



Job Description Form

Generic - **Prison Medical Officer**

Health Services

Position details

Classification Level: VRGP Year 1-5/ HSMP Year 1-3

Award/Agreement: PSA 1992 / PS CSA 2019

Position Status: Permanent

Organisation Unit: Corrective Services, Community Corrections, Health and Offender Management

Physical Location: Various

Reporting relationships

Responsible to: 014077 – Director Medical Services – Consultant Year 1 – 9
014074 – Operations Manager – Level 7, Administrative Reporting

This position: Generic – Prison Medical Officer – VRGP Yr 1-5/HSMP Yr 1-3

Direct reports: Nil

Overview of the position

Health Services role is to work in partnership with Adult and Juvenile Custodial Services to provide a comprehensive range of health care services to patients in custody, at a standard comparable to that available in the general community.

This is achieved through assessing health determinants, delivering preventative health care, health screening, delivering acute care, diagnosis and management of chronic disease and infectious disease, referring to allied and specialist services as indicated and assessing the effectiveness of health care delivery.

The majority of health care provided to patients in custody is based on a primary health care model and predominantly relates to the management of Chronic Disease, Communicable Disease, Co-morbidity (Alcohol and Drug Addiction Services and Mental Health Services) and Acute Care response as required. The branch is also responsible for establishing and maintaining policy and standards.

The Prison Medical Officer performs the functions of a prison medical officer in accordance with the Prisons Act 1981 by providing high quality primary health care to patients in a correctional facility, including male, female and youth detainees.

The Prison Medical Officer also provides an on-call service including out of hours advice, and attendance for general medical management of male and female prisoners and detainees in the custody of the Department.

The Prison Medical Officer works closely with health centre staff (nurses, receptionists and allied health) and prison staff in planning, organising and controlling the provision of health care.

Job description

As part of the leadership team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Maintain focus on the Department's goals concerning safety, security and rehabilitation.
- Attend at a prison/detention centre at such times and on such occasions as are specified in the terms of the medical officer's appointment or engagement.
- On the request of the chief executive officer, examine a prisoner as soon as practicable after the prisoner's admission to prison and ascertain and record the prisoner's state of health and any other circumstance connected with the prisoner's health, as the medical officer considers necessary.
- Maintain a record of the medical condition and the course of treatment prescribed in respect of each prisoner under the medical officer's care and make available, upon request, to the chief executive officer.
- Make such returns and reports to the chief executive officer as the chief executive officer may from time to time direct.
- On the request of the chief executive officer give close medical supervision to a prisoner in separate confinement and/or officer examine and treat a prisoner who requires medical care and treatment.
- On the request of the chief executive officer or a superintendent, examine a prisoner.
- Work closely with nursing, management and other health service and prison staff in planning, organising and controlling the provision of health care. This will include

identifying and prioritising health care needs and care delivery to individuals, and ensuring that the roles and interrelationships of health care providers are mutually understood and respected.

- Comply with policy and procedures laid down by the Director Health Services, including maintaining an appropriate standard of documentation in the official medical records.
- Adhere to the formulary and associated policies of the Drug and Therapeutics Committee established within the Department. The ongoing development of these policies will involve consultation with medical practitioners.
- Provide verbal and written evidence and respond appropriately to requests to appear in court and other places to present evidence and opinion for medico-legal purposes related to coroner's enquiries, investigations by the Parliamentary Commissioner for Administrative Investigations, Office of Health Review, legal proceedings and other like matters.
- Comply with Clinical Privileges and Medical Indemnity requirements.
- Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies.
- Applies and promotes the principles of equity, diversity, occupational safety and health in the workplace and behaves and manages staff in accordance with relevant standards, values and policies.
- Provide reports on clinical issues and incidents, patient management and service provision as required.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the roles specific responsibilities, the ability to demonstrate the following:

Shapes and Manages Strategy

The ability to; understand the Department's objectives and links between the business unit, departmental and whole of government agenda, translate strategy into operational goals, source and apply information on best practice approaches adopted in both the private and public sector, undertake objective, critical analysis and distil the core issues, present logical arguments and draw accurate conclusions, anticipate and seek to minimise risk, weigh options to identify solutions.

Achieve Results

The ability to; procure and administer contracts judiciously, value specialist expertise and capitalise on the knowledge within the organisation as well as consulting externally as appropriate, contribute personal expertise to achieve outcomes, evaluate ongoing performance, identify critical success factors, share information with others and assist them, commit to achieving quality outcomes and ensures documented procedures are maintained.

Builds Productive Relationships

The capacity to; build and sustain relationships with a network of key people internally and externally, anticipate and be responsive to internal and external client needs, work towards mutually beneficial outcomes, find opportunity to share information, keep others informed of issues, foster team work, resolve conflict using appropriate strategies.

Exemplifies Personal Integrity and Self-Awareness

A demonstrated; high level of self-awareness and resilience when faced with challenges, openness to feedback, commitment to professionalism, probity and personal development, ability to provide impartial and forthright advice, challenge issues constructively, stand by your position and support others when required, seek guidance and advice when required. Engage with risk by providing impartial and forthright advice, constructively challenging important issues and identifying solutions. Actively supports staff, identifies and manages risk issues escalating as required.

Communicates and Influences Effectively

The ability to; confidently present messages in a clear concise and articulate way, translate information for others, focusing on key points and using appropriate unambiguous language, anticipate reactions and be prepared to respond, approach negotiations with a strong grasp of the key issues, understand the desired objectives and associated strength and weaknesses, encourage debate and identify common ground to facilitate agreement and acceptance of mutually beneficial outcomes.

Role Specific Criteria

Qualification

- Evidence of registration as a Medical Practitioner with the Australian Health Practitioners Regulation Agency must be provided prior to commencement.

Knowledge, experience and skills relevant to providing general medical care to individuals

- Applying knowledge in Public Health Medicine including the management of infectious diseases and persons with blood borne viruses.
- Providing effective medical care to individuals from diverse cultural backgrounds, including Aboriginal people.
- Providing effective Primary Mental Health care to individuals with mental illness, personality disorders, mood disorders, acquired brain injury and intellectual disability, and opiate prescribing to individuals with drug related health problems

Experience in patient care, management and health planning:

- Developing and delivering chronic disease management programs such as, but not limited to, Diabetes, Renal Disease, Respiratory Disease, Cirrhosis, Cardiac and Cardiovascular disease.
- Referring to allied and specialist services and working with external providers such as Community Health and Mental Health Services.
- Participating in multi-disciplinary teams, case conferences and care planning.

Communication and interpersonal skills:

- Communicating and relating to a wide range of cultures, groups and individuals.
- Operating electronic health information systems.
- Writing referrals and reports.
- Developing and maintaining workplace relationships

Special requirements/equipment

Nil

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Director Health Services

Signature: _____ Date: _____

HR certification date: 28/02/20