



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	601525
Division:	Medical Services	Title:	Consultant – Physician - General Medicine
Branch:	Kalgoorlie Health Campus	Classification:	MP Consultant, Year 1 – 9
Section:	Medical	Award/Agreement	Medical Practitioners Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible
To

Title:	Regional Director
Classification:	HSO Class 2
Position No:	601000



Responsible
To

Title:	Director Medical Services
Classification:	MP Medical Administrator Year 1 - 9
Position No:	601248



This
position

Title:	Consultant Physician – General Medicine
Classification:	MP Consultant Year 1 - 9
Position No:	601525



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title

601116 – Executive Assistant
601558 – Consultant Surgeon General Surgery
601578 – Consultant Paediatrician General
613198 – Consultant Emergency Medicine
613275 – Regional clinical Risk Coordinator
613276 – Clinical Practice Improvement
Coordinator
613306 – Consultant Anaesthetist
614287 & 614288 – Consultant Physician General
Medicine
614289 & 614290 – Consultant Paediatrician
614465 – Director Clinical Training
614492 – Senior Registrar General Medicine
614493 – Registrar Service General
614494 – Resident Medical Officer - General
615739 & 615740 – Consultant Emergency
Medicine
615673 – Project Officer

Positions under direct supervision:

Position No.	Title
	Medical Registrars
	Medical Interns

← Other positions under control:

Category	Number
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Section 3 – KEY RESPONSIBILITIES

Provides a high standard of contemporary knowledge and skill in the practice of medicine and to promote the health and well being to patients in Kalgoorlie Health Campus. Provides administrative leadership in combination with other Physicians and with the clinical nurse specialist of Medicine. Takes responsibility for policy development and review and provides training, supervision and education for Senior Medical Practitioners and Doctors in Training.

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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 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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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	CLINICAL		70
1.1	Provides general medical specialist services, including community-based, outpatient and inpatient services within the Goldfields Region based at Kalgoorlie Health Campus, in liaison with the other medical practitioners and where appropriate, Aboriginal Medical Services.		
1.2	Participates in the after hours, weekend and public holiday on-call roster in association with the other medical practitioners.		
1.3	Supports Aboriginal Health Workers, allied health staff, hospital and community nurses in delivering appropriate clinical services.		
1.4	Manages medical conditions according to acceptable clinical standards.		
1.5	Collaborates with Medical ward and Special Care Unit Clinical Nurse Specialist and Nursing staff to facilitate patient management. Liaises with patients, family, community services and other representatives as required to facilitate patient management.		
1.6	Supervises, mentors and educates Doctors in Training and Senior Medical Officers who are providing clinical care to Medical patients.		
1.7	Liaises with other senior medical staff in Kalgoorlie and elsewhere, with allied health staff and with hospital managers to facilitate a high standard of patient care. Negotiates with patient transport providers such as the Royal Flying Doctor Service and St John Ambulance to facilitate transfer of patients for tertiary care.		
1.8	Works with colleagues and counterparts in the Goldfield Region to develop an integrated specialist general medical service in the region.		
1.9	Reports notifiable diseases promptly (to local regional and state authorities).		
1.10	Develops and provides an integrated WA Country Health Service (WACHS) Goldfields regional general medicine service including the provision of telephone and videoconference consultation and advice. Service provision will need to be flexible and may vary from time to time depending on organisational needs and objectives.		
2.0	CLINICAL ADMINISTRATION		10
2.1	Promotes clinical governance and clinical risk management within the Medical Department.		
2.2	In collaboration with other Physicians and the Medical nursing staff, actively participates in the management of the Medical Department including equipment choice, staffing proposals and workplace redesign. Undertakes performance management of subordinate staff.		
2.3	Prepares and conducts professional reports, reviews and other requests pertaining to patients.		
2.4	Participates in the development and implementation of evidence-based policies in adult health care which are relevant in the hospital and community setting and to the region.		
2.5	Liaises with Director Medical Services, Regional Physician, visiting and resident specialist staff and the area health service managers to ensure a culturally appropriate, holistic and coordinated approach to general medical specialist services across the region.		

STATEMENT OF DUTIES continued next page

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Section 4 – STATEMENT OF DUTIES continued

3.0	EDUCATION		10
3.1	Supervises Doctors in Training, including assessment of staff performance in relation to clinical competence, adherence to standards, timely and accurate documentation, and 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 general continuing educational activities and postgraduate training programs for Doctors in Training, particularly trainees.		
3.4	Performs teaching/learning activities for medical staff, nurses, medical students, Aboriginal Health.		
3.5	Workers, allied health and other health professionals.		
3.6	Initiates and participates in quality assurance, data collections, clinical governance and health service development projects as appropriate.		
3.7	Participates in departmental academic activities.		
4.0	LEADERSHIP		5
4.1	Participates in clinical policy development and review.		
4.2	Participates in relevant hospital, regional and state committees as required.		
4.3	Undertakes strategic planning in conjunction with hospital and regional management.		
5.0	OTHER		
5.1	Other duties as directed by the Director Medical Services or their delegate.		
	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 Australasian College of Physicians or equivalent.
3. Demonstrated experience in General Medicine at a senior level.
4. Demonstrated contemporary knowledge of professional issues and trends in General medicine.
5. Sound understanding of remote area health service provision.
6. Highly developed communication, interpersonal, negotiation and conflict resolution skills.
7. Demonstrated commitment to clinical governance within healthcare.
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 driver's licence and the ability to travel within the region including overnight stays.

DESIRABLE

1. Significant experience in rural and remote General Medicine.
2. Training in a subspecialty relevant to rural and remote Medicine.

Section 6 – APPOINTMENT FACTORS

Location	Kalgoorlie	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 • Evidence of fellowship with the Australian or New Zealand College of Physicians or equivalent • Completion of a 100 point identification check • Successful Criminal Record Screening clearance and a Working with Children (WWC) check • Successful Pre- Placement Health Screening clearance • Participation in an on call roster • Evidence of a current C or C-A class drivers licence Allowances <ul style="list-style-type: none"> • District Allowance as applicable 		
Specialised equipment operated			

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: ____/____/____
Director Medical Services

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

