



Government of Western Australia WA Country Health Service

JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	615142
Division:	South West	Title:	Senior Medical Practitioner – Emergency Medicine
Branch:	Busselton Health Campus	Classification:	MP Year 1-3
Section:	Medical staff	Award/Agreement	Medical Practitioners Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible
To

Title:	Operations Manager Coastal
Classification:	HSO Level G-11
Position No:	613630



Responsible
To

Title:	Deputy Director Medical Services
Classification:	MP Year 1-9
Position No:	615138



This
position

Title:	Senior Medical Practitioner – Emergency Medicine
Classification:	MP Year 1-3
Position No:	615142



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title

Director of Emergency Medicine
Consultant Physician – General Medicine
Visiting Medical Practitioners



Positions under direct supervision:

← Other positions under control:

Position No.	Title	Category	Number
	Resident Medical Officer – Inpatient		

Section 3 – KEY RESPONSIBILITIES

Works as part of a multi-disciplinary team at Busselton Hospital.

Provides a high standard of medical care.

Provides assessment and management advice and care of patients in ED and those admitted to the General Wards.

Provides leadership, training, supervision and education for Doctors in Training in consultation with Specialists and senior staff.

**WA Country Health Service
South West**

31 July 2019

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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

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

Duty No.	Details	Freq.	%
1.0	CLINICAL DUTIES	D	60
1.1	Manages patients in consultation with the Director Medical Services and other senior medical staff and advises of important changes relative to patient conditions.		
1.2	Provides one or more of the following services: <ul style="list-style-type: none"> • Antenatal, peri partum and post-natal care commensurate with level of skill, experience and qualifications; • Anaesthetic services commensurate with level of skill, experience and qualifications; • Admits patients to the hospital according to need and manages their care either alone or in conjunction with the appropriate medical colleague, whenever it will improve patient care. • Manages acute patients in the Emergency Department as required. • 		
1.3	Attends to patients in ED and those admitted as inpatients to the General Wards. Provides satisfactory written documentation of each episode of patient management at time of discharge from the ward.		
1.4	Works with nursing staff to facilitate patient management.		
1.5	Communicates with patient's next of kin, General Practitioner and Specialist as appropriate.		
1.6	Escorts patients to other institutions as directed.		
1.7	Participates in after hours and weekend rosters.		
1.8	Performs duties in accordance with relevant unit protocols and guidelines.		
1.9	Works cooperatively with medical staff in other departments in the management of all patients.		
2.0	ADMINISTRATIVE DUTIES	D	35
2.1	Participates with data collection and quality improvement activities.		
2.2	Prepares medical reports in liaison with senior medical staff.		
2.3	Participates in research where appropriate.		
2.4	Documents clinical notes on each patient to meet medical record standards.		
2.5	Undertakes ongoing professional development to maintain professional and technical skills.		
2.6	Active involvement in educational activities.		
2.7	Assist in the supervision of junior medical officer in the Inpatient areas.		
3.0	OTHER	R	5
3.1	Performs 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 by the Medical Board of Australia.
2. Possess substantial postgraduate medical experience in general medicine, general practice and/or emergency medicine.
3. Demonstrated highly developed communication and interpersonal skills.
4. Ability to work in a multi-disciplinary team environment.
5. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health and how these impact on employment and service delivery
6. Eligible for / or in possession of a current C or C-A Class drivers licence.

DESIRABLE

1. Demonstrated commitment to ongoing education and research.
2. post grad qualifications in medical specialty relevant to the inpatient or general ward-based area and/or Emergency Medicine.

Section 6 – APPOINTMENT FACTORS

Location	Busselton	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. • Provision of the minimum identity proofing requirements. • Successful Criminal Record Screening clearance. • Successful Pre- Employment Health Assessment. • Successful WA Health Integrity Check. • Successful Working With Children check. • Completion of training for Mandatory Reporting of Child Sexual Abuse. • Evidence of a current C or C-A Class drivers licence. 		
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: ____/____/____
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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