



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA COUNTRY HEALTH SERVICE		Position No:	200101
Division:	Kimberley Region	Title:	District Medical Officer (Non Procedural)
Branch:	Derby Health Service	Classification:	District Medical Officer (Non Procedural), Year 1 – 6 (Level 17 – 22)
Section:	Medical Services	Award/Agreement	Department of Health Medical Practitioners (WA Country Health Service) AMA Industrial Agreement 2011

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title: Classification: Position No:	Regional Medical Director Director of Medical Services, Year 1 – 5 (Level 20 – 24) 200999	OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION: Title
Responsible To	Title: Classification: Position No:	Senior Medical Officer Senior Medical Officer, Year 1 – 4 (Level 20 – 23) 200014	
This position	Title: Classification: Position No:	District Medical Officer (Non Procedural) District Medical Officer (Non Procedural), Year 1 – 6 (Level 17 – 22) 200101	

Positions under direct supervision:	Other positions under control:				
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Section 3 – KEY RESPONSIBILITIES

Provides comprehensive medical and community health services to the Derby Health Service and communities within the Health Service catchment area.

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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 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, Indigenous 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

Working together for a healthier country WA

WHAT WE STAND FOR

A fair share for country health – securing a fair share of resources and being accountable for their use.

Service delivery according to need – Improving service access based on need and improving health outcomes.

Closing the gap to improve Aboriginal health – Improving the health of Aboriginal people.

Workforce stability and excellence – Building a skilled workforce and a supportive workplace.

OUR VALUES

Community - country hospitality, where there is openness, generosity and cooperation. Building healthy and empowered communities and teams, being inclusive, working together, valuing each other and the difference we can all make. A 'can-do' attitude.

Compassion - commitment to caring for others with consideration, appreciation, understanding, empathy, kindness and respect. Listening and being heard.

Quality - always striving to provide the best possible care and service through questioning and review, high standards, innovation, creativity, learning and improving. All of us being part of the solution.

Integrity - building trust based on openness, honesty, accountability and valuing and respecting others opinions and points of view. Demonstrating the values. Respectful communication and relationship building. Being mindful of the legacy we hand on to future staff and communities.

Justice - achieving equity and fairness, showing cultural respect, valuing and embracing diversity and respecting confidentiality. Treating everyone equally. Speaking up when there is injustice. Transparency.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	CLINICAL		
1.1	Performs screening assessment, treatment and referral of patients in accordance with regional protocols.		
1.2	Performs general practice and accident and emergency services for Derby Health Service.		
1.3	Manages all patients admitted to the Derby Health Service under his/her care in consultation with specialists as appropriate.		
1.4	Provides an on-call service to the Derby Health Service for in patients, accidents and emergencies including nights and weekends.		
1.5	Supports nurses in performance of general and public health functions.		
1.6	Acts as a role model for supervised medical students during their placement.		
1.7	Performs clinics and provides services in remote area clinics and at Derby Health Service.		
2.0	EDUCATION OF STAFF, COMMUNITIES AND PATIENTS		
2.1	Determines educational needs locally to promote fulfilment of WA Country Health Service strategy, priorities and programmes.		
2.2	Plans and implements teaching/learning activities to meet needs.		
2.3	Evaluates teaching/learning activities conducted.		
2.4	Provides on-site teaching services for community environmental health workers.		
2.5	Attends postgraduate education courses as appropriate or as recommended by the Senior Medical Officer.		
3.0	ADMINISTRATION		
3.1	Liaises with Senior Medical Officer regarding coordination of private sector and other organisations support to services.		
3.2	Maintains adherence to policies, procedures, guidelines and site instructions laid down for the Derby Health Service.		
3.3	Participates in reviews of the above under guidance of Senior Medical Officer.		
3.4	Reports notifiable diseases promptly (to local, regional and state authorities as appropriate).		
3.5	Reports concerns regarding local environmental hazards to Senior Medical Officer. Works in compliance with Equal Employment Opportunity, Disability Services and Occupational Health and Safety Legislation.		
4.0	OTHER		
4.1	Undertakes other duties as directed		
	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. Demonstrated senior experience in General Medicine or Emergency Medicine or General Practice.
3. Demonstrated contemporary knowledge of professional issues and trends in general and emergency medicine.
4. Highly developed communication, interpersonal, negotiation and conflict resolution skills.
5. Ability to work in a multidisciplinary team environment.
6. Demonstrated commitment to Patient Quality and Safety within health care.
7. Demonstrated understanding and knowledge of Aboriginal Cultural respect framework.

DESIRABLE

1. Sound understanding of rural and remote area health service provision including clients from a variety of cultural and ethnic backgrounds.
2. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Derby	Accommodation	As per WA County Health Service (WACHS) Kimberley 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. • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Pre-Placement Health Screening clearance • This position is subject to a Working With Children (WWC) Check. This is a compulsory check for people who carry out child-related work in Western Australia and completion of training for Mandatory Reporting of Child Sexual Abuse. • Evidence of current Driver's Licence Allowances include: <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			

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

DRAFT FOR REVIEW