



ORD VALLEY ABORIGINAL HEALTH SERVICE

Aboriginal Corporation

ICN 275

1125 Ironwood Drive KUNUNURRA WA 6743

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JOB DESCRIPTION FORM

1. GENERAL DETAILS

Position Title	Senior Medical Officer
Position Number	6.10
Area/Unit	Clinic
Reports to	Chief Executive Officer (CEO)
Award	ACCHS - Modern Award
Employment type	Full time

2. POSITION OVERVIEW:

- To provide clinical care in town-based and remote clinics, in line with accepted regional best practice standard
- To develop and maintain high quality health services as a member of the senior management team, ensuring continuous monitoring, quality improvement and innovation in the delivery of comprehensive primary health services
- To oversee the educational needs of medical staff and trainees, including junior GPs, GP registrars and medical students, providing a role model for health staff and where required, meeting requirements for formal training and assessment.
- To ensure maximum return from Medicare item numbers to facilitate the strong growth of the ORD Valley Aboriginal Health Service.
- Work with fellow senior management members to ensure client and staff satisfaction within the clinic and workplace environment.
- Ensure the focus of care is on the needs of Aboriginal clients within the context of their cultural identity and social circumstances.
- To work as part of the OVAHS team in providing a quality and client focused environment.

3. PREREQUISITES AND KEY SELECTION CRITERIA

Essential	<ol style="list-style-type: none">1. Full registration with the Australian Health Practitioner Registration Agency (AHPRA) as a medical Practitioner.2. Practice within clinical standards and quality of care, which is effective, efficient and in accordance with best practice and agreed standards and policies.3. Knowledge and understanding of the issues pertaining to the health of Aboriginal people in rural and remote areas.4. Demonstrated knowledge of Aboriginal Community Controlled Health Organisations.5. Vocational registration.6. Experience in leadership and coordination.7. Effective communication (oral and written) and interpersonal skills, including the ability to operate in a cross cultural environment.8. Demonstrated experience in the provision of high level administrative
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	<p>support.</p> <ol style="list-style-type: none"> 9. Previous experience and knowledge of medical credentialing and scope of practice management. 10. Demonstrated knowledge and understanding of current Award/Agreements, legislation and principles applicable to Medical Practitioners within the public sector. 11. High level of organizational skills, initiative and problem solving skills. 12. Well-developed computer skills with experience in using Microsoft office applications.
Desirable	<ol style="list-style-type: none"> 1. Experience within the health industry. 2. Knowledge of visa/immigration and Medical Board registration requirements for recruitment of overseas trained medical staff. 3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

4. LEGAL COMPLIANCE

- Able to produce a National Police Clearance
- Able to produce a Working with Children's Check (if applicable to position)
- Able to produce a current driver's license (if applicable to position)

5. POSITION DUTY STATEMENT

1. Maintain close communication with the KAMSC Medical Director and KAMSC / UWA medical Educator & other medical training institutions (Universities, RACGP, WAGPET etc.) to ensure coordination of medical education and training needs in the region.

Clinical practice

2. Provide clinical services to clients at both town based and remote clinics as part of the regular GP roster, in keeping with accepted best practice standards.
3. Ensure an appropriate and equitable deployment of Medical Officers in the clinic at all times, assisting the CEO & HOM with recruitment and retention of GPs and assisting the HOM with the roster of medical staff.
4. Working closely with the senior management team, establish and maintain strong linkages with other health providers in the area to ensure optimum coordination of care and advocacy for the client base.

Quality assurance / improvement

5. Ensure that clinical care is in line with regional best practice standards, with current clinical policies and procedures in place and operational.
6. Oversee a commitment from all health staff to the uptake of Kimberley Chronic Disease Therapeutic protocols, Kimberley Standard Drug list, and other endorsed tools for regional best practice.
7. As part of the senior management team, monitor and continuously improve the quality of clinical services delivered by all health staff.
8. Bring to the attention of the senior management team issues concerning performance standards initiating performance appraisal and management of medical

staff and participating where required in the performance appraisal and management of non-medical health staff.

9. As a member of the senior management team, provide technical advice regarding the longer term strategic development of the service as a holistic, Aboriginal community controlled health organization.
10. Manage archiving of documents and records as per OVAHS control of documents and records policy and procedures.
11. Maintain standards of documents and records and manage archiving as per OVAHS control of documents and records policy and procedures.

Education / up-skilling of the primary health care workforce

12. Participate in the implementation of in-services for health staff, with frequency and content determined in conjunction with other senior managers and based on current staff skills and needs.
13. Supervise both GP Registrars and medical students, acting as a role model, as a source of support and advice, and participating in formal teaching and assessment where required.
14. Participate in the provision of support and education for Aboriginal Health Workers, nursing and pharmacy assistant students during placements, with direction from identified preceptors and the Clinical Services Manager.

6. ALL STAFF DUTY STATEMENT

General

1. Follow the policies and procedures stored on the OVAHS Quality Coordinator (20/20) and practices in accordance with guidelines standards, code of ethics/conduct and statutory and legislative requirements.
2. Commit to the philosophy and practice of Aboriginal Community Controlled Health Organisation.
3. Assist fellow staff members with information about community, culture and language that is relevant to client care, and for appropriate behaviors and respect of culture.
4. Actively participate in quality audits, quality improvement and accreditation activities including exercising initiative in making improvements to work processes.
5. Competent in the use of the OVAHS Quality Coordinator (2020) and attends to TASKS as a priority.
6. Work within own level of competency and seek advice and guidance from senior staff as required.
7. Be prepared to share clinical and organisational knowledge and expertise with other staff members.
8. Participate in professional appraisals activities and supervision as required.
9. Undertake specific after hours work, including attendance at training as required.
10. Undertake multi-functional duties, relevant to position; as directed by Senior Management.
11. Report directly to your line manager in regards to all work issues including any matters which may have possible legal implications.
12. Liaise with other government and non-government agencies to achieve equitable outcomes for clients.
13. Work as a member of OVAHS the team with staff from all areas: Medical

Reception, Administration, Social Support Unit, Clinic, Maternal and Child Health and Senior Management.

14. Use problem-solving strategies to ensure an effective and efficient service.
15. Work within the parameters of OVAHS OHS policies and procedures such as: Infection Control, Emergency Evacuation, Outreach and Remote Visits and reporting of Incidents, Accident and Near Misses (and Hazards).
16. Actively participate in training, up skilling and educational activities, as directed, including but not limited to in-services, clinical competencies and induction.
17. Individuals are responsible for identifying and initiating their own professional development.
18. Actively participate, as directed, in internal and external meetings.

Administrative

1. Maintain statistics, administrative records and client documents as per OVAHS policies and procedures.
2. Produce report for OVAHS and funding bodies as required.
3. Ensure maintenance of equipment, including IT equipment, vehicles and phones.
4. Advise line manager regarding equipment/resources requirements.
5. Perform office duties including, but not limited to, photocopying, faxing, laminating and processing paperwork.
6. Produce minutes for meetings as requested.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organisation.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Name: Graeme Cooper

Position: Chief Executive Officer

Signed: _____ Date _____ / _____ / _____

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME	DATE APPOINTED TO POSITION	SIGNATURE	DATE

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