



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	613223
Division:	South West	Title:	Health Service Medical Practitioner
Branch:	Mental Health	Classification:	MP Year 1-3
Section:	Community	Award/Agreement	Medical Practitioners Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Director Clinical Services Mental Health
	Classification:	MP Consultant Year 1-9
	Position No:	613020



Responsible To	Title:	Consultant Psychiatrist
	Classification:	MP Consultant Year 1-9
	Position No:	613085



This position	Title:	Health Service Medical Practitioner
	Classification:	MP Year 1-3
	Position No:	613223



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>



Positions under direct supervision:	← Other positions under control:								
<table border="1"> <tr> <td>Position No.</td> <td>Title</td> </tr> <tr> <td>Nil</td> <td></td> </tr> </table>	Position No.	Title	Nil		<table border="1"> <tr> <td>Category</td> <td>Number</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Category	Number		
Position No.	Title								
Nil									
Category	Number								

Section 3 – KEY RESPONSIBILITIES

Works as part of the multi-disciplinary team. Provides assessment and management of clients requiring specialist psychiatric management. Provides assessment and management advice to agencies referring clients who are affected by psychiatric symptomology. Works primarily with clients resident in the community. Works with inpatients as required.

**WA Country Health Service
South West**

30 November 2018

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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 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	%
1.0	PROFESSIONAL/CLINICAL RESPONSIBILITIES	
1.1	Works within the multi-disciplinary team and provides assessment and ongoing management to clients with psychiatric disorders, as well as providing reports and liaising closely with other team members, notably the case manager/case coordinator.	80
1.2	Follows clients primarily in community settings.	
1.3	Assesses new clients and, as necessary, provides management and follow up.	
1.4	Assesses individuals within the hospital, as required.	
1.5	Liaises with and consults with Consultants, Registrars, Medical Officers, General Practitioners and other service providers concerning overall client management.	
1.6	Ensures there is a written individual management plan for each client and carries out risk assessment.	
1.7	Reports any unusual clinical occurrences to the Consultant Psychiatrist.	
1.8	Participates in the on-call roster for Bunbury Regional Hospital and the APU.	
1.9	Provides clinical cover for Medical colleagues (sick or annual leave) as negotiated.	
1.10	Practices in accordance with the Mental Health Act 2014 and other legislation affecting medical practice.	
1.11	Supports the philosophy of the South West Mental Health service.	
1.12	Documents relevant material in the medical record according to the relevant policies and standards.	
1.13	Uses ICD 10 codes for hospital coding.	
1.14	Completes patient discharge summaries on all patients within the prescribed time period, if requested.	
1.15	Ensures full assessment letters are written within 48hrs of seeing the client and that the referring agent/General Practitioner receives a copy.	
1.16	Ensures that any significant changes in management are communicated, preferably in writing, to the General Practitioner and other important involved agencies.	
1.17	Brings any administrative or medical concerns to Consultant Psychiatrist, Team Manager and if appropriate, to the Clinical Director or Regional Manager.	
1.18	Works closely with medical and non-medical to facilitate the best outcomes for patients.	
2.0	QUALITY IMPROVEMENT / PROFESSIONAL DEVELOPMENT	
2.1	Undertakes ongoing professional development to maintain professional and technical skills at an advanced level.	15
2.2	Attends regular clinical meetings and presents clinical cases, as required.	
2.3	Assists with and participates in staff training and development programs.	
2.4	Responsible for the support and training of students, other staff and caregivers, as appropriate.	
2.5	Provides consultancy and education in the area of own clinical expertise to community groups and agencies and participates in their development as appropriate.	
2.6	Offers support to interns and residents attached to the SW Mental Health service.	
2.7	Participates in the performance development process.	
2.8	Continually monitors and evaluates own professional practice.	
2.9	Participates in quality management initiatives.	
3.0	OTHER	
3.1	Works in accordance with Occupational Safety and Health, Equal Opportunities, Disabilities Services and other legislation that affects the workplace and WACHS-South West policies.	5
3.2	Other duties as required.	
	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 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. Relevant post-graduate training and experience working with clients with mental health problems.
3. Effective communication/interpersonal skills.
4. Effective organisation and time management skills.
5. Demonstrated experience and ability to work effectively as part of a multi-disciplinary team.
6. Knowledge of Western Australian Mental Health Act 2014 and other related legislation.
7. Experience working in inpatient and community mental health services.
8. Experience working with clients from a variety of cultural/ethnic backgrounds.
9. 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.

Section 6 – APPOINTMENT FACTORS

Location	Bunbury and South West Region	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 clearance. • Successful Pre- Placement Health Screening clearance. • Successful Working With Children check clearance. • Successful Aged Care Criminal Record 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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