		
4.2	Advises the Operational Management team on planning and provision of appropriate health services.		
4.3	Provides input into medical service policy development and review.		
4.4	Participates in the planning and development of clinical services within DHS.		
4.5	Assists in the development of business cases for service enhancement opportunities.		
<b>5</b>	<b>OTHER</b>		
5.1	Other duties as requested by line manager and/or their delegate.		

*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 by the Medical Board of Australia.
- 2 Fellowship of the Royal Australian College of General Practitioners, or the Australian College of Rural and Remote Medicine.
- 3 Demonstrated commitment in quality improvement and peer review activities.
- 4 Highly developed communication, interpersonal, leadership, negotiation and conflict resolution skills.
- 5 Demonstrated ability to work successfully as a member of a multi-disciplinary team.
- 6 Current knowledge of the principles and practices of Equal Employment Opportunity and Occupational Safety and Health and how these impact on employment and service delivery.
- 7 Emergency Department experience and skills including paediatrics and neonatal resuscitation skills as approved by the WA Country Health Services (WACHS) Credentialing Accreditation and Scope of Practice Committee (CASOP).
- 8 Demonstrated understanding and knowledge of the Aboriginal Cultural respect framework and experience working in a cross-cultural environment (including primary care and population health).

### DESIRABLE:

- 1 Post graduate training and experience in Medical Administration.
- 2 Current C class driver's licence and ability and willingness to travel including overnight stays away home.
- 3 Commitment to Public Health programs and Community Health Primary Care.

## Section 6 - APPOINTMENT FACTORS

Location	Derby	Accommodation	As per WACHS Kimberley Accommodation Policy
Appointment/ Allowances Conditions	<b>Appointment is subject to:</b> <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>• This position is subject to a successful Criminal Record Screening and a Working with Children Check</li> <li>• Successful Pre-Placement Health Screening clearance</li> </ul> <b>Allowances include:</b> <ul style="list-style-type: none"> <li>• District Allowance as applicable</li> <li>• Annual Leave Travel Concession as applicable</li> <li>• Air-conditioning Subsidy as applicable</li> <li>• Additional week Northwest Leave</li> </ul>		
Specialised equipment operated	Personal Computer		

## 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Operations Manager**

**Derby and Fitzroy Valley Health Service**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Regional Director**

**WACHS Kimberley**

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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