



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service – Midwest		Position No:	001002
Division:	Carnarvon Hospital	Title:	Senior Medical Officer
Branch:	Medical Services	Classification:	MP Year 1-4
Section:		Award/Agreement	Medical Practitioners Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title: Classification: Position No:	Regional Director Class 2 604000
		↑
Responsible To	Title: Classification: Position No:	Operations Manager Gascoyne HSO Level G11 001920
		↑
This position	Title: Classification: Position No:	Senior Medical Officer MP Year 1-4 001002
		↑

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
Administration Assistant
Coordinator of Nursing and Midwifery
Clinical Nurse Manager – Exmouth Hospital
Maintenance Officer
Administration Support Coordinator
Coordinator Patient Support Services

Line management for this position rests with the Operations Manager Gascoyne; however the Senior Medical Officer (SMO) will be responsible to the Regional Director of Medical Services (605052) in professional matters. The Regional Director Medical Services and Operations Manager Gascoyne will jointly manage performance development of the SMO.

Positions under direct supervision:		← Other positions under control:	
Position No.	Title	Category	Number
001004 / 614265	District Medical Officer - Procedural Anaesthetics		
001154 /614262 /615266 /614267	District Medical Officer - Non Procedural		
001221	Medical Clerk		
608145	Senior Medical Imaging Technologist		
614260/614264	District Medical Officer Procedural Obstetrics		

Section 3 – KEY RESPONSIBILITIES

Leads and manages the medical team in Carnarvon and Exmouth including the SMIT. Ensures the delivery of a comprehensive, patient safety and quality focused medical service to residents of, and visitors to, the Gascoyne District via hospitals and clinics. Participate as an active member of the Gascoyne management team. Provide a medical advisory service to the Gascoyne Operations Manager.

WA Country Health Service
Midwest
23 May 2019
REGISTERED

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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

1. Improving health and 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

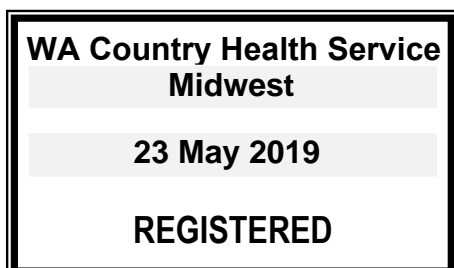
Community – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

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.

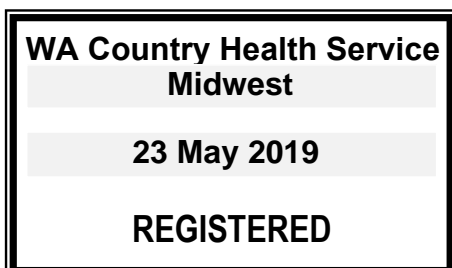
Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.



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Section 4 – STATEMENT OF DUTIES

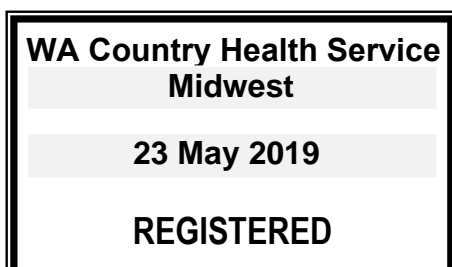
Duty No.	Details	Freq.	%
1.0	CLINICAL		50
	Local		
1.1	Participates in the Doctors Roster, including on call after hours duties, providing services in a culturally appropriate and sensitive manner.		
1.2	Performs clinical duties and provides patient care in accordance with CH Medical Services Manual.		
1.3	Performs general practice outpatient clinics.		
1.4	Performs remote area “fly in” medical clinics.		
1.5	Provides in- and out-patient services as adjudged by CPAC.		
1.6	Admits patients to the Hospital according to need, and manages their care in conjunction with appropriate medical colleagues as necessary.		
1.7	Refers patients to specialist services as required.		
1.8	Participates fully in the hospital’s preventative health and primary care programs.		
1.9	Supports nurses and other health workers in the performance of their clinical duties.		
	District		
1.10	Supports salaried medical officers in the performance of their clinical duties.		
1.11	Liaises closely with the Director of Medical Services, Midwest region, over district medical issues.		
2.0	CLINICAL ADMINISTRATION		15
	Local		
2.1	Maintains quality patient medical records according to health service protocols.		
2.2	Writes discharge summaries on inpatients that have been under their care, promptly.		
2.3	Complies with appropriate statutory requirements in relation to local Government, environmental and public health matters.		
2.4	Liaises with members of the health care team and the private sector to meet the needs of patients under care.		
2.5	Convenes the Medical Advisory Committee and other doctors’ committee meetings.		
2.6	Attends to medico legal issues as per policy and regional processes.		
	District		
2.7	Support salaried medical officers in meeting clinical administrative responsibilities.		
2.8	Liaises closely with Director of Medical Services, Midwest region over regional medical and other matters.		
3.0	MANAGEMENT		10
	Local		
3.1	An active member of the Gascoyne Management team.		
3.2	Ensures a regular in advance medical staff roster is published for GP clinics, A&E, after hours and weekend on-call.		
3.3	Works collaboratively with Management, Nursing and relevant staff members on the planning and effective and efficient delivery of clinical services.		
3.4	Ensures Equal Employment Opportunity Legislation is adhered to.		
3.5	Ensures Occupational Safety and Health Legislation and standards are adhered to.		
3.6	Participates in policy review /development.		
3.7	Participates in program and service development.		
	District		
3.8	Accountable to ensure an appropriate and timely Doctors Roster is completed		
3.9	Undertakes performance appraisal and management of the salaried medical officers.		
3.10	Coordinates annual and other leave planning and relief for salaried medical officers.		



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Duty No.	Statement of Duties (cont'd)	Freq.	%
3.11	Advises the Operations Manager on matters pertaining to recruitment, skills mix, leave, ongoing education plans and general management issues for medical staff.		
3.12	Liases with private sector and other organisations to promote coordination of medical services.		
3.13	Ensures adherence to the WACHS, WACHS Midwest & Gascoyne policies and procedures.		
4.0	QUALITY		10
4.1	Leads and coordinates local peer review and quality processes.		
4.2	Provides clinical leadership in clinical governance and quality improvement activities.		
4.3	Conducts regular clinical audits and patient record audits.		
4.4	Participates in Clinical Practice Improvement processes.		
4.5	Participates in ongoing accreditation processes.		
5.0	PROFESSIONAL DEVELOPMENT AND EDUCATION		10
5.1	Develops and maintains the skills necessary to provide safe medical practice.		
5.2	Leads and participates in continued medical education activities including policy, standards, procedures and strategic priorities and programs.		
5.3	Leads and participates in doctors' clinical meetings.		
5.4	Local Acts as a role model and supervisor/mentor to medical students and post graduate trainees during their placement.		
5.5	District Plans, performs and evaluates teaching/learning activities in alignment with regional district strategic priorities and programs.		
6.0	OTHER		5
6.1	Other duties as directed by line management.		

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 by the Medical Board of Australia.
2. Possess considerable and relevant postgraduate medical practice which includes experience in one or more of the following fields – Obstetrics, Anaesthetics, Trauma Management, General/Internal Medicine, Paediatrics or Administration (Subject to approval of Clinical Appointments Committee.)
3. Understanding of family medicine, primary health care and preventative health care practice.
4. High level of oral and written communication and interpersonal skills.
5. Demonstrated capacity to work effectively in a team environment and the ability to lead, develop and manage a team of independent practitioners.
6. Demonstrated commitment to and understanding of Clinical Governance and Quality Improvement.
7. Demonstrated commitment to continuing education.
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
9. Eligible for / or in possession of a current C or C-A Class drivers licence.

DESIRABLE

1. Previous management or medical administration experience at a senior level.
2. Post graduate degree, or progress towards FRACMA, Masters of Public Health, Masters of Health Administration or equivalent.
3. Possess formal postgraduate qualifications in one or more of the following fields -Obstetrics. Anaesthetics, Trauma Management, General/Internal Medicine or Paediatrics.
4. Experience in one or more of the following - Performing Caesarean sections, Anaesthetising children, Orthopaedic Management, Ophthalmological Management, Psychiatry and Other specialist or procedural experience.
5. Experience in remote area medicine in a cross cultural setting.

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 by the Medical Board of Australia must be provided prior to commencement • Provision of the minimum identity proofing requirements • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check • Successful Working With Children Check • Evidence of a current C or C-A Class drivers licence Allowances <ul style="list-style-type: none"> • District allowance; air conditioning subsidy (if applicable); extra one week's leave north of 26° parallel; air travel concession 		
Specialised equipment operated			

Section 7 – CERTIFICATION

The details contained in this document are a statement of the duties, responsibilities and other requirements of the position.

Signature and Date:
Manager

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Signature and Date:
Regional Director

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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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