

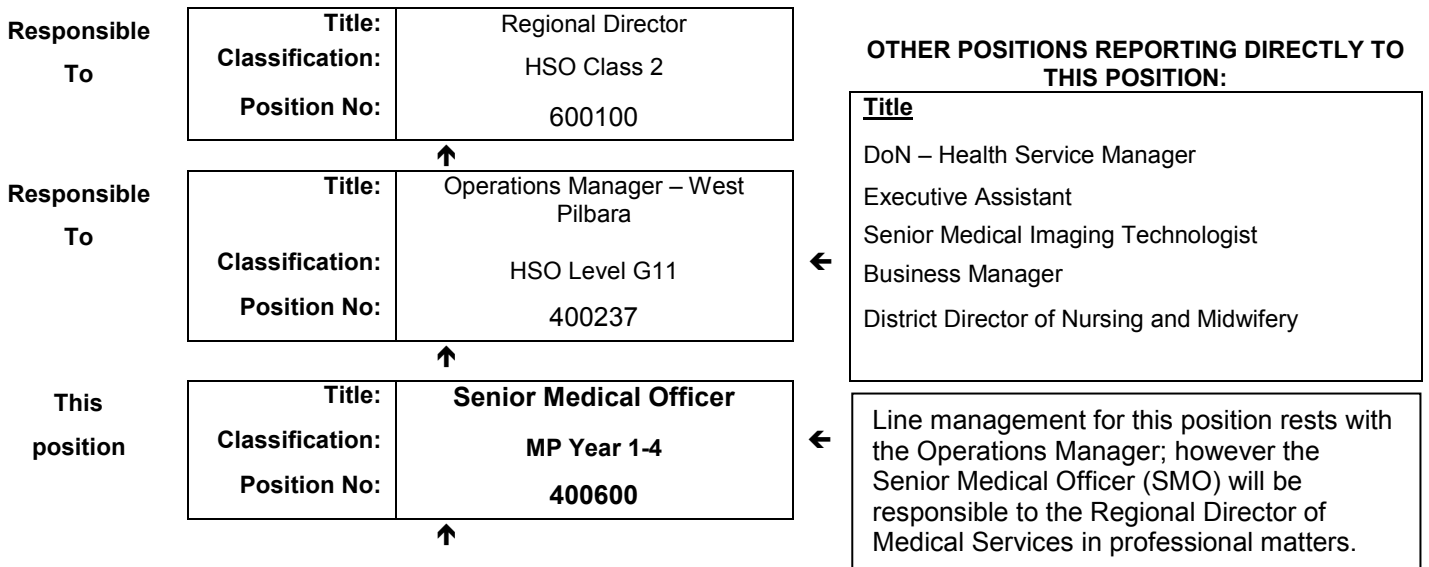


## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>WA Country Health Service</b>		<b>Position No:</b>	400600
<b>Division:</b>	Pilbara	<b>Title:</b>	Senior Medical Officer
<b>Branch:</b>	Karratha Health Campus	<b>Classification:</b>	MP Year 1-4
<b>Section:</b>	Medical Services	<b>Award/Agreement</b>	Medical Practitioners Agreement

### Section 2 – POSITION RELATIONSHIPS



Line management for this position rests with the Operations Manager; however the Senior Medical Officer (SMO) will be responsible to the Regional Director of Medical Services in professional matters.

<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>																
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Position No.</th> <th style="width: 70%;">Title</th> </tr> </thead> <tbody> <tr><td></td><td>Health Service Medical Practitioner</td></tr> <tr><td></td><td>District Medical Officer – Procedural – Obstetrics</td></tr> <tr><td></td><td>RMO – Emergency Medicine</td></tr> <tr><td></td><td>District Medical Officer – Procedural – Anaesthetics</td></tr> <tr><td></td><td>District Medical Officer – Non Procedural</td></tr> </tbody> </table>	Position No.	Title		Health Service Medical Practitioner		District Medical Officer – Procedural – Obstetrics		RMO – Emergency Medicine		District Medical Officer – Procedural – Anaesthetics		District Medical Officer – Non Procedural	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Category</th> <th style="width: 40%;">Number</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> </tbody> </table>	Category	Number		
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### Section 3 – KEY RESPONSIBILITIES

- Responsible to the Operations Manager West Pilbara for the appropriate management, coordination and deployment of medical services and resources within West Pilbara.
- Participates on District management team.
- Manages continuous Quality Improvement and Clinical Governance in the delivery of Medical Services.

TITLE	Senior Medical Officer	POSITION NO	400600
		CLASSIFICATION	MP Year 1-4



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.

<b>TITLE</b>	Senior Medical Officer	<b>POSITION NO</b>	400600
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#### Section 4 – STATEMENT OF DUTIES

<b>Duty No.</b>	<b>Details</b>	<b>Freq.</b>	<b>%</b>
<b>1.0</b>	<b>MANAGEMENT AND COORDINATION</b>		
1.1	In collaboration with the Regional Medical Director responsible for the efficient management of District Medical Officers and Specialist staff		
1.2	Advises the Regional Medical Director and Operations Manager West Pilbara on medial resources and strategies to deploy medical staff.		
1.3	Assists the Regional medical Director with the recruitment, selection, orientation, training and development and performance management of staff under direct supervision.		
1.4	Ensures all principles and practices of relevant legislation, including EEO and OSH are applied.		
1.5	Advises on Medical Agreements and Awards relevant to District Medical Officers. Initiates and participates in monitoring, reviewing and evaluating the quality and timelines of medical services.		
1.6	Monitoring and implementation of health policies as they relate to or impact on medical officers of the hospital		
1.7	Prepares and conducts reviews and instigations pertaining to medical services		
1.8	In collaboration with the Regional Medical Director, ensures the development and implementation of clinical governance initiatives to ensure safe and sound clinical practice, including provision or reports for the Medical Advisory Committee.		
1.9	Organise and Coordinate the delivery of an educational program for the District Medical Officer, Interns, Registrars and Medical students.		
1.10	Assist in the delivery of education to nursing and other staff of the hospital as required		
1.11	Organise medical Advisory Committee meetings on a regular basis		
1.12	Adhere to conditions of service of salaried medical practitioners appointed to the WACHS and follow the AMA Code of Ethics		
<b>2.0</b>	<b>CLINICAL</b>		
2.1	Participates in the DMO roster to ensure effective service provision		
2.2	If applicable, practices Obstetrics, gynaecology, Paediatrics, General medicine, Emergency medicine, Surgery or Anaesthetics commensurate with level of skill in accordance with the WACHS Credentialing and Scope of Practice Policy and process.		
2.3	Continued management of all patients admitted to the hospital under his/her care either alone or where circumstances dictate, in collaboration with the appropriate specialist.		
2.4	Follows closely the policies and procedures for admission, in patient care and discharge of patients in accordance with appropriate standards.		
2.5	Performs remote area medical clinics if necessary		
2.6	Supports other health professionals in support of general and public health function.		
2.7	Acts as a role model for supervised medical students during their placements.		
<b>6.0</b>	<b>OTHER</b>		
6.1	Other duties as directed by line management		

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 Western Australia.
2. Demonstrated clinical experience and/or post graduate qualifications commensurate with clinical duties and medical supervisory role.
3. Demonstrated ability and/or post graduate qualifications in management, public health, medical administration or health training.
4. Demonstrated highly developed communication, interpersonal, negotiation and conflict resolution skills.
5. Demonstrated strategic management and leadership skills.
6. Demonstrated highly developed conceptual and analytical skills and proven ability to formulate policy.
7. Demonstrated knowledge of relevant standards and legislation relevant to the workplace and their application in a health service environment including: Public Sector Standards, Code of Ethics, Code of Conduct, OSH, Equity and Equal Opportunity, Disability Services, Infection Control.
8. Demonstrated understanding of issues within a cross cultural environment.
9. Current C Class Drivers Licence and ability to travel within the region including overnight stays

**DESIRABLE**

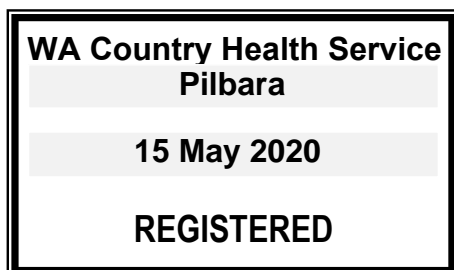
1. Demonstrated knowledge of current issues in the rural public sector health system, including remote area service issues and aboriginal health.
2. Fellowship of Royal Australian College of General Practitioners or equivalent.

**Section 6 – APPOINTMENT FACTORS**

<b>Location</b>	Karratha	<b>Accommodation</b>	As determined by WA County Health Service (WACHS) Policy
<b>Appointment Conditions/ Allowances</b>	<p>Appointment is subject to:</p> <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 driver's licence and ability to travel within the region as required including overnight stays</li> </ul> <p>Allowances</p> <p>Where applicable - District Allowance, Annual Leave Travel Concession, one week additional Annual leave for above the 26th parallel, air conditioning subsidy</p>		

**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:

**Operations Manager West Pilbara**

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