



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>Goldfields</b>		<b>Position No:</b>	601558
<b>Division:</b>	Medical Services	<b>Title:</b>	<b>Consultant Surgeon – General Surgery</b>
<b>Branch:</b>	Kalgoorlie Health Campus	<b>Classification:</b>	<b>MP Consultant Year 1 - 9</b>
<b>Section:</b>	Emergency Department	<b>Award/Agreement</b>	Medical Practitioners Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<b>Title:</b>	Regional Director
	<b>Classification:</b>	HSO Class 2
	<b>Position No:</b>	601000



<b>Responsible To</b>	<b>Title:</b>	Regional Director Medical Services
	<b>Classification:</b>	MP Medical Administrator Year 1 - 9
	<b>Position No:</b>	601248



<b>This position</b>	<b>Title:</b>	<b>Consultant – Surgeon – General Surgery</b>
	<b>Classification:</b>	MP Consultant Year 1 - 9
	<b>Position No:</b>	601558



#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
601116 – Executive Assistant
601525 – Consultant Physician - General Medicine
613198 – Consultant Emergency Medicine
601592 – Senior Medical Officer
601595 – Consultant Obstetrician & Gynaecologist
601920/21 – Health Service Medical Practitioner
613275 – Regional Clinical Risk Coordinator
613276 – Clinical Practice Improvement Coordinator
613306 – Consultant Anaesthetist
614287/88 – Consultant Physician
614289/90 – Consultant Paediatrician - General
614465 – Director Clinical Training
614492 – Senior Registrar – General Medicine
6144993 – Registrar – Service General
614494 – Resident Medical Officer
615739/40 – Consultant Emergency Medicine

Positions under direct supervision:	← Other positions under control:		
Position No.	Title	Category	Number

### Section 3 – KEY RESPONSIBILITIES

Provides a high standard of surgical care to Surgical patients in Kalgoorlie Health Campus. Provides administrative leadership in combination with other Surgeons and with the clinical nurse specialist of Surgery. Participates in programs to ensure safety and quality of surgical services including audit, incident review and clinical practice improvement projects. Takes responsibility for policy development and review and provides training, supervision and education for trainee medical officers.

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GOLDFIELDS**

5 June 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 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**

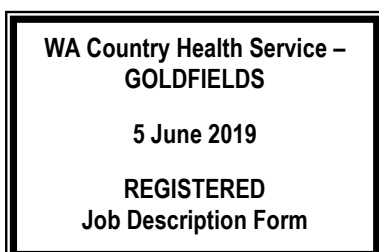
**Community** – making a difference through teamwork, cooperation, a ‘can do’ attitude and country hospitality.

**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.

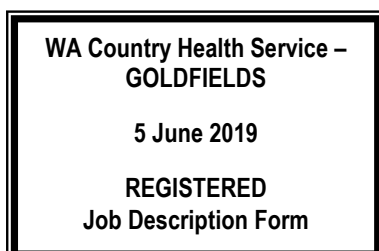


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#### Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
<b>1.0</b>	<b>CLINICAL</b>		<b>70</b>
1.1	Supervises, co-ordinates and manages the care of Goldfields general surgery patients.		
1.2	Works as part of a multidisciplinary team to provide clinical management of Goldfields general surgical patients.		
1.3	Develops and provides an integrated WA Country Health Service (WACHS) Goldfields regional general surgery 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.		
1.4	Maintains quality patient medical records according to health service protocols.		
1.5	Promptly writes discharge summaries on inpatients that have been under their care.		
<b>2.0</b>	<b>CLINICAL ADMINISTRATION</b>		<b>15</b>
2.1	Fulfills role and responsibilities of Head of Department, Surgical Services.		
2.2	Ensures the ongoing application of continuous quality improvement principles in systematically evaluating and meeting customer needs, including participating / undertaking in clinical governance activities.		
2.3	Ensures compliance with relevant standards, legislation and regulatory requirements.		
2.4	Commits to developing WACHS Goldfield as a centre of excellence for provision of rural health in Western Australia.		
2.5	Participates in departmental and doctors committee meetings as required or invited.		
2.6	Attends to medico legal issues that arise concerning patients that have been under their care and advises the Operations Manager and Regional Director Medical Services (RDMS) about complaints received pertaining to themselves or other doctors in the hospital.		
<b>3.0</b>	<b>EDUCATION</b>		<b>10</b>
3.1	Supervises junior medical staff, 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 junior medical staff, particularly trainees in general surgery.		
3.4	Participates in Teaching Programs for undergraduate medical students.		
3.5	Supervises, guides and teaches nursing, allied health and other support staff as appropriate.		
3.6	Participates in departmental academic activities.		

#### Section 4 – STATEMENT OF DUTIES continued next page



<b>TITLE</b>	<b>Consultant – General Surgery</b>	<b>POSITION NO</b>	<b>613198</b>
		<b>CLASSIFICATION</b>	<b>MP Consultant Year 1 - 9</b>

**Section 4 – STATEMENT OF DUTIES continued**

<b>4.0</b>	<b>LEADERSHIP</b>		<b>5</b>
4.1	Demonstrates excellence in interpersonal skills when dealing with patients, colleagues, nursing, allied health and support staff.		
4.2	Participates in WACHS Goldfields Emergency Management Program planning, strategy and practices.		
4.3	Participates in clinical research where appropriate and active promotion of research activities wherever possible.		
<b>5.0</b>	<b>OTHER</b>		
5.1	Undertake duties as directed.		
	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.		

Frequency: D - Daily, W - Weekly, F - Fortnightly, M - Monthly, R - Regularly, O - Occasionally, A - Annually

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### Section 5 – SELECTION CRITERIA

#### ESSENTIAL

1. Eligible for registration by the Medical Board of Australia.
2. Fellowship with the Royal Australian College of Surgeons or equivalent at the date of commencing duties
3. Member of the Gastroenterology Society of Australia (GESA) for upper and lower endoscopies
4. Demonstrated extensive training and experience in General Surgery.
5. Demonstrated well developed communication and interpersonal skills.
6. Demonstrated effective participation and leadership in a multi-disciplinary team environment.
7. Demonstrated interest in teaching and research.
8. Demonstrates an understanding of the complexities of regional and remote hospital based health services.
9. Knowledge and understanding of continuous quality improvement principles and their practical application.
10. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
11. Eligible for or in possession of a current C or C-A class driver's licence.

#### DESIRABLE

1. Knowledge and understanding of the rural medical environment.
2. Substantial and current experience in relevant research including study design, implementation, evaluation, presentation and publication.
3. Demonstrated experience and abilities to foster strong relationships between general practice and specialist medical services.

### Section 6 – APPOINTMENT FACTORS

<b>Location</b>	Kalgoorlie	<b>Accommodation</b>	As per 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>• Successful Working With Children Check</li> <li>• Completion of training for Mandatory Reporting of Child Sexual Abuse</li> <li>• Evidence of a current C or C-A Class drivers licence and ability to travel within the region as required including overnight stays</li> </ul> Allowances <ul style="list-style-type: none"> <li>• District Allowance as applicable</li> <li>• Annual Leave Travel Concession as applicable</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**

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

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