



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>Goldfields</b>		<b>Position No:</b>	<b>614494</b>
<b>Division:</b>	Medical Services	<b>Title:</b>	<b>Resident Medical Officer - General</b>
<b>Branch:</b>	Kalgoorlie Health Campus	<b>Classification:</b>	MP Year 1-3
<b>Section:</b>		<b>Award/Agreement</b>	Medical Practitioners Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;"><b>Title:</b></td><td>Consultant Physician</td></tr> <tr><td><b>Classification:</b></td><td>SMP Year 1-9</td></tr> <tr><td><b>Position No:</b></td><td>601525</td></tr> </table>	<b>Title:</b>	Consultant Physician	<b>Classification:</b>	SMP Year 1-9	<b>Position No:</b>	601525	<p><b>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</b></p> <div style="border: 1px solid black; height: 100px; width: 100%; padding: 5px;"> <p><u>Title</u></p> </div>
<b>Title:</b>	Consultant Physician							
<b>Classification:</b>	SMP Year 1-9							
<b>Position No:</b>	601525							
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<b>Classification:</b>	SMP Year 1-3							
<b>Position No:</b>	<b>614494</b>							
<b>This position</b>	↑							

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

### Section 3 – KEY RESPONSIBILITIES

Under the supervision of senior medical staff provide a high standard of clinical care to patients of Kalgoorlie Health Campus. Promote maintenance of clinical standards and quality of care.

**WA Country Health Service –  
 GOLDFIELDS**

22 April 2020

**REGISTERED  
 Job Description Form**

TITLE	Resident Medical Officer - General	POSITION NO	614494
		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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#### Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
<b>1.0</b>	<b>CLINICAL DUTIES</b>		
1.1	Responsible for the clinical care of patients under the supervision of senior medical staff including: a) attending to patients in order of medical urgency b) performing appropriate investigations c) managing medical conditions according to acceptable clinical standards under supervision of registrar and consultant physicians. d) collaborating with other medical staff, Nursing staff and multidisciplinary team members to facilitate patient management. e) communicating with family, outside medical practitioners, and/or community services concerning patient management.		
1.2	Document clinical notes throughout each episode of patient care and at the time of discharge to meet medical record standard.		
1.3	Manage patients and documents with regard to risk management principles.		
1.4	Participate in after hours and weekend rosters.		
1.5	Maintain and update professional knowledge.		
1.6	Participates in research where appropriate.		
<b>2.0</b>	<b>ADMINISTRATIVE DUTIES</b>		
2.1	Monitor your own competence and seek assistance from your senior staff or Consultant if uncertain about any aspect of your clinical work.		
2.2	Liaises with external agencies and Community Services including Royal Flying Doctor Service, Police, St John Ambulance, etc. as required.		
2.3	Participate in special projects such as disaster planning, clinical pathway design, etc. as directed.		
2.4	Prepare medical reports in liaison with senior medical staff.		
2.5	Participate in performance management activities and maintain and update professional knowledge.		
<b>3.0</b>	<b>TRAINING RESPONSIBILITIES</b>		
3.1	Monitor your own competence and seek assistance from your team Registrar or Consultant if uncertain about any aspect of your clinical work.		
3.2	Attend Resident teaching sessions as directed.		
3.3	Assist in the teaching of medical students, as required.		
3.4	Participate in research and clinical audits as required, ensuring correct procedures are followed.		
<b>4.0</b>	<b>OTHER</b>		
4.1	Other duties as directed by the Registrar or Consultant in your team.		
	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 with the Medical Board of Australia.
2. Demonstrated clinical and procedural experience.
3. Demonstrated highly developed communication and interpersonal skills.
4. Ability to work in a multidisciplinary team environment.
5. Demonstrated organisational and time management skills.
6. Demonstrated commitment to clinical governance within health care.

#### DESIRABLE

1. Demonstrated experience as a medical practitioner within the Australian or New Zealand health system.
2. Demonstrated commitment to ongoing education and research.
3. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Section 6 – APPOINTMENT FACTORS

<b>Location</b>	<b>Kalgoorlie</b>	<b>Accommodation</b>	As determined by 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> </ul> Allowances <ul style="list-style-type: none"> <li>• District Allowance 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: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Medical Director**

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

