



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	616212
Division:	South West	Title:	Consultant – Physician – Palliative Care
Branch:	Palliative Care Program	Classification:	MP Year 1-9
Section:	Medical	Award/Agreement	Medical Practitioners Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible
To

Title:	Regional Director – South West
Classification:	Health Executive Grade B – Health Professional
Position No:	613069



Responsible
To

Title:	Regional Director Medical Services
Classification:	MP Year 1-9
Position No:	612997



This
position

Title:	Consultant – Physician – Palliative Care
Classification:	MP Year 1-9
Position No:	616212



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>
Senior Medical Admin Officer
Regional Clinical Risk Coordinator
Clinical Practice Improvement Coordinator
Clinical Governance Support Officer
Clinical Audit Officer
Clinical Audit Officer
Regional Manager Medical Workforce



Director Palliative Care MP Year 1-9 PN: 615914
Responsible to the Director Palliative Care for professional responsibility, clinical governance and clinical practice improvement

Positions under direct supervision:	Other positions under control:								
<table> <tr> <th>Position No.</th><th>Title</th></tr> <tr> <td>TBA</td><td>Senior Medical Practitioner – Palliative Care</td></tr> </table>	Position No.	Title	TBA	Senior Medical Practitioner – Palliative Care	<table> <tr> <th>Category</th><th>Number</th></tr> <tr> <td></td><td></td></tr> </table>	Category	Number		
Position No.	Title								
TBA	Senior Medical Practitioner – Palliative Care								
Category	Number								

Section 3 – KEY RESPONSIBILITIES

The WACHS – South West region multidisciplinary palliative care team provides consultation services and some direct patient care across patients' own homes, WACHS hospitals in the region and residential aged care facilities. Specialist services delivered as part of this role may occur in person, through fly-in, fly-out regional visits; telehealth consultations; email and telephone support. The position is expected to work closely with the Director Palliative Care WACHS in ensuring appropriate governance of regional palliative care services including:

- Provide clinical leadership in the provision of comprehensive palliative care services within WACHS – South West
- Work closely with the regional palliative care medical officer, local GPs and the regional palliative care team in developing care plans for palliative care patients with complex needs through the provision of specialist advice
- Develop capacity in the regional palliative care team in the delivery of high-quality palliative care
- Assist in other team activities across teaching, supervision and quality improvement

**WA Country Health Service
South West**

28 January 2021

REGISTERED

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		CLASSIFICATION	MP Year 1- 9



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.

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South West**

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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		60%
1.1	Provide specialist palliative medical care or advice, in cooperation with other members of the regional palliative care clinical team and with General Practice.		
1.2	Ensure that the clinical care of adult patients within the regional palliative care service aligns with quality policies and standards.		
1.3	Oversee complex palliative care case management of adults by supporting the regionally-based palliative care medical officer and regional team by phone/email/Telehealth review.		
1.4	Undertake regional visits to develop trustworthy relationships with stakeholders and patients and ensure the everyday business is adequately supported.		
1.5	Refer patients to other specialist services as clinically indicated.		
1.6	Support colleagues in the performance of their clinical duties by providing outreach and remote support using telephone and videoconferencing (Telehealth) facilities.		
1.7	Participate and contribute to the regional palliative care multidisciplinary team (MDT) meetings (video conference).		
2.0	EDUCATION OF STAFF, COMMUNITIES AND PATIENTS		20%
2.1	Support the planning, delivery and evaluation of teaching/learning activities to meet local needs and to promote the WACHS Rural Palliative Care Program's strategy and priorities.		
2.2	Contribute towards the development of palliative care protocols and guidelines.		
2.3	Attend twice yearly WACHS Palliative Care Program regional medical staff meetings as appropriate.		
2.4	Support supervision of Junior Medical staff, medical students and post-graduate trainees during placements in the palliative care team.		
2.5	Participate in own continuing medical education (CME) activities.		
3.0	CLINICAL ADMINISTRATION		10%
3.1	Maintain quality patient medical records according to health service protocols.		
3.2	Promptly write letters to other care providers for referred patients.		
3.3	Comply with appropriate statutory requirements in relation to local government, environmental and public health matters.		
3.5	Liaise with members of the health care team and the private sector to meet the needs of patients under their care.		
3.5	Participate in hospital and doctors committee meetings as available and invited.		
3.6	Attend to medico legal issues that arise concerning patients that have been under their care and advise the Director Medical Services about complaints received pertaining to themselves or other doctors in the hospital.		
4.0	LEADERSHIP		10%
4.1	Provide clinical leadership to the clinical team.		
4.2	Participate in the orientation of new clinicians as appropriate.		
4.3	Support audits for the Patient Safety and Quality program as required.		
4.4	Support Root Cause Analyses for sentinel events as requested.		
5.0	OTHER		
5.1	Undertake other duties as directed by Regional Medical Officer or Director, Palliative Care.		
	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 by the Medical Board of Australia.
2. Fellowship of the Royal Australasian College of Physicians (RACP) or Royal Australasian Chapter of Palliative Medicine (FRChPM), or equivalent postgraduate training.
3. Demonstrated skills in coordinating the medical care of complex conditions.
4. Highly developed communication, interpersonal and leadership skills.
5. Demonstrated current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
6. Demonstrated understanding of the Aboriginal Cultural Respect Framework.
7. Eligible for / or in possession of a current C or C-A Class driver's licence.

DESIRABLE

1. Previous rural work.
2. Demonstrated experience in developing capacity in clinical teams.
3. Demonstrated understanding of Aboriginal Health issues and experience working within a cross cultural environment.

Section 6 – APPOINTMENT FACTORS

Location	Bunbury	Accommodation	As determined by 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 		
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: ____/____/____
Executive Services

Signature and Date: ____/____/____
Chief Executive Officer

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

Effective date of document
January 2021