



## JOB DESCRIPTION FORM

### Section 1 - POSITION IDENTIFICATION

		Position No:	614217
Division:	Kimberley	Title:	District Medical Officer - Procedural - Anaesthetics
Branch:	Broome Health Service	Classification:	MP Year 1-3
Section:	Medical Services	Award/Agreement:	Medical Practitioners Agreement

### Section 2 - POSITION RELATIONSHIPS

Responsible to	<table><tr><td>Title:</td><td>Operations Manager</td></tr><tr><td>Classification:</td><td>HSO Level G11</td></tr><tr><td>Position No:</td><td>200150</td></tr></table>	Title:	Operations Manager	Classification:	HSO Level G11	Position No:	200150	Other positions reporting directly to this position:
	Title:	Operations Manager						
	Classification:	HSO Level G11						
Position No:	200150							
	↑							
Responsible to	<table><tr><td>Title:</td><td>Senior Medical Officer</td></tr><tr><td>Classification:</td><td>SMP Year 1- 4</td></tr><tr><td>Position No:</td><td>200444</td></tr></table>	Title:	Senior Medical Officer	Classification:	SMP Year 1- 4	Position No:	200444	
	Title:	Senior Medical Officer						
	Classification:	SMP Year 1- 4						
Position No:	200444							
	↑							
This position	<table><tr><td>Title:</td><td>District Medical Officer - Procedural - Anaesthetics</td></tr><tr><td>Classification:</td><td>MP Year 1-3</td></tr><tr><td>Position No:</td><td>614217</td></tr></table>	Title:	District Medical Officer - Procedural - Anaesthetics	Classification:	MP Year 1-3	Position No:	614217	Title Health Service Medical Practitioner - Multiple Senior Medical Imaging Technologist District Medical Officer Procedural – Anaesthetics – Multiple District Medical Officer Procedural - Obstetrics - Multiple Director Clinical Training Registrar – Service – Unallocated - Multiple Resident Medical Officer – Emergency Medicine - Multiple Administration Assistant - Medical
	Title:	District Medical Officer - Procedural - Anaesthetics						
	Classification:	MP Year 1-3						
Position No:	614217							
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Positions under direct supervision:	← Other positions under control:				
<table><tr><td>Position No</td><td>Title</td></tr></table>	Position No	Title	<table><tr><td>Category</td><td>Number</td></tr></table>	Category	Number
Position No	Title				
Category	Number				

### Section 3 - KEY RESPONSIBILITIES

- Provides comprehensive medical and community health services to clients and patients attending Broome Regional Resource Centre (BRRC).
- Prepares and conducts professional reports and reviews in relation to clinical services provided.
- Provides clinical leadership, supervision, training and education.
- Develops and maintains the skills necessary to provide safe, effective, appropriate and quality clinical service.

TITLE	District Medical Officer - Procedural - Anaesthetics	POSITION NO	614217
		CLASSIFICATION	MP Year 1-3



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 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.

**WA Country Health Service**

**21 August 2019**

**REGISTERED**

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#### Section 4 - STATEMENT OF DUTIES

Duty No	Details	Freq	%
<b>1</b>	<b>CLINICAL DUTIES</b>		<b>70</b>
1.1	Performs screening assessment, treatment and referral of patients/clients in accordance with WACHS Kimberley policy procedure and protocols.		
1.2	Provides clinical services in a culturally appropriate and sensitive manner.		
1.3	Provides anaesthetic procedures at BRRRC commensurate with level of skills and experience and as approved by the Regional Medical Director and the WA Country Health Service Accreditation and Scope of Practice Committee.		
1.4	Provides emergency services at BRRRC commensurate with level of skills and experience.		
1.5	Provides inpatient medical care for the general ward patients with consultative advice as required from the regional specialists (paediatrics, obstetrics and gynaecology and adult medicine).		
1.6	Manages primary and outpatient care of patients attending and admitted to BRRRC, consulting with Senior Surgeon, Senior Medical Officer, Metropolitan Tertiary Referral Centres and specialist Medical Practitioners as clinical needs dictate.		
1.7	Participates in the after hours, weekend and public holiday on call roster with other Medical Officers.		
1.8	Supports Nursing, Allied Health staff and Aboriginal Health Workers in delivery of health care.		
1.9	Supervises undergraduate and postgraduate medical staff as required.		
1.10	Supervise and support Registrars, Resident Medical Officers and Interns in their performance of providing medical care to patients attending Broome Health Services.		
1.11	Ensures timely and legible completion of documentation including discharge summaries and medication orders.		
1.12	Ensures adherence to WACHS Kimberley Clinical policies and procedures.		
1.13	When required provides a clinical service to other WACHS Kimberley sites and undertake short term relieving duties when requested by Senior Medical Officer.		
<b>2</b>	<b>ADMINISTRATIVE DUTIES</b>		<b>10</b>
2.1	Communicates and works collaboratively with the SMO and Nursing staff to ensure a multidisciplinary approach to patient care.		
2.2	Attends to medico legal issues including completion of reports that arise concerning patients that have been under their care.		
2.3	Ensures completion of AIMS incident notification for clinical incidents and provides advice to SMO about these.		
2.4	Advise SMO about complaints received and provide timely response to those pertaining to themselves.		
2.5	Reports notifiable diseases promptly to Kimberley Population Health Unit.		
2.6	Reports to SMO any identified clinical and corporate risks including local environmental hazards.		
2.7	Ensures adherence to WACHS Kimberley Corporate policies and procedures.		
2.8	Participates in performance development sessions conducted by SMO and provides current evidence of college Continuing Medical Education (CME).		
2.9	Prepares and conducts professional reports, reviews and other requests pertaining to patients under his/her care.		
<b>3</b>	<b>QUALITY IMPROVEMENT</b>		<b>5</b>
3.1	Participates in peer review and morbidity/mortality processes including attending meetings as rostered.		
3.2	Participates in quality improvement activities at BRRRC as required.		
3.3	Conducts clinical audit and patient medical record audit as required.		
3.4	Participates in the ACHS Accreditation process.		
<b>4</b>	<b>EDUCATION</b>		<b>10</b>
4.1	Attends/completes mandatory education sessions as required by WACHS Kimberley as outlined in Orientation.		
4.2	Ensures regular attendance at ALS, APLS, and EMST training courses as required.		
4.3	Identifies education needs and prioritises self-learning activities to maintain skills commensurate with role, professional development requirements and fulfilment of Health Department of WA strategy and priorities.		
4.4	Provides regular formal and informal teaching for undergraduate and postgraduate medical, nursing, allied health staff and Aboriginal Health Workers and colleagues.		
<b>5</b>	<b>OTHER</b>		<b>5</b>
5.1	Other duties as directed by line manager or their delegate.		

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in 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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**21 August 2019**

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Page 3 of 4

Effective date of document  
August 2019

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		<b>CLASSIFICATION</b>	MP Year 1-3

## Section 5 - SELECTION CRITERIA

### ESSENTIAL:

- 1 Eligible for registration by the Medical Board of Australia.
- 2 Fellowship of the Royal Australian College of General Practitioners, or the Australian College of Rural and remote Medicine, or equivalent experience at the date of commencing duties.
- 3 Formal post graduate qualification in anaesthetics, JCCA, and equivalent extensive experience.
- 4 Highly developed communication and interpersonal skills.
- 5 Ability to work as an effective team member.
- 6 A record of appropriate Emergency Department skill maintenance (including paediatrics and Neonatal Resuscitation skills) in the last triennium of completion of at least 1 of the following, and evidence of continued professional development:
  - a. ACLS (or equivalent)
  - b. APLS (or equivalent)
  - c. EMST (or equivalent)
  - d. REST (or equivalent)
- 7 Demonstrated understanding and knowledge of Aboriginal Cultural respect framework.
- 8 Current C Class drivers Licence and an ability and willingness to travel including overnight stays away from home.

### DESIRABLE:

- 1 Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
- 2 Experience in/or commitment to public health medicine and primary health care.
- 3 Experience working in a cross cultural environment particularly with Aboriginal people.
- 4 Sound understanding of remote area health service provision.

## Section 6 - APPOINTMENT FACTORS

<b>Location</b>	Broome	<b>Accommodation</b>	As per WACHS Kimberley policy
<b>Appointment/ Allowances Conditions</b>	Where applicable - District Allowance, Annual Leave Travel Concession, one week additional Annual leave for above the 26 <sup>th</sup> parallel, air conditioning subsidy. 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 training for Mandatory Reporting of Child Sexual Abuse</li> <li>• Successful Working With Children Check</li> <li>• Evidence of a current C class driver's licence and ability to travel within the region as required including overnight stays</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> </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: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Director Medical Services**  
**WACHS Kimberley**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Regional Director**  
**WACHS Kimberley**

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

**WA Country Health Service**

**21 August 2019**

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