



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	601558
Division:	Medical Services	Title:	Consultant Surgeon – General Surgery
Branch:	Kalgoorlie Health Campus	Classification:	MP Consultant Year 1 - 9
Section:	Emergency Department	Award/Agreement	Medical Practitioners Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Operations Manager
	Classification:	HSO Level G11
	Position No:	607939



Responsible To	Title:	Director Medical Services
	Classification:	MP Medical Administrator Year 1 - 9
	Position No:	615743



This position	Title:	Consultant Surgeon - General Surgery
	Classification:	MP Consultant Year 1 - 9
	Position No:	601558



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
601578, 614289/90 – Consultant Paediatrician
601592 – Senior Medical Practitioner
601595 – Consultant Obstetrician & Gynaecologist
601920 – Health Service Medical Practitioner
613198, 615739/40 – Consultant – Emergency Medicine
613306 - Consultant Anaesthetist
614287/8, 601525 - Consultant Physician – General Medicine
614465 – Director Clinical Training
614492 – Senior Registrar – General Medicine
614493 – Registrar – Service - General
614494 – Resident Medical Officer



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>Medical Interns</td> </tr> </tbody> </table>	Position No.	Title		Medical Interns	<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Category	Number		
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	Medical Interns								
Category	Number								

Section 3 – KEY RESPONSIBILITIES

Provides a high standard of surgical care to Surgical patients in Kalgoorlie Health Campus. Provides administrative leadership in combination with other Surgeons and with the clinical nurse specialist of Surgery. Participates in programs to ensure safety and quality of surgical services including audit, incident review and clinical practice improvement projects. Takes responsibility for policy development and review and provides training, supervision and education for trainee medical officers.

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 GOLDFIELDS**

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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.

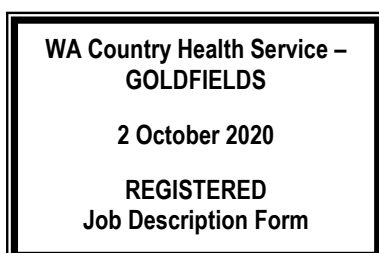
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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	CLINICAL		70
1.1	Supervises, co-ordinates and manages the care of Goldfields general surgery patients.		
1.2	Works as part of a multidisciplinary team to provide clinical management of Goldfields general surgical patients.		
1.3	Develops and provides an integrated WA Country Health Service (WACHS) Goldfields regional general surgery service including the provision of telephone and videoconference consultation and advice. Service provision will need to be flexible and may vary from time to time depending on organisational needs and objectives.		
1.4	Maintains quality patient medical records according to health service protocols.		
1.5	Promptly writes discharge summaries on inpatients that have been under their care.		
2.0	CLINICAL ADMINISTRATION		15
2.1	Fulfills role and responsibilities of Head of Department, Surgical Services.		
2.2	Ensures the ongoing application of continuous quality improvement principles in systematically evaluating and meeting customer needs, including participating / undertaking in clinical governance activities.		
2.3	Ensures compliance with relevant standards, legislation and regulatory requirements.		
2.4	Commits to developing WACHS Goldfield as a centre of excellence for provision of rural health in Western Australia.		
2.5	Participates in departmental 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 Operations Manager and Regional Director Medical Services (RDMS) about complaints received pertaining to themselves or other doctors in the hospital.		
3.0	EDUCATION		10
3.1	Supervises junior medical staff, including assessment of staff performance in relation to clinical competence, adherence to standards, timely and accurate documentation, and communication with patients, relatives, peers, other staff and doctors in other hospitals and in the community.		
3.2	Participates in professional continuing educational activities, regular performance review and provides evidence of maintaining current knowledge and skills.		
3.3	Participates in general continuing educational activities and postgraduate training programs for junior medical staff, particularly trainees in general surgery.		
3.4	Participates in Teaching Programs for undergraduate medical students.		
3.5	Supervises, guides and teaches nursing, allied health and other support staff as appropriate.		
3.6	Participates in departmental academic activities.		

Section 4 – STATEMENT OF DUTIES continued next page



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Section 4 – STATEMENT OF DUTIES continued

4.0	LEADERSHIP		5
4.1	Demonstrates excellence in interpersonal skills when dealing with patients, colleagues, nursing, allied health and support staff.		
4.2	Participates in WACHS Goldfields Emergency Management Program planning, strategy and practices.		
4.3	Participates in clinical research where appropriate and active promotion of research activities wherever possible.		
5.0	OTHER		
5.1	Undertakes other duties as directed by the Operations Manager or the Director Medical Services.		
5.2	May be required to assist with regional duties.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in 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.		

Frequency: D - Daily, W - Weekly, F - Fortnightly, M - Monthly, R - Regularly, O - Occasionally, A - Annually

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Eligible for registration by the Medical Board of Australia.
2. Fellowship with the Royal Australian College of Surgeons or equivalent at the date of commencing duties.
3. Member of the Gastroenterology Society of Australia (GESA) for upper and lower endoscopies.
4. Demonstrated extensive training and experience in General Surgery.
5. Demonstrated well developed communication and interpersonal skills.
6. Demonstrated effective participation and leadership in a multi-disciplinary team environment.
7. Demonstrated interest in teaching and research.
8. Demonstrates an understanding of the complexities of regional and remote hospital based health services.
9. Knowledge and understanding of continuous quality improvement principles and their practical application.
10. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
11. Eligible for or in possession of a current C or C-A class driver's licence.

DESIRABLE

1. Knowledge and understanding of the rural medical environment.
2. Substantial and current experience in relevant research including study design, implementation, evaluation, presentation and publication.
3. Demonstrated experience and abilities to foster strong relationships between general practice and specialist medical services.

Section 6 – APPOINTMENT FACTORS

Location	Kalgoorlie	Accommodation	As per 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 • Completion of training for Mandatory Reporting of Child Sexual Abuse • Evidence of a current C or C-A Class drivers licence and ability to travel within the region as required including overnight stays Allowances <ul style="list-style-type: none"> • District Allowance as applicable • Annual Leave Travel Concession as applicable 		
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: ____/____/____

Operations 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

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