



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

|  |                    |                        |   |
|--|--------------------|------------------------|---|
| <b>WA Country Health Service – Midwest</b> |                    | <b>Position No:</b>    | 605323  |
| <b>Division:</b>                           | Midwest            | <b>Title:</b>          | <b>Senior Medical Practitioner – Emergency Medicine</b> |
| <b>Branch:</b>                             | Geraldton Hospital | <b>Classification:</b> | MP Year 1-3   |
| <b>Section:</b>                            | Medical Services   | <b>Award/Agreement</b> | Medical Practitioners Agreement                         |

### Section 2 – POSITION RELATIONSHIPS

|                       |                        |                           |
|-----------------------|------------------------|---------------------------|
| <b>Responsible To</b> | <b>Title:</b>          | Director Medical Services |
|                       | <b>Classification:</b> | MP Year 1-9               |
|                       | <b>Position No:</b>    | 605052                    |



|                       |                        |                                 |
|-----------------------|------------------------|---------------------------------|
| <b>Responsible To</b> | <b>Title:</b>          | Consultant – Emergency Medicine |
|                       | <b>Classification:</b> | MP Year 1-9                     |
|                       | <b>Position No:</b>    | 615230                          |



|                      |                        |   |
|----------------------|------------------------|---|
| <b>This position</b> | <b>Title:</b>          | <b>Senior Medical Practitioner – Emergency Medicine</b> |
|                      | <b>Classification:</b> | <b>MP Year 1-3</b>                                      |
|                      | <b>Position No:</b>    | <b>605323</b>   |



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

|                              |
|------------------------------|
| <b>Title</b>                 |
| Senior Medical Practitioners |
| Registrars                   |
| Resident Medical Officers    |
| Interns                      |
| Students                     |



| <b>Positions under direct supervision:</b>  | <b>← Other positions under control:</b> |       |        |                         |  |          |        |
|---|---|-------|--------|-------------------------|--|----------|--------|
| <table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>614734</td> <td>Reg – Srv - Unallocated</td> </tr> </tbody> </table> | Position No.                            | Title | 614734 | Reg – Srv - Unallocated | <table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> </tbody> </table> | Category | Number |
| Position No.  | Title                                   |       |        |                         |  |          |        |
| 614734  | Reg – Srv - Unallocated                 |       |        |                         |  |          |        |
| Category  | Number                                  |       |        |                         |  |          |        |

### Section 3 – KEY RESPONSIBILITIES

Provide clinical leadership and patient services in the hospital. Assist in effective clinical governance. Support other clinicians to provide high quality services which are safe.

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| <b>WA Country Health Service<br/>Midwest</b> |
| <b>21 October 2019</b>                       |
| <b>REGISTERED</b>                            |

|       |   |                |             |
|-------|---|----------------|-------------|
| TITLE | Senior Medical Practitioner –<br>Emergency Medicine | POSITION NO    | 605323      |
|       |   | 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 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><b>WA Country Health Service<br/>Midwest</b></p> <p><b>21 October 2019</b></p> <p><b>REGISTERED</b></p> |
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|              |   |                       |             |
|--------------|---|-----------------------|-------------|
| <b>TITLE</b> | <b>Senior Medical Practitioner –<br/>Emergency Medicine</b> | <b>POSITION NO</b>    | 605323      |
|              |   | <b>CLASSIFICATION</b> | MP Year 1-3 |

#### Section 4 – STATEMENT OF DUTIES

| <b>Duty No.</b> | <b>Details</b>   | <b>Freq.</b> | <b>%</b>  |
|-----------------|--|--------------|-----------|
| <b>1.0</b>      | <b>CLINICAL</b>  |              | <b>75</b> |
| 1.1             | Performs clinical duties and provides patient care in accordance with Geraldton Hospital Medical Services Manual.  | D            |           |
| 1.2             | Performs clinical duties and provides patient care in the Geraldton Hospital.  | D            |           |
| 1.3             | Participates fully in the Doctors Roster, including on call after hours duties.  | R            |           |
| 1.4             | Provides one or more of the following services: Antenatal, peripartum and post-natal care commensurate with level of skill and experience and qualifications.  | R            |           |
| 1.5             | Anesthetic services commensurate with level of skill and experience and qualifications.  |              |           |
| 1.6             | Admits patients to the hospital according to need, and manages their care either alone or whenever it will improve patient care in conjunction with the appropriate medical colleague.   | D            |           |
| 1.7             | Refers patients to specialist services as required.  | D            |           |
| 1.8             | Participates fully in the hospital's preventive health and primary care programs.  | R            |           |
| 1.9             | Supports nurses and other health workers in the performance of their clinical duties.  | R            |           |
| 1.10            | Supports colleagues in the performance of their clinical duties.   | R            |           |
| <b>2.0</b>      | <b>CLINICAL ADMINISTRATION</b>   | <b>R</b>     | <b>10</b> |
| 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 Patient's under care.   |              |           |
| 2.5             | Participates in hospital and doctors committee meetings as required or invited.<br>Attends to medico legal issues that arise concerning patients that have been under their care and advises the Medical Superintendent about complaints received pertaining to themselves or other doctors in the hospital. |              |           |
| <b>3.0</b>      | <b>EDUCATION</b>   | <b>R</b>     | <b>5</b>  |
| 3.1             | Develops and maintains the skills necessary to provide safe medical practice.  |              |           |
| 3.2             | Participates in continued medical education 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 and assists in the continued medical education/in service training of nurses and other health workers.  |              |           |
| 3.6             | Acts as a role model and supervisor/mentor to medical students and post-graduate trainees during their placement.  |              |           |
| 3.7             | Participates in doctors' clinical meetings, clinical governance and quality improvement activities.  |              |           |
| <b>4.0</b>      | <b>LEADERSHIP</b>  | <b>R</b>     | <b>5</b>  |
| 4.1             | Provides clinical leadership to the clinical team and coordinates ongoing medical education programs.  |              |           |
| 4.2             | Participates in the orientation of new clinicians.   |              |           |
| 4.3             | Undertakes audits for the clinical governance program Facilitates Root Cause Analyses for Sentinel events.   |              |           |
| <b>5.0</b>      | <b>OTHER</b>   | <b>O</b>     | <b>5</b>  |
| 5.1             | 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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|              |   | <b>CLASSIFICATION</b> | MP Year 1-3 |

### Section 5 – SELECTION CRITERIA

#### ESSENTIAL

1. Eligible for registration by the Medical Board of Australia.
2. Possess substantial postgraduate medical experience in general medical, emergency medicine and hospital practice.
3. Demonstrated commitment to continuing education.
4. High level of communication and interpersonal skills.
5. Demonstrated capacity to work effectively and to lead in a team environment.
6. Demonstrated commitment to the effective management of clinical risk and improving quality.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

#### DESIRABLE

1. Experience or qualifications in other specialist or procedural fields.
2. Experience in remote area medicine.
3. Experience in health care in a cross-cultural setting.
4. Understanding of family medicine, primary health care and preventative health care practice.
5. Training in clinical risk management and patient safety e.g. HEAPS.

### Section 6 – APPOINTMENT FACTORS

|   |  |                      |   |
|---|--|----------------------|---|
| <b>Location</b>                                   | Geraldton  | <b>Accommodation</b> | As determined by the WA Country Health Service Policy |
| <b>Allowances/<br/>Appointment<br/>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> </ul> Allowances <ul style="list-style-type: none"> <li>• District allowance</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:<br><b>Manager</b> | <b>WA Country Health Service<br/>Midwest</b><br><br><b>21 October 2019</b><br><br><b>REGISTERED</b> | Signature and Date:<br><b>Regional Director</b> | <b>WA Country Health Service<br/>Midwest</b><br><br><b>21 October 2019</b><br><br><b>REGISTERED</b> |
|---------------------------------------|---|---|---|

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 |
|------|-----------|----------------|-------------|
|      |           |                |             |
|      |           |                |             |
|      |           |                |             |

|   |
|---|
| <b>WA Country Health Service<br/>Midwest</b><br><br><b>21 October 2019</b><br><br><b>REGISTERED</b> |
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