



# Job Description Form



Community | Compassion | Quality

Integrity | Equity | Curiosity

## Position Title

Position number: Various

## District Medical Officer – Non-Procedural

### Regional Profile

The Pilbara is WA’s second most northern region, defined by the Indian Ocean to the west and the Northern Territory boarder to the east. The Kimberley Region lies to its north across the Great Sandy Desert and the Pilbara’s southern reaches border the Midwest and Goldfields regions. The region covers a total area of 507,896sq km (including off shore islands). Most of the inhabitants are located in the western third, whereas the eastern third is largely desert with few inhabitants. Today the Pilbara economy is crucial to the State, providing 2 of the State’s largest export revenue earners – iron ore and liquefied natural gas.

### About the WA Country Health Service

#### Our Strategic Priorities



#### 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.

#### Our Vision

To be a global leader in rural and remote healthcare.

#### Our Mission

To deliver and advance high quality care for country WA communities.

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## Directorate Overview

The Regional Medical Services Directorate provides the region with medical leadership and governance with a regional focus on medical workforce (engagement and clinical training), regional improvement, safety, quality and risk management. The Directorate manages all medical and surgical specialties, visiting medical practitioners and has oversight of strategic medical services planning.

The Directorate actively supports and encourages diversity and inclusion across all occupational groups through the development and implementation of initiatives aimed at accessing and improving employment and mentoring opportunities for all people. Our strategies are located at [www.wacountry.health.wa.gov.au](http://www.wacountry.health.wa.gov.au)

## Position Details

Position Number:	Various	Registration Date:	11/09/2024
Classification:	District Medical Practitioner Non-Procedural Yr 1-6	Location:	Pilbara region
Award / Agreement:	AMA Industrial Agreement 2022		
Organisational Context:	Medical Services		

## Position Overview

Provides comprehensive medical and community health services to clients and patients attending. Prepares and conducts professional reports and reviews in relation to clinical services provided. Provides clinical leadership, supervision, training and education. Develops and maintains the skills necessary to provide safe, effective, appropriate and quality clinical service.

## Reporting Relationships

### Responsible to:

Operations Manager  
HSU G-11



### Responsible to:

Senior Medical Officer  
SMO Year 1 – 4



### This position:

District Medical Officer – Non-Procedural  
DMO Year 1 - 6

### Other positions reporting to this position:

Senior Medical Imaging Technician – Multiple  
DMO – Non – Procedural – Multiple  
DMO – Procedural – Obstetrics – Multiple  
Health Service Medical Practitioner - Multiple  
Registrar – Serv – Unallocated – Multiple  
RMO – Emergency Medicine – Multiple  
Administrative Assistant – Medical - Multiple



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## Key Duties/Responsibilities

### 1.0 CLINICAL DUTIES

- 1.1 Provides clinical services in a culturally appropriate and sensitive manner.
- 1.2 Provides Emergency services in WACHS Pilbara commensurate with level of skills and experience.
- 1.3 Provides general outpatient and General Practitioner service for the Pilbara health sites.
- 1.4 Manages the care of patients admitted to Pilbara facilities, consulting with specialist Medical Practitioners as appropriate.
- 1.5 Provides an on-call service to health service in Pilbara for inpatients and emergency department, including nights and weekends.
- 1.6 Supports Nursing, Allied Health staff and Aboriginal Health Workers in delivery of health care.
- 1.7 Supervises undergraduate and postgraduate medical staff as required.
- 1.8 Ensures timely and legible completion of documentation including discharge summaries and medication orders.
- 1.9 Perform clinics and provide services in remote area clinics as required.

### 2.0 ADMINISTRATIVE DUTIES

- 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 completion of CIMS incident notification for clinical incidents and provides advice to SMO about these.
- 2.4 Advises SMO about complaints received and provide timely response to those pertaining to themselves.
- 2.5 Reports notifiable diseases promptly to Pilbara Population Health Unit.
- 2.6 Reports to SMO any identified clinical and corporate risks including local environmental hazards.
- 2.7 Ensures adherence to WACHS Pilbara Corporate policies and procedures.
- 2.8 Participates in performance development.

### 3.0 QUALITY IMPROVEMENT

- 3.1 Participates in peer review and morbidity/mortality processes including attending meetings as rostered.
- 3.2 Participates in quality improvement activities at NHC as required.
- 3.3 Conducts clinical audit and patient medical record audit as required.
- 3.4 Participates in the ACHS Accreditation process.

### 4.0 EDUCATION

- 4.1 Attends/completes mandatory education sessions as required by WACHS Pilbara as outlined in Orientation information.
- 4.2 Ensures regular attendance at ALS, APLS, EMST and /or other 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 strategy and priorities.
- 4.4 Provides regular formal and informal teaching for undergraduate and postgraduate medical, nursing, allied health staff and Aboriginal Health Workers and colleagues.
- 4.5 Performs on-site teaching services for community environmental health workers.

### 5.0 Other

Other duties as directed by line manager or their delegate.



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## Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

### 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.
3. Highly developed communication and interpersonal skills.
4. Broad Emergency experience – Diploma in Emergency or equivalent experience.
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 one (1) of the following and evidence of continued professional development:
  - a. Advanced Cardiac Life Support (ACLS) (or equivalent)
  - b. Advanced Paediatric Life Support (APLS) (or equivalent)
  - c. Early Management of Severe Trauma (EMST) (or equivalent)
  - d. GCCA (or equivalent)
7. Demonstrated understanding and knowledge of Aboriginal Cultural respect framework.
8. Current C Class Drivers Licence.

### Desirable

1. Current knowledge and commitment to Equal Opportunity in all aspects of 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.

## Appointment Pre-requisites

Where applicable - District Allowance, Annual Leave Travel Concession, one-week additional Annual leave for above the 26th parallel, air-conditioning subsidy.

Appointment is subject to:

- Evidence of registration by the Medical Board of Australia must be provided prior to commencement
- Completion of training for Mandatory Reporting of Child Sexual Abuse
- Successful Criminal Record Screening clearance
- Successful Pre-Employment Health Assessment
- Successful WA Health Integrity Check
- Successful Working With Children Check
- Provision of the minimum identity proofing requirements
- Evidence of a current C or C-A class driver's licence and ability to travel within the region as required including overnight stays

