



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

| | | | |
|--|--------------------|------------------------|--|
| WA Country Health Service – Midwest | | Position No: | 614262 |
| Division: | Midwest Region | Title: | District Medical Officer – Non - Procedural |
| Branch: | Carnarvon Hospital | Classification: | MP Year 1-6 |
| Section: | Medical Services | Award/Agreement | Medical Practitioners Agreement |

Section 2 – POSITION RELATIONSHIPS

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|-----------------------|------------------------|------------------------------|
| Responsible To | Title: | Operation Manager - Gascoyne |
| | Classification: | HSO Level G11 |
| | Position No: | 001920 |



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|-----------------------|------------------------|------------------------|
| Responsible To | Title: | Senior Medical Officer |
| | Classification: | Year 1-4 |
| | Position No: | 001002 |



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|----------------------|------------------------|--|
| This position | Title: | District Medical Officer – Non - Procedural |
| | Classification: | MP Year 1-6 |
| | Position No: | 614262 |



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

| |
|--|
| Title |
| District Medical Officer - Procedural - Anaesthetics |
| Medical Clerk |
| Senior Medical Imaging Tech |
| District Medical Officer – Procedural Obstetrics |



| Positions under direct supervision: | ← Other positions under control: | | | | | | | | |
|--|---|-------|--|--|---|----------|--------|--|--|
| <table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table> | Position No. | Title | | | <table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table> | Category | Number | | |
| Position No. | Title | | | | | | | | |
| | | | | | | | | | |
| Category | Number | | | | | | | | |
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Section 3 – KEY RESPONSIBILITIES

Provide comprehensive medical and community health services to the Carnarvon/Exmouth Health Service and remote communities. Provide clinical leadership, supervision, training and education. Develops and maintains the skills necessary to provide safe, effective, appropriate and quality clinical service.



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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 MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

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| <p>WA Country Health Service Midwest</p> <p>25 September 2019</p> <p>REGISTERED</p> |
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Section 4 – STATEMENT OF DUTIES

| Duty No | Details | Freq | % |
|----------------|---|-------------|----------|
| 1.0 | CLINICAL DUTIES | | |
| 1.1 | Performs screening assessment, treatment and referral of patients/clients in accordance with WACHS Midwest policy procedure, protocols and site instructions. | | |
| 1.2 | Provides clinical services in a culturally appropriate and sensitive manner. | | |
| 1.3 | Provides emergency services at Exmouth and Carnarvon Hospitals commensurate with level of skills and experience. | | |
| 1.4 | Provides general outpatient and General Practitioner service at Carnarvon / Exmouth Hospitals. | | |
| 1.5 | Manages the care of patients admitted to Carnarvon / Exmouth Hospitals Health Service, consulting with specialist Medical Practitioners as appropriate. | | |
| 1.6 | Provides an on-call service to Carnarvon / Exmouth Hospitals for inpatients and emergency department, including nights and weekends. | | |
| 1.7 | Provides a visiting medical service in remote area clinics. | | |
| 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. | | |
| | Ensures timely and legible completion of documentation including discharge summaries and medication orders. | | |
| 2.0 | ADMINISTRATIVE DUTIES | | |
| 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 | Advises SMO about complaints received and provide timely response to those pertaining to themselves. | | |
| 2.5 | Reports notifiable diseases promptly to Midwest 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 and participates in review of these as required by Senior Medical Officer. | | |
| 2.8 | Participates in performance development sessions conducted by SMO and provides current evidence of college CME. | | |
| 2.9 | QUALITY IMPROVEMENT | | |
| 2.10 | Participates in peer review and morbidity/mortality processes including attending meetings as rostered. | | |
| 2.11 | Participates in quality improvement activities at Carnarvon / Exmouth Hospitals as required. | | |
| 2.12 | Conducts clinical audit and patient medical record audit as required. | | |
| 2.13 | Participates in the ACHS Accreditation process. | | |
| 3.0 | EDUCATION | | |
| 3.1 | Attends mandatory education sessions as required by WACHS Midwest as outlined in Orientation information. | | |
| 3.2 | Ensures regular attendance at ALS, APLS, EMST training courses as required. | | |
| 3.3 | 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, priorities and programmes. | | |
| 3.4 | Provides regular formal and informal teaching for undergraduate and postgraduate Medical, Nursing, Allied Health, Environmental Health staff and Aboriginal Health Workers and colleagues. | | |
| 4.0 | OTHER | | |
| 4.1 | 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 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.

**WA Country Health Service
Midwest**

25 September 2019

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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. Recognised current clinical experience in generalist medical practice.
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 in the last triennium of completion of at least 1 of the following and evidence of continued professional development:
 - ACLS (or equivalent)
 - APLS (or equivalent)
 - EMST (or equivalent)
7. Demonstrated understanding and knowledge of the Aboriginal Cultural Respect Framework.
8. Eligible for / or in possession of a current C or C-A Class drivers licence.

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

| | | | |
|---|--|----------------------|---|
| Location | Carnarvon | 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 • Evidence of a current C or C-A Class drivers licence Allowances <ul style="list-style-type: none"> • District allowance; air conditioning subsidy (if applicable); extra one week's leave north of 26° parallel; air travel concession | | |
| 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:
Manager

**WA Country Health Service
Midwest**

25 September 2019

REGISTERED

Signature and Date:
Regional Director

**WA Country Health Service
Midwest**

25 September 2019

REGISTERED

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 Midwest | | | |
| 25 September 2019 | | | |
| REGISTERED | | | |