



# Job Description Form



Community | Compassion | Quality

Integrity | Equity | Curiosity

## Position Title

Position number: Various

## District Medical Officer – Non-Procedural

### WA Country Health Service

*Our mission is to deliver and advance high quality care for country communities.*

*We are here to improve country people’s health and well-being, to care for the sick and to ensure that country communities can access high quality healthcare.*

*We aim to deliver services that meet or exceed standards and advance health outcomes for country communities. While we are proud of the services staff deliver, we know that there is scope for us to grow and improve. We want to be at the forefront of the new wave of healthcare, establishing ourselves as a global leader in regional and remote healthcare.*

### 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:	13/08/2024
Classification:	District Medical Practitioner Non-Procedural Yr 1-6	Location:	Kimberley and Pilbara
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. Clinical Duties

- 1.1. Performs screening assessment, treatment and referral of patients/clients in accordance with WACHS Kimberley policy procedure and protocols.
- 1.2. Provides clinical services in a culturally appropriate and sensitive manner.
- 1.3. Provides anaesthetic procedures commensurate with level of skills and experience and as approved by the Regional Medical Director and the WA Country Health Service Accreditation and Scope of Practice Committee.
- 1.4. Provides emergency services commensurate with level of skills and experience.
- 1.5. Provides general outpatient and General Practitioner services.
- 1.6. Manages primary and outpatient care of patients attending and admitted, consulting with Senior Surgeon, Senior Medical Officer (SMO), Metropolitan Tertiary Referral Centres and specialist Medical Practitioners as clinical needs dictate.
- 1.7. Participates in the after hours, weekend and public holiday on call roster with other Medical Officers.
- 1.8. Supports Nursing, Allied Health staff and Aboriginal Health Workers in delivery of health care.
- 1.9. Supervise and support Registrars, Resident Medical Officers (RMO), Interns and Undergraduate/Postgraduate staff in their performance of providing medical care to patients.
- 1.10. Ensures timely and legible completion of documentation including discharge summaries and medication orders.
- 1.11. When required provides a clinical service to other WACHS sites and undertakes short term relieving duties when requested by SMO.
- 1.12. Ensures adherence to WACHS Clinical policies and procedures.

### 2. 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 Clinical Incident Management Systems (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 Population Health Unit (PHU).
- 2.6. Reports to SMO any identified clinical and corporate risks including local environmental hazards.
- 2.7. Ensures adherence to WACHS Corporate policies and procedures.
- 2.8. Participates in performance development sessions conducted by SMO and provides current evidence of college Continuing Medical Education (CME).
- 2.9. Prepares and conducts professional reports, reviews and other requests pertaining to patients under his/her care.

### 3. Quality Improvement

- 3.1. Participates in peer review and morbidity/mortality processes including attending meetings as rostered.
- 3.2. Participates in quality improvement activities as required.
- 3.3. Conducts clinical audit and patient medical record audit as required.
- 3.4. Participates in The Australian Council on Healthcare Standards (ACHS) Accreditation process.



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#### 4. Education

- 4.1. Attends/completes mandatory education sessions as required by WACHS as outlined in Orientation.
- 4.2. Ensures regular attendance at Advanced Life Support 2 (ALS2), Advanced Paediatric Life Support (APLS), Early Management of Severe Trauma (EMST), Advanced Cardiac Life Support (ACLS) training courses as required for ongoing credentialing.
- 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.

#### 5. Other

- 5.1. Other duties as directed by line manager or their delegate.

### 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. Ability to work as an effective team member.
5. 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)
6. Evidence of continued professional development with particular reference to critical care or emergency skills, inclusive of upskilling periods in Tertiary emergency settings.
7. Demonstrated understanding and knowledge of Aboriginal Cultural respect framework.
8. Current C Class Drivers Licence and an ability and willingness to travel including overnight stays away from home.

#### 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



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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

