Government of **Western Australia**
WA Country Health Service

JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		**Position No:**	613198
Division:	Kalgoorlie Health Campus	**Title:**	**Consultant - Emergency Medicine**
Branch:	Medical Services	**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 Emergency Medicine**
	Classification:	**MP Consultant Year 1 - 9**
	Position No:	**613198**

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title

601558 - Consultant Surgeon - General Surgery
601578, 614289/90 - Consultant Paediatrician
601592 – Senior Medical Practitioner
601595 – Consultant Obstetrician & Gynaecologist
601920 –Health Service Medical Practitioner
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 - General
615739/40 – Consultant – Emergency Medicine

Positions under direct supervision:		**← Other positions under control:**	
Position No.	Title	Category	Number
	Medical Interns		

Section 3 – KEY RESPONSIBILITIES

Responsible for the provision of a comprehensive clinical service in Emergency Medicine to Patients of WA Country Health Service- Goldfields and the leadership of the multi-disciplinary team to provide comprehensive emergency services to patients of the Kalgoorlie Health Campus. Promotes patient quality and safety within the emergency department. Provides leadership, management, training, supervision and education for Senior Medical Practitioners, Interns, Resident Medical Officers and Registrars in collaboration with the Director of Medical Services.

WA Country Health Service – GOLDFIELDS

22 April 2021

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April 2021

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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**		
1.1	Provides clinical management of Emergency Medicine patients utilising evidence based practice.		
1.2	Assist with Australian Triage Standards and National Emergency Access Target requirements when clinically safe.		
1.3	Leads, supervises, coordinates and manages the care of patients with life threatening conditions, including multiple traumas.		
1.4	Participates fully in the Emergency Medicine Consultant roster including on call as rostered.		
1.5	Provides clinical services as determined appropriate for a 24 hour emergency service, including telephone or video-conference consultations and advice to WA Country Health staff in Multi Purpose Sites.		
1.6	Maintains quality patient medical records in accordance with health service protocols.		
1.7	Fully supports electronic clinical systems and promote and educate the use of NAC's discharge summaries and communication of patient information to health care providers.		
1.8	Liaises with members of the health care team and private practitioners to meet the needs of patients under their care.		
1.9	Responsible for a portfolio as directed by the Director of Medical Services (DMS).		
1.10	Supports medical colleagues and nursing colleagues in the performance of their clinical duties.		
2.0	**CLINICAL ADMINISTRATION**		
2.1	Ensures the ongoing application of continuous quality improvement principles in systematically evaluating and meeting customer needs.		
2.2	Ensures compliance with relevant standards, legislation and regulatory requirements.		
2.3	Liaises with members of the health care team and the private sector to meet the needs of patients under their care and maintain a customer-focused approach.		
2.4	Participates in governance-led departmental and doctor's committee meetings as required, such as Medical Advisory Committee meetings, Emergency Medicine Clinical Governance meetings and mortality and morbidity meetings.		
2.5	Actively participates in service development activities eg: Medical Emergency Team, Medical Emergency Response.		
2.6	Attends to medico-legal issues that arise concerning patients that have been under their care and advises the DMS.		
2.7	Assists the DMS with complaints management as required.		

Section 4 – STATEMENT OF DUTIES continued next page

Section 4 – STATEMENT OF DUTIES continued

3.0	**EDUCATION**		
3.1	Acts as a role model and mentor to medical students and medical colleagues during their placement.		
3.2	Supervises junior medical staff, including the assessment of staff performance in relation to clinical competence, adherence to departmental protocols, timely and accurate documentation, communication with patients, relatives, peers, other staff and doctors in other hospitals and in the community.		
3.3	Participates in professional educational activities, regular performance review and provides evidence of maintaining current knowledge and skills.		
3.4	Participates in post-graduate and under-graduate training programs for junior medical staff, trainees and medical students.		
3.5	Supervises guide and teaches nursing, allied health and other support staff as appropriate.		
3.6	Participates in departmental academic activities and mandatory essential training and skills.		
4.0	**LEADERSHIP**		
4.1	Demonstrates professional standards and ethics as appropriate to the seniority and leadership role of clinical staff and according to WA Country Health Service Code of Conduct.		
4.2	Demonstrates excellence in interpersonal skills when dealing with patients, colleagues, nursing, allied health and support staff.		
4.3	Participates in doctor's clinical meetings and quality improvement and audit activities. These include the departments Morbidity, Mortality and Peer review activities, the hospitals contribution to the Clinical Incident Management Policy (CIM) and other clinical governance activities as directed.		
4.4	Participates in WA Country Health Service – Goldfields planning, strategy and practices.		
4.5	Develop, implement and monitor Quality Assurance measures.		
4.6	Assessment of subordinate medical staff performance in relation to clinical competence, adherence to departmental protocols, timely and accurate documentation, communication with patients, relatives, peers and other medical colleagues in other hospitals and in the community.		
5.0	**OTHER**		
5.1	May be required to assist with regional duties.		
5.2	Performs other duties as directed by the Director Medical Services.		
	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.		

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 of the Australasian College for Emergency medicine or equivalent.
3. Possess substantial postgraduate medical experience in emergency medicine and hospital practice.
4. Demonstrated commitment to continuing education.
5. Demonstrated high level of communication, interpersonal, negotiation and conflict resolution skills.
6. Demonstrated capacity to work effectively and to lead in a team environment.
7. Demonstrated commitment to the effective management of clinical risk and improving quality.
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
9. Eligible for and /or in possession of a current C or C-A class driver's licence.

DESIRABLE

1. Experience in rural area medicine.
2. Significant experience in rural and remote emergency medicine or retrieval services.
3. Demonstrated understanding of issues within a cross cultural environment, particularly Aboriginal people.
4. Demonstrated experience in the development, implementation and evaluation of clinical policy.

Section 6 – APPOINTMENT FACTORS

Location	Kalgoorlie	Accommodation	As per the WA Country Health Service policy
Allowances/ Appointment Conditions	Appointment is subject to: • Evidence of registration by the Medical Board of Australia must be provided prior to commencement • Evidence of fellowship with the Australasian College for Emergency Medicine or equivalent • 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 • 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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