



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>WA COUNTRY HEALTH SERVICE</b>		<b>Position No:</b>	<b>614961</b>
<b>Division:</b>	<b>Clinical Reform</b>	<b>Title:</b>	<b>Consultant – Emergency Medicine</b>
<b>Branch:</b>	<b>Clinical Services</b>	<b>Classification:</b>	MP Year 1-9
<b>Section:</b>	<b>Emergency Telehealth Service</b>	<b>Award/Agreement</b>	Medical Practitioners Agreement

### Section 2 – POSITION RELATIONSHIPS

Responsible To	<table><tr><td>Title:</td><td>Regional Project Manager</td></tr><tr><td>Classification:</td><td>HSO Level G11</td></tr><tr><td>Position No:</td><td>614829</td></tr></table>	Title:	Regional Project Manager	Classification:	HSO Level G11	Position No:	614829	OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:
	Title:	Regional Project Manager						
Classification:	HSO Level G11							
Position No:	614829							
Responsible To	<table><tr><td>Title:</td><td>Director - Emergency Medicine</td></tr><tr><td>Classification:</td><td>MP Year 1-9</td></tr><tr><td>Position No:</td><td>615028</td></tr></table>	Title:	Director - Emergency Medicine	Classification:	MP Year 1-9	Position No:	615028	615104 Senior Medical Practitioner
	Title:	Director - Emergency Medicine						
Classification:	MP Year 1-9							
Position No:	615028							
This position	<table><tr><td>Title:</td><td>Consultant – Emergency Medicine</td></tr><tr><td>Classification:</td><td>MP Year 1-9</td></tr><tr><td>Position No:</td><td>614961</td></tr></table>	Title:	Consultant – Emergency Medicine	Classification:	MP Year 1-9	Position No:	614961	
	Title:	Consultant – Emergency Medicine						
Classification:	MP Year 1-9							
Position No:	614961							

<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>								
<table><tr><td><b>Position No.</b></td><td><b>Title</b></td></tr><tr><td>615104</td><td>Senior Medical Practitioner Registrar Emergency Medicine Nurse practitioner Emergency Medicine Medical Students</td></tr></table>	<b>Position No.</b>	<b>Title</b>	615104	Senior Medical Practitioner Registrar Emergency Medicine Nurse practitioner Emergency Medicine Medical Students	<table><tr><td><b>Category</b></td><td><b>Number</b></td></tr><tr><td></td><td></td></tr></table>	<b>Category</b>	<b>Number</b>		
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615104	Senior Medical Practitioner Registrar Emergency Medicine Nurse practitioner Emergency Medicine Medical Students								
<b>Category</b>	<b>Number</b>								

### Section 3 – KEY RESPONSIBILITIES

Provision of a comprehensive clinical service in Emergency Medicine to patients in WA Country Health Service via telemedicine. Promotion of quality health outcomes for emergency patients. Demonstration of leadership, role modelling and team work, practicing multidisciplinary patient care and contributing to teaching, supervision and clinical quality improvement projects of the 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.

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## Section 4 – STATEMENT OF DUTIES

	Duties
<b>1.0</b>	<b>CLINICAL</b>
1.1	Provides direct clinical management to and in consultation with regional nursing and medical practitioners of patients via Emergency Telehealth Service (ETS). Clinical service is delivered remotely to patients by telemedicine (telephone and / or video conference) via sites located in Perth or elsewhere as agreed. Supervision, management and patient flow co-ordination of patients with urgent and life threatening conditions from all age groups, including multiple trauma. Service provision will need to be flexible and will vary dependent upon needs as determined appropriate for a 24- hour emergency service.
1.2	Participates fully in the 24-hour, 7 day a week Emergency Medicine Consultant ETS roster including night duty, weekends and on call as rostered.
1.3	Supports medical colleagues, nursing and the multidisciplinary team in the performance of their clinical duties.
1.4	Maintains quality patient medical records according to health service protocols ensuring that documentation and record keeping is accurate, accountable and in accordance with legislative and organisational requirements.
1.5	Liaises with members of the regional health care team – local nurses and General Practitioners (GPs), metropolitan health services and the private sector to meet the needs of patients under their care.
1.6	Other clinical duties include providing short stay / observation ward emergency medicine oversight where appropriate. Provides medical input and leadership into patient flow coordination as required.
<b>2.0</b>	<b>CLINICAL ADMINISTRATION</b>
2.1	Attends to EM clinical governance duties - for example following up results, issuance of medical including workers compensation certificates, completion of medico legal reports; involvement in clinical case conferences, clinical incident and complaint review and investigation.
2.2	Attends to medico legal issues that arise concerning patients that have been under their care and advises the relevant Medical Administrator about complaints and clinical incidents as directed.
2.3	Participate in committee meetings and special projects such as disaster planning, clinical pathway design, etc as directed.
<b>3.0</b>	<b>EDUCATION</b>
3.1	Develops and maintains the skills necessary to provide safe medical practice, including record of maintenance of professional standards, continued medical education and regular performance reviews.
3.2	Participates and assists in the continuing medical education/in service training of medical students, nursing and

medical colleagues.

- 3.3 Acts as a role model, supervisor and mentor to doctors in training, nursing and medical colleagues during their placement as is appropriate.
- 3.4 Engages in continuing medical education and ensures retention, registration and Fellowship of the Australasian College for Emergency Medicine or equivalent.
- 3.5 Initiates, supports and participates in the ETS outreach Education program as well as research activities within the health service as is appropriate.

#### **4.0 LEADERSHIP**

- 4.1 Participates in clinical meetings, quality improvement and audit activities including the Morbidity, Mortality and Peer Review activities, the service's contribution to the Clinical Incident Management Policy (CIM) and other clinical governance activities as directed.
- 4.2 Participates in peer review and case review meetings and other quality assurance activities.
- 4.3 Supervision of medical colleagues and involvement in supervision of training positions and assessment of medical staff performance may be required.

#### **5.0 OTHER**

- 5.1 Other duties as directed.

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 with the Medical Board of Australia.
2. Fellowship of the Australasian College of Emergency Medicine or equivalent.
3. Maintenance of ongoing substantive position in accredited Emergency Department.
4. Demonstrated extensive experience in Emergency Medicine.
5. Demonstrable high level of communication and interpersonal skills.
6. Demonstrated leadership skills in a multidisciplinary team environment.
7. Demonstrated experience and commitment to clinical teaching.
8. Demonstrated experience in quality improvement.
9. Demonstrated understanding and knowledge of the Aboriginal Cultural Respect Framework.
10. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health and how these impact on employment and service delivery.

### DESIRABLE

1. Substantial knowledge, experience and understanding of delivering care in the rural medical environment.
2. Experience in emergency medicine research including study design, implementation, evaluation, presentation and publication.
3. Demonstrated participation and skills in medical education at all levels and to multiple disciplines.
4. Demonstrated experience and abilities to foster strong relationships between general practice and emergency medicine.
5. Experience with ICT systems and supporting software applications.

## Section 6 – APPOINTMENT FACTORS

<b>Location</b>	<b>Perth</b>	<b>Accommodation</b>	N/A
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <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>• Successful Criminal Record Screening clearance.</li> <li>• Successful Pre- Placement Health Screening clearance.</li> <li>• This position is subject to a Working With Children (WWC) Check.</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: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Executive Director Medical Services**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Executive Director Clinical Reform**

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

<b>Name</b>	<b>Signature</b>	<b>Date Appointed</b>	<b>Date Signed</b>

