



# Government of Western Australia WA Country Health Service

## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>WA Country Health Service</b>		<b>Position No:</b>	<b>615141</b>
<b>Division:</b>	South West	<b>Title:</b>	<b>Consultant – Emergency Medicine</b>
<b>Branch:</b>	Busselton Health Campus	<b>Classification:</b>	<b>MP Year 1-9</b>
<b>Section:</b>	Emergency Medicine	<b>Award/Agreement</b>	Medical Practitioners Agreement

### Section 2 – POSITION RELATIONSHIPS

Responsible To	<table><tr><td>Title:</td><td>Deputy Director Medical Services</td></tr><tr><td>Classification:</td><td>MP Year 1- 9</td></tr><tr><td>Position No:</td><td>615138</td></tr></table>	Title:	Deputy Director Medical Services	Classification:	MP Year 1- 9	Position No:	615138	OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:
	Title:	Deputy Director Medical Services						
Classification:	MP Year 1- 9							
Position No:	615138							
	<table><tr><td><u>Title</u></td></tr><tr><td>Nil</td></tr></table>	<u>Title</u>	Nil					
<u>Title</u>								
Nil								
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>615140</td></tr></table>	Title:	Director Emergency Medicine	Classification:	MP Year 1-9	Position No:	615140	←
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Classification:	MP Year 1-9							
Position No:	615141							

<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>												
<table><tr><td>Position No.</td><td>Title</td></tr><tr><td></td><td>Senior Medical Practitioner – ED Registrars</td></tr><tr><td></td><td>Resident Medical Officers</td></tr><tr><td></td><td>Interns/Medical Students</td></tr></table>	Position No.	Title		Senior Medical Practitioner – ED Registrars		Resident Medical Officers		Interns/Medical Students	<table><tr><td>Category</td><td>Number</td></tr><tr><td></td><td></td></tr></table>	Category	Number		
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Category	Number												

### Section 3 – KEY RESPONSIBILITIES

Responsible for the leadership of the multi-disciplinary team to provide comprehensive emergency services to patients of the Busselton Health Campus. Promotes patient quality and safety within the emergency department. Provides leadership, management, training, supervision and education for Senior Medical Practitioners in collaboration with the Director of Emergency Medicine (Busselton) and the Medical Administrator.

**WA Country Health Service  
South West**

**22 July 2019**

**REGISTERED**

TITLE	Consultant – Emergency Medicine	POSITION NO	615141
		CLASSIFICATION	MP Year 1-9



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 the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

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### **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

<b>Duty No.</b>	<b>Details</b>	<b>Freq.</b>	<b>%</b>
<b>1.0</b>	<b>CLINICAL</b>	<b>D</b>	<b>40</b>
1.1	Provides clinical management of Emergency Medicine patients as per Australian Triage Standards and National Emergency Access Targets requirements.		
1.2	Leads, supervises, coordinates and manages the care of patients with life threatening conditions, including multiple trauma.		
1.3	Participates fully in the doctors' roster, including on-call after-hours duties.		
1.4	Provides clinical services as determined appropriate for a 24hr emergency service, including telephone or video-conference consultations and advice to WA Country Health staff in other hospitals.		
1.5	Maintains quality patient medical records in accordance with health service protocols.		
1.6	Promptly writes discharge summaries for inpatients under their care.		
1.7	Responsible for a portfolio as directed by Operations Manager and Medical Administrator.		
<b>2.0</b>	<b>CLINICAL ADMINISTRATION</b>	<b>D</b>	<b>30</b>
2.1	Ensures the ongoing application of continuous quality improvement principles in systematically evaluating and meeting customer needs.		
2.2	Ensures compliance with relevant standards, legislation and regulatory requirements.		
2.3	Liaises with members of the health care team and the private sector to meet the needs of patients under their care and maintain a customer-focused approach.		
2.4	Chairs and participates in governance-led departmental and doctors' committee meetings as required, such as Medical Advisory Committee meetings.		
2.5	Actively participates in service development activities eg, Medical Emergency Team, Medical Emergency Response, Hospital In The Home etc.		
2.6	Attends to medico-legal issues that arise concerning patients that have been under their care and advises the Medical Administrator about complaints received, pertaining to themselves or other doctors in the hospital.		
<b>3.0</b>	<b>MANDATORY EDUCATION</b>	<b>R</b>	<b>15</b>
3.1	Supervises junior medical staff, including the assessment of staff performance in relation to clinical competence, adherence to departmental protocols, timely and accurate documentation, communication with patients, relatives, peers, other staff and doctors in other hospitals and in the community.		
3.2	Participates in professional continuing educational activities, regular performance review and provides evidence of maintaining current knowledge and skills.		
3.3	Participates in post-graduate and under-graduate training programs for junior medical staff, trainees and medical students.		
3.4	Supervises, guides and teaches nursing, allied health and other support staff as appropriate.		
3.5	Participates in departmental academic activities and mandatory essential training and skills.		
<b>4.0</b>	<b>LEADERSHIP</b>	<b>D</b>	<b>10</b>
4.1	Demonstrates professional standards and ethics as appropriate to the seniority and leadership role of clinical staff and according to WA Country Health Service Code of Conduct.		
4.2	Demonstrates excellence in interpersonal skills when dealing with patients, colleagues, nursing, allied health and support staff.		
4.3	Participates in WA Country Health Service – South West Disaster planning, strategy and practices.		
4.4	Participates in clinical research where appropriate and active promotion of research activities wherever possible.		
<b>5.0</b>	<b>OTHER</b>	<b>R</b>	<b>5</b>
5.1	Perform other duties as required.		
	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		

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## Section 5 – SELECTION CRITERIA

### ESSENTIAL

1. Eligible for registration by the Medical Board of Australia.
2. Fellowship of the Australasian College for Emergency Medicine or equivalent.
3. Possess substantial postgraduate medical experience in general medicine, emergency medicine and hospital practice.
4. Demonstrated commitment to continuing education.
5. High level of communication and interpersonal skills.
6. Experience in rural area medicine.
7. Demonstrated experience in health IT design, reform and/or implementation.
8. Demonstrated commitment to the effective management of clinical risk and improving quality.
9. Current knowledge of legislative obligations for Equal Employment Opportunity, Disability Services and Occupational Safety and Health, Freedom of Information and how these impact on employment and service delivery.
10. Eligible for / or in possession of a current C or C-A Class drivers licence.

### DESIRABLE

1. Experience or qualifications in other specialist or procedural fields.
2. Substantial 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 across multiple disciplines, in particular FACEM Part 1 and 2.
4. Demonstrated experience and ability to foster strong relationships between general practice, emergency medicine and other stakeholders.

## Section 6 – APPOINTMENT FACTORS

<b>Location</b>	Busselton	<b>Accommodation</b>	As determined by the WA Country Health Service policy
<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>• Provision of the minimum identity proofing requirements.</li> <li>• Successful Criminal Record Screening clearance.</li> <li>• Successful Pre- Employment Health Assessment.</li> <li>• Successful WA Health Integrity Check.</li> <li>• Evidence of current C or C-A Class drivers licence.</li> <li>• Successful Working With Children check.</li> <li>• Completion of training for Mandatory Reporting of Child Sexual Abuse.</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 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

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