



JOB DESCRIPTION FORM

Section 1 - POSITION IDENTIFICATION

Division: Kimberley		Position No: Title: Classification: Award/Agreement:	614226
Branch: Derby and Fitzroy Valley Health Service (DFVHS)			District Medical Officer Non Procedural
Section: Medical Services			MP Year 1 – 6
			WA Health System – Medical Practitioners – AMA Industrial Agreement

Section 2 - POSITION RELATIONSHIPS

Responsible to	Title: Operations Manager	↑	Other positions reporting directly to this position:
	Classification: HSO Level G11		
	Position No: 200580		
Responsible to	Title: Senior Medical Officer	↑	Title District Medical Officer Procedural (Obstetrics) - District Medical Officer Procedural (Anaesthetics) - District Medical Officer Non-Procedural Medical Secretary Resident Medical Officer
	Classification: SMP Year 1 – 4		
	Position No: 200014		
This position	Title: District Medical Officer Non Procedural	↑	
	Classification: MP Year 1 – 6		
	Position No: 614226		

Positions under direct supervision:		← Other positions under control:	
Position No	Title	Category	Number

Section 3 - KEY RESPONSIBILITIES

- Provides comprehensive and high quality hospital and community based health services to the town of Derby, and or Fitzroy Crossing and remote communities of Looma, Mowanjum,
- Provides clinical leadership, supervision, training and education.
- Develops and maintains the skills necessary to provide safe, effective, appropriate and quality clinical service.

TITLE	District Medical Officer Non Procedural	POSITION NO	614226
		CLASSIFICATION	MP Year 1-6



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 approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Aboriginal health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE

To improve, promote and protect the health of country Western Australians

WHAT WE STAND FOR

Quality health services for all.

Improving the health of Aboriginal people and those most in need.

A fair share for country health.

Supporting our team – workforce excellence and stability.

OUR VALUES

Community - making a difference through teamwork, generosity and country hospitality

Compassion - listening and caring with empathy and dignity.

Quality - creating a quality health care experience for every consumer

Integrity - accountability, honesty and professional, ethical conduct in all that we do.

Justice - valuing diversity with a fair share for all.

WA Country Health Service

28 June 2017

REGISTERED

TITLE	District Medical Officer Non Procedural	POSITION NO	614226
		CLASSIFICATION	MP Year 1-6

WA Country Health Service
28 June 2017
REGISTERED

Section 4 - STATEMENT OF DUTIES

Duty No	Details	Freq	%
1	CLINICAL DUTIES		
1.1	Performs screening assessment, treatment and referral of patients/clients in accordance with WACHS – Kimberley policy, procedure and protocols.		70
1.2	Provides clinical services in a culturally appropriate and sensitive manner.		
1.3	Provides emergency services at Derby Hospital / Fitzroy Crossing Hospital commensurate with level of skills and experience.		
1.4	Provides general outpatient and General Practitioner service at Derby Hospital / Fitzroy Crossing Hospital.		
1.5	Manages the care of patients admitted to Derby Hospital / Fitzroy Crossing Hospital, consulting with specialist Medical Practitioners as appropriate.		
1.6	Provides an on-call service for inpatients, emergencies, including nights and weekends.		
1.7	Provides a visiting medical service to the remote Aboriginal communities of Looma, and Mowanjum, and support service to other Kimberley Hospitals if required		
1.8	Supports Nursing, Allied Health staff and Aboriginal Health Workers in delivery of health care.		
1.9	Supervises undergraduate and postgraduate medical staff as required.		
1.10	Ensures timely and legible completion of documentation including discharge summaries and medication orders.		
2	ADMINISTRATIVE DUTIES		10
2.1	Communicates and works collaboratively with the SMO and Nursing staff to ensure a multidisciplinary approach to patient care.		
2.2	Attends to medico legal issues including completion of reports that arise concerning patients that have been under their care.		
2.3	Ensures notification via the DATIX Clinical Incident Management System (CIMS) for clinical incidents and provides advice to SMO about these.		
2.4	Advises SMO about complaints received and provides timely response to those pertaining to themselves.		
2.5	Reports notifiable diseases promptly to Kimberley Population Health Unit.		
2.6	Reports to SMO any identified clinical and corporate risks including local environmental hazards.		
2.7	Ensures adherence to WA Country Health Service (WACHS) - Kimberley Corporate policies and procedures.		
2.8	Participates in performance development sessions conducted by SMO and provides current evidence of college Continuing Medical Education (CME)..		
3	QUALITY IMPROVEMENT		5
3.1	Participates in peer review and morbidity/mortality processes including attending meetings as rostered.		
3.2	Participates in quality improvement activities at Derby Hospital as required.		
3.3	Conducts clinical audit and patient medical record audit as required.		
3.4	Participates in the ACHS Accreditation process.		
4	EDUCATION		10
4.1	Attends mandatory education sessions as required by WACHS Kimberley as outlined in Orientation information.		
4.2	Ensures regular attendance at ALS, APLS, EMST training courses as required.		
4.3	Identifies education needs and prioritises self learning activities to maintain skills commensurate with role, professional development requirements and fulfilment of Health Department of WA requirements.		
4.4	Provides regular formal and informal teaching for undergraduate, postgraduate medical staff, nursing and allied health staff and colleagues.		

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.

TITLE	District Medical Officer Non Procedural	POSITION NO	614226
		CLASSIFICATION	MP Year 1-6

Section 5 - SELECTION CRITERIA

ESSENTIAL:

- 1 Eligible for registration by the Medical Board of Australia.
- 2 Fellowship of the Royal Australian College of General Practitioners, or the Australian College of Rural and Remote Medicine, or equivalent experience at the date of commencing duties.
- 3 Recognised current clinical experience in generalist medical practice.
- 4 Highly developed communication and interpersonal skills.
- 5 Ability to work as an effective team member.
- 6 A record of appropriate Emergency Department skill maintenance in the last triennium of completion of at least 1 of the following and evidence of continued professional development:
 - ACLS Level 2 (or equivalent)
 - APLS (or equivalent)
 - EMST (or equivalent)
- 7 Demonstrated understanding and knowledge of the Aboriginal Cultural respect framework
- 8 Current C Class Driver's Licence.

DESIRABLE:

- 1 Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
- 2 Experience in/or commitment to public health medicine and primary health care.
- 3 Experience working in a cross cultural environment particularly with Aboriginal people.
- 4 Sound understanding of remote area health service provision.

Section 6 - APPOINTMENT FACTORS

Location	Derby	Accommodation	As per WACHS Kimberley Accommodation Policy
Appointment/ Allowances Conditions	<p>Appointment is subject to:</p> <ul style="list-style-type: none"> • Evidence of registration by the Medical Board of Australia must be provided prior to commencement. • Completion of a 100 point identification check • Successful Pre-Placement Health Screening clearance • This position is subject to a successful Criminal Record Screening and a Working With Children (WWC) Check. • Evidence of current Driver's Licence <p>Allowances include:</p> <ul style="list-style-type: none"> • District Allowance as applicable • Annual Leave Travel Concession as applicable • Air-conditioning Subsidy as applicable • Additional week Northwest Leave 		
Specialised equipment operated			

WA Country Health Service

28 June 2017

REGISTERED

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
Derby and Fitzroy Valley Health Service

Signature and Date: ____/____/____

Regional Director
WACHS Kimberley

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