



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	614759
Division:	Medical Services	Title:	Director Emergency Medicine
Branch:	Central Office	Classification:	MP Year 1 - 9
Section:	Medical Services	Award/Agreement	Medical Practitioners Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Title:</td><td>Chief Executive Officer</td></tr> <tr><td>Classification:</td><td></td></tr> <tr><td>Position No:</td><td style="text-align: center;">607831</td></tr> </table>	Title:	Chief Executive Officer	Classification:		Position No:	607831		<p>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th style="text-align: left;">Title</th></tr> </thead> <tbody> <tr><td>Director Post Graduate Medical Education Unit</td></tr> <tr><td>Director Safety and Quality Business Support Consultant</td></tr> <tr><td>Medical Workforce Consultant Clinical Research Manager</td></tr> <tr><td>Personal Assistant (Medical Services)</td></tr> <tr><td>Director Anaesthesia</td></tr> <tr><td>Director General Medicine</td></tr> <tr><td>Director Obstetrics & Gynaecology</td></tr> <tr><td>Director Paediatrics</td></tr> <tr><td>Director Surgical Specialities</td></tr> </tbody> </table>	Title	Director Post Graduate Medical Education Unit	Director Safety and Quality Business Support Consultant	Medical Workforce Consultant Clinical Research Manager	Personal Assistant (Medical Services)	Director Anaesthesia	Director General Medicine	Director Obstetrics & Gynaecology	Director Paediatrics	Director Surgical Specialities
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Positions under direct supervision:	← Other positions under control:																
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Section 3 – KEY RESPONSIBILITIES

The Director Emergency Medicine provides Clinical Leadership for WA Country Health Service (WACHS) wide specialised Emergency Medical services. In partnership with the Executive Director Medical Services the position promotes improvement in clinical care and innovation for excellence in the area of emergency medicine.

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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

Duty No.	Details	Freq.	%
1.0	Clinical Leadership		45%
1.1	Advise WACHS Board, Executive and Regions regarding service delivery.		
1.2	Represent WACHS on committees, projects or advisory groups.		
1.3	Develop Strategic partnerships and relationships with key stakeholders within and external to WACHS.		
1.4	Lead the WACHS Clinical Network specific to the specialty area.		
1.5	Contribute to the WACHS strategic plan regarding clinical service delivery and workforce development.		
1.6	Develop WACHS policies and guidelines specific to the specialty area.		
1.7	Support evaluation of clinical services including development of Models of Care within WACHS.		
1.8	Advise and facilitate workforce planning and development specific to the specialty area.		
1.9	Establish and monitor Credentialing Standards specific to the specialty area.		
1.10	Work in collaboration with the WACHS Medical Education Unit and specific specialty college to provide develop education programs that support WACHS credentialing standards.		
1.11	Promote and support research programs.		
2.0	Safety and Quality		25%
2.1	Advise WACHS regarding compliance with the NSQHS National Standards.		
2.2	Provide expert advice for Sentinel and Adverse Events, clinical incidents and medico-legal issues specific to the specialty area,		
2.3	Participate in investigations, providing expert advice regarding outcomes and recommendations.		
2.4	Establish processes to monitor and support high standards of medical practice across WACHS.		
2.5	Support and facilitate WACHS consumer engagement activities.		
2.6	Provide advice and support to rural medical practitioners in managing complex patient complaints or provide Open Disclosure.		
3.0	Management		25%
3.1	Contribute to the development and review of WACHS clinical services.		
3.2	Participate in recruitment and selection, performance development and management of the specialist and generalist medical workforce.		
3.3	Provide expert advice regarding the development of effective WACHS clinical information systems.		
3.4	Participate in special projects as agreed with the Executive Director Medical Services.		
4.0	Other		5%
4.1	Other duties as required.		
<p>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.</p>			

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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.
3. Demonstrated extensive knowledge, clinical experience and skills in the identified specialty area.
4. Demonstrated leadership skills including interpersonal and communication skills.
5. Demonstrated strategic planning and policy formulation skills.
6. Highly developed conceptual, analytical and problem solving skills.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health and how these impact on employment and service delivery.
8. Eligible for / or in possession of a current C or C-A Class drivers licence.

DESIRABLE

1. Knowledge of current issues facing the WA Health, and particularly in rural health.
2. Clinical Management experience.
3. Demonstrated commitment to teaching and research.

Section 6 – APPOINTMENT FACTORS

Location	WACHS Central Office	Accommodation	As per WACHS Accommodation 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 • Working With Children Check (WWCC) • Completion of training for Mandatory Reporting of Child Sexual Abuse • Successful Pre- Placement Health Screening clearance • Evidence of a current C or C-A Class drivers licence with the ability and willingness to undertake regional travel. 		
Specialised equipment operated	Commensurate with skills and experience		

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

