



JOB DESCRIPTION FORM

Section 1 - POSITION IDENTIFICATION

		Position No:	100057
Division:	Kimberley	Title:	District Medical Officer – Non - Procedural
Branch:	Kununurra, Wyndham & Halls Creek Health Service (KWHCHS)	Classification:	MP Year 1-6
Section:	Medical Services	Award/Agreement:	Medical Practitioners Agreement

Section 2 - POSITION RELATIONSHIPS

Responsible to	Title:	Operations Manager	Other positions reporting directly to this position:
	Classification:	HSO Level G11	
	Position No:	100000	
		↑	
Responsible to	Title:	Senior Medical Officer	
	Classification:	MP Year 1-4	
	Position No:	100013	
		↑	
This position	Title:	District Medical Officer – Non - Procedural	
	Classification:	MP Year 1-6	
	Position No:	100057	
		↑	

Positions under direct supervision:	Other positions under control:				
<table><thead><tr><th>Position No</th><th>Title</th></tr></thead><tbody></tbody></table>	Position No	Title	<table><thead><tr><th>Category</th><th>Number</th></tr></thead><tbody></tbody></table>	Category	Number
Position No	Title				
Category	Number				

Section 3 - KEY RESPONSIBILITIES

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

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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 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

04 December 2018

REGISTERED

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		CLASSIFICATION	MP Year 1-6

Section 4 - STATEMENT OF DUTIES

Duty No	Details	Freq	%
1	CLINICAL DUTIES		
1.1	Performs screening assessment, treatment and referral of patients/clients in accordance with WACHS Kimberley policy, procedure and protocols.		
1.2	Provides clinical services in a culturally appropriate and sensitive manner.		
1.3	Provides accident and emergency services as Halls Creek Health Service commensurate with level of skills and experience.		
1.4	Provides general outpatient and general practitioner service at Halls Creek Health Service.		
1.5	Manages the care of patients admitted to Halls Creek Health Service, consulting with specialist Medical Practitioners as appropriate.		
1.6	Provides an on-call service to Halls Creek Health Service for inpatients and emergency department, including nights and weekend.		
1.7	Provides a visiting medical service including to Yuri Yungi Medical Service.		
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.		
2	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 CIMS incident notification for clinical incidents and provides advice to SMO about these.		
2.4	Advise SMO about complaints received and provide timely response to those pertaining to themselves.		
2.5	Reports notifiable diseases promptly to Kimberley Population Health Unit.		
2.6	Reports to SMO any identified clinical and corporate risks including local environmental hazards.		
2.7	Ensures adherence to WACHS Kimberley 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	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 Halls Creek Health Service as required.		
3.3	Conducts clinical audit and patient medical record audit as required.		
3.4	Participates in the ACHS Accreditation process.		
4	EDUCATION		
4.1	Attends mandatory education sessions as required by WACHS Kimberley as outlined in Orientation information.		
4.2	Ensures regular attendance at ALS, APLS, and 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, priorities and programmes.		
4.4	Provides regular formal and informal teaching for undergraduate and postgraduate medical, nursing, allied health staff and Aboriginal Health Workers and colleagues.		
5	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 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. Recognised current clinical experience in generalist medical practice.
3. Highly developed communication and interpersonal skills.
4. Ability to work as an effective team member.
5. A record of appropriate Emergency Department skill maintenance in the last triennium of completion of at least 1 of the following and proof of continued professional development:
 - ACLS (or equivalent)
 - APLS (or equivalent)
 - EMST (or equivalent)
 - GCCA (or equivalent)
6. Current C Class Driver's licence.

DESIRABLE:

1. Current knowledge and commitment to Equal Opportunity in all aspects of 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	Halls Creek	Accommodation	As per WACHS Kimberley policy
Appointment/ Allowances 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 Pre-Placement Health Screening clearance • This position is subject to a successful Criminal Record Screening and Working with Children Check • Evidence of current C Class driver's Licence Allowances include: <ul style="list-style-type: none"> • District Allowance as applicable • Annual Leave Travel Concession as applicable • Air-conditioning Subsidy as applicable • Additional week Northwest 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: ____/____/____

Operations Manager
Kununurra, Wyndham and Halls Creek 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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