



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA COUNTRY HEALTH SERVICE		Position No:	615648
Division:	Wheatbelt	Title:	Senior Medical Practitioner
Branch:	Medical Services	Classification:	Year 1-3
Section:	Narrogin Hospital	Award/Agreement	Medical Practitioners Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Regional Director
	Classification:	HSO Class 2
	Position No:	607224



Responsible To	Title:	Director Medical Services
	Classification:	Medical Administration, Year 1 – 9
	Position No:	613976



This position	Title:	Senior Medical Practitioner
	Classification:	Year 1-3
	Position No:	615648



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
Salaried Senior Medical Officer (x4)
Consultant Physician – Geriatrics
Chief Pharmacist
Regional Clinical Risk Management Coordinator
Clinical Practice Improvement Coordinator
Clinical Governance Support Officer
Medical Services Executive Officer
Executive Assistant

Positions under direct supervision:	← Other positions under control:				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Position No.</td> <td style="width: 50%; text-align: center;">Title</td> </tr> </table>	Position No.	Title	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; text-align: center;">Category</td> <td style="width: 30%; text-align: center;">Number</td> </tr> </table>	Category	Number
Position No.	Title				
Category	Number				

Section 3 – KEY RESPONSIBILITIES

Works as part of multidisciplinary teams to provide a high standard of medical care. Provides medical services onsite to inpatients (including on call) and assists in the emergency departments as required. Provides outreach clinics and support to outlying sites via telephone and videoconference facilities (Telehealth). Provides leadership, training, supervision and education for Doctors in Training in consultation with Specialists and the Director Medical Services.



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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		
1.1	Performs clinical duties and provides patient care in accordance with online policies, procedures and site instructions.		75
1.2	Performs clinical duties and provides in-patient care and assists in the Accident and Emergency Department as required.		
1.3	Admits patients to the hospital according to need and manages their care with assistance from multidisciplinary teams in conjunction with GP registrars and Junior Medical staff.		
1.4	Refers patients to specialist services as clinically indicated.		
1.5	Supports colleagues in the performance of their clinical duties by providing outreach and remote support using telephone and videoconferencing (Telehealth) facilities.		
1.6	Supports nurses, Junior Medical staff and other health professionals in the performance of their clinical duties.		
2.0	CLINICAL ADMINISTRATION		
2.1	Maintains quality patient medical records according to health service protocols.		
2.2	Promptly writes discharge summaries on inpatients that have been under their care		
2.3	Complies with appropriate statutory requirements in relation to local government, environmental and public health matters.		
2.4	Liaises with members of the health care team and the private sector to meet the needs of patients under their care.		
2.5	Participates in hospital 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 Director Medical Services about complaints received pertaining to themselves or other doctors in the hospital.		
2.7	Supervisor of GP registrars and Junior Medical staff.		10
3.0	EDUCATION		
3.1	Develops and maintains the skills necessary to provide safe medical practice.		
3.2	Participates in continuing medical education (CME) activities.		
3.3	Maintains CME requirements equal to those required for vocational registration, regardless of vocational registration status.		
3.4	Maintains skills to ensure retention of procedural accreditation.		
3.5	Participates in doctors' clinical meetings, Patient Safety and Quality activities and quality improvement activities		
3.6	Participates and assists in the continued medical education and in service training of Junior Medical staff, nurses, health professionals and health workers.		
3.7	Acts as a role model and supervisor/mentor to medical students and post-graduate trainees during their placement.		5
3.8	Participates fully in the hospital's preventative health and primary care programs.		
4.0	LEADERSHIP		
4.1	Provides clinical leadership to the clinical team and coordinates ongoing medical education programs.		
4.2	Participates in the orientation of new clinicians.		
4.4	Undertakes audits for the Patient Safety and Quality program Facilitates Root Cause Analyses for sentinel events		5
5.0	OTHER		
5.1	Undertake duties as directed.		5

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 Royal Australian College of General Practitioners (FRACGP), or Fellow of the Australian College of Rural and Remote Medicine (FACRRM), or equivalent postgraduate training.
3. Demonstrated understanding of Aboriginal Health issues and experience working within a cross cultural environment.
4. Highly developed communication, interpersonal, leadership, negotiation and conflict resolution skills.
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. Demonstrated understanding and knowledge of the Aboriginal Cultural Respect Framework.
7. Eligible for / or in possession of a current C or C-A Class drivers licence.

DESIRABLE

1. Knowledge of the WA Government Health Industry.
2. Post-graduation qualifications and/ or recognised current clinical experience in Obstetrics (Diploma in Obstetrics or equivalent) and/ or Anaesthetics.
3. Knowledge of Health Services Infection Control procedures in general.
4. Accredited supervisor with the RACGP Training Program.
5. Commitment to Population Health Programs including Primary Health care.

Section 6 – APPOINTMENT FACTORS

Location	Narrogin	Accommodation	As per the WA Country Health Service Accommodation 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 • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance • Working With Children (WWC) 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:
Manager



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