



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

WA Country Health Service		<b>Position No:</b>	614248
<b>Division:</b>	Pilbara	<b>Title:</b>	<b>District Medical Officer – Non - Procedural</b>
<b>Branch:</b>	Hedland Health Campus	<b>Classification:</b>	MP Year 1 – 6
<b>Section:</b>	Medical	<b>Award/Agreement</b>	Medical Practitioners Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<b>Title:</b>	Operations Manager – East Pilbara
	<b>Classification:</b>	HSO Level G-11
	<b>Position No:</b>	300332

<b>Responsible To</b>	<b>Title:</b>	Senior Medical Officer
	<b>Classification:</b>	MP Year 1 - 4
	<b>Position No:</b>	300075

<b>This position</b>	<b>Title:</b>	District Medical Officer – Non - Procedural
	<b>Classification:</b>	MP – Year 1 - 6
	<b>Position No:</b>	614248

#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<b>Title</b>
Personal Assistant
Medical Education Officer
Health Service Medical Practitioner
Reg – Trn – Paed - Gen
Reg – Trn – Gen Med
Cons – Surgeon – Gen Surg
Cons – Obstetrician and Gynae
Cons – Anaesthetist
DMO – Proc – Obste
DMO – Non – Proc
DMO – Proc – Anaes
RMO – Emer Med

<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>
Position No.                      Title	Category                      Number

### Section 3 – KEY RESPONSIBILITIES

Provides comprehensive medical services to Hedland Health Campus.

Provides clinical leadership, supervision, training and education.

Develops and maintains the skills necessary to provide safe, effective, appropriate and quality clinical service.

<b>WA Country Health Service Pilbara</b>
<b>27 March 2018</b>
<b>REGISTERED</b>

TITLE	District Medical Officer – Non - Procedural	POSITION NO	614248
		CLASSIFICATION	MP Year 1 - 6



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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		<b>CLASSIFICATION</b>	MP Year – 1 - 6

## Section 4 – STATEMENT OF DUTIES

<b>Duty No.</b>	<b>Details</b>	<b>Freq.</b>	<b>%</b>
<b>1.0</b>	<b>CLINICAL DUTIES</b>		
1.1	Performs assessment, treatment and referral of patients/clients in accordance with WACHS Pilbara policy procedure and protocols.		
1.2	Provides clinical services in a culturally appropriate and sensitive manner.		
1.3	Provides emergency services at HHC commensurate with level of skills and experience.		
1.4	Provides general outpatient and General Practitioner service at HHC.		
1.5	Manages the care of patients admitted to HHC, consulting with specialist Medical Practitioners as appropriate.		
1.6	Provides an on-call service to HHC for inpatients and emergency department, including nights and weekends.		
1.7	Supports Nursing, Allied Health staff and Aboriginal Health Workers in delivery of health care.		
1.8	Supervises undergraduate and postgraduate medical staff as required.		
1.9	Ensures timely and legible completion of documentation including discharge summaries and medication orders.		
1.10	Perform clinics and provide services in remote area clinics.		
<b>2.0</b>	<b>ADMINISTRATION DUTIES</b>		
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	Advises SMO about complaints received and provide timely response to those pertaining to themselves.		
2.5	Reports notifiable diseases promptly to Pilbara Population Health unit.		
2.6	Reports to SMO any identified clinical and corporate risks including local environmental hazards.		
2.7	Ensures adherence to WACHS Pilbara Corporate policies and procedures.		
2.8	Participates in performance development sessions conducted by SMO and provides current evidence of college Continuing Medical Education (CME).		
<b>3.0</b>	<b>QUALITY IMPROVEMENT</b>		
3.1	Participates in peer review and morbidity/mortality processes including attending meetings as rostered.		
3.2	Participates in quality improvement activities at HHC as required.		
3.3	Conducts clinical audit and patient medical record audit as required.		
3.4	Participates in the ACHS Accreditation process.		
<b>4.0</b>	<b>EDUCATION</b>		
4.1	Attends/completes mandatory education sessions as required by WACHS Pilbara 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.		
<b>5.0</b>	<b>OTHER</b>		
<b>5.1</b>	Other duties as directed by line manager or their delegated.		
	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 Fellowship of the Royal Australian College of General Practitioners, or the Australian College of Rural and Remote Medicine, or equivalent at the date of commencing duties
- 3 Rural General Practice and Emergency Medicine experience and skills
- 4 Highly developed communication and interpersonal skills.
- 5 Ability to work as effective team member.
- 6 A record of appropriate Emergency Department skill maintenance in the last triennium of completion of at least 1 of the following and evidence of continued professional development:
  - ACLS (or equivalent)
  - APLS (or equivalent)
  - EMST (or equivalent)
  - GCCA (or equivalent)
- 7 Demonstrated understanding and knowledge of Indigenous Health Issues and Culturally Appropriate Care.
- 8 Current C or C-A class Drivers Licence.

#### DESIRABLE

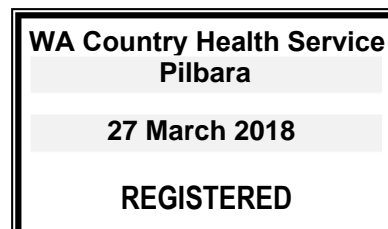
- 1 Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
- 2 Experience in/or commitment to public health medicine and primary health care.
- 3 Experience working in a cross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

### Section 6 – APPOINTMENT FACTORS

<b>Location</b>	South Hedland	<b>Accommodation</b>	As determined by the WA Country Health Service Policy
<b>Allowances/ Appointment Conditions</b>	District Allowance if applicable, Annual Leave Travel Concession if applicable, one week additional leave for above the 26 <sup>th</sup> Parallel, Air-conditioning subsidy if applicable Appointment is subject to: Evidence of registration by the Medical Board of Australia must be provided prior to commencement. <ul style="list-style-type: none"> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Successful Working With Childrens clearance</li> <li>• Completion of training for Mandatory Reporting of Child Sexual Abuse</li> <li>• Current C or C-A Class drivers licence</li> </ul>		
<b>Specialised equipment operated</b>			

### 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:  
**Regional Medical Director**

Signature and Date:  
**Regional Director**

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

