**Job Description: DAHS Medical Officer**

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| **Effective** | October 2017 |
| **Award** | ACCHS |
| **Award Classification** | NEGO – Above Award |

**POSITION IDENTIFICATION**

Division: Clinic Area

Reports to: DAHS Senior Medical Officer

Direct Reports: NIL

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| **Internal relationships:**   * Managers and staff in the Client Services Section * Managers and staff in the Business Operations Section * Maintains close working relationships with other officers of the Derby Aboriginal Health Service Council | **External relationships:**   * Clients * Community members * Partners and agencies/groups associated with DAHS operations |

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| **Position Purpose** |
| Derby Aboriginal Health Service (DAHS) is an Aboriginal Community Controlled Health Service (ACCHS) providing holistic primary health care services to the Aboriginal and Torres Strait Islander people living in Derby and surrounding communities. DAHS provide a wide range of innovative public health programs in addition to direct comprehensive primary health care services. It is required to comply with a number of Service Agreements with Commonwealth and State departments and agencies, and to operate with a number of government and private medical and health delivery organizations. The operating environment for ACCHS Australia-wide - has become increasingly complex and changeable in recent years and this is likely to continue.  The position is responsible for providing clinical care in DAHS town-based and remote clinics, in line with regional best practice guidelines and protocols, and accepted professional standards. To contribute to the maintenance of high quality health services as a member of the DAHS multidisciplinary team, ensuring continuous quality improvement and innovation in the delivery of comprehensive primary health services. To contribute to the support and training of other health staff and trainees, including Aboriginal Health Workers and medical students, providing a role model for health staff |

| **Duty Statement** | |
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| **Key Result Area** | **Position Responsibilities** |
| **Provision of clinical care** | The scope of this position will include, but is not limited to:   * Throughout all aspects of professional practice, work with colleagues and clients in a framework of cultural safety which respects local cultural beliefs and practices * Provide clinical services to DAHS clients in the DAHS town-based clinic as part of the regular DAHS GP roster, in keeping with regionally accepted best practice standards and protocols * Provide clinical services to DAHS clients in remote communities according to a roster of DAHS, in keeping with regionally accepted best practice standards and protocols. Remote GP clinics are conducted in Jarlmadangah and Pandanus Park communities, which are reached by road, and in the Gibb River communities which are reached by plane. * When required, provide home visits to palliative clients unable to attend the town-based clinic * Contribute to the development and expansion of preventive and population health programs delivered by the multidisciplinary DAHS team * Working closely with DAHS 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 DAHS client base * Utilise the electronic health information system to assist in the provision of prompted opportunistic care for all clients, ensuring widespread population screening, early detection, monitoring and appropriate management of chronic disease * Follow the policies and procedures stored on the DAHS Logiqc and practice in accordance with guidelines standards, code of ethics/conduct and statutory and legislative requirements. * Commit to the philosophy and practice of Aboriginal Community Controlled Health Organisation. * Assist fellow staff members with information about community, culture and language that is relevant to client care, and for appropriate behaviours and respect of culture. * Actively participate in quality audits, quality improvement and accreditation activities including exercising initiative in making improvements to work processes. * Work within your level of competency and seek advice and guidance from senior staff as required. * Be prepared to share your clinical and organisational knowledge and expertise with other staff members. * Participate in professional appraisals activities and supervision as required. * Undertake multi-functional duties, relevant to position; as directed by Senior Management. * Report directly to your line manager in regards to all work issues including any matters which may have possible legal implications. * Liaise with other government and non-government agencies to achieve equitable outcomes for clients. * Work as a member of the DAHS team with staff from all areas: * Medical Reception, Administration, SEWB, Clinic, Maternal and Child Health and Senior Management. * Use problem-solving strategies to ensure an effective and efficient service. * Work within the parameters of DAHS OHS policies and procedures such as: Infection Control, Emergency Evacuation, Outreach and Remote Visits and reporting of Incidents, Accident and Near Misses (and Hazards). * Actively participate in training, up skilling and educational activities, as directed, including but not limited to in-services, clinical competencies and induction. * Individuals are responsible for identifying and initiating their own professional development.   Actively participate, as directed, in internal and external meetings. |
| **Continuous quality improvement** | * Ensure a commitment to the uptake of Kimberley Chronic Disease Therapeutic protocols, Kimberley Standard Drug List, and other endorsed tools for regional best practice * Participate in regular quality improvement activities within DAHS, as directed by the senior management team. |
| **Support and training of other health staff and trainees** | * Participate in the implementation of in-service training for all health staff * Provide support for medical students and Junior Doctors at DAHS, acting as a role model, as a source of support and advice, and assisting with formal teaching as required * Participate in the provision of support and education for Aboriginal Health Workers, nursing and pharmacy assistant students during placements with DAHS, with direction from identified preceptors and the Clinical Services Manager |
| **Team Contribution** | * Contribute to process improvement and adhere to all DAHS Policies and Procedures * Participate in Performance review process * Contribute to effective team performance * Follow all safety procedures and contribute to a safe work environment. |
| **Develop and Maintain Linkages** | * Liaise and cooperate as required with other Project and Policy staff in DAHS |
| **Self-Management & Team Contribution** | * Contribute to process improvement and adhere to all DAHS Policies and Procedures * Participate in Performance review process * Contribute to effective team performance * Follow all safety procedures and contribute to a safe work environment |
| **Culturally Appropriate Ways of Working** | * Personally demonstrate through consistent behaviour understanding of, respect for and compliance with culturally sensitive ways of working with Aboriginal and Torres Strait Islander clients, staff and communities |
| **OTHER** | Participates in continuous quality improvement activities and applies quality improvement principles to all duties performed. Attends workshops and training as required  Attend and participate in Staff Development Days |

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| **Competency Profile and Job Selection Criteria** |
| Essential:   * Demonstrated knowledge of Aboriginal Community Controlled Health Services (ACCHS) and the issues facing these organisations in their service delivery * Highly developed communication and interpersonal skills including negotiation and consultation skills and the ability to proactively establish and sustain effective stakeholder relationships * Knowledge and understanding of the issues pertaining to the health of Aboriginal people in rural and remote areas. * Demonstrated knowledge of the Medicare Benefits Schedule. * Demonstrate effective interpersonal skills, written and computing skills. * Understanding and application of quality and risk management principles to practice. * Able to function as a team member and the experience to work without supervision. * Able to work for short periods under extreme weather conditions when on outreach and community visits. * Practice within clinical standards and quality of care, which is effective, efficient and in accordance with best practice and agreed standards and policies. * Strong organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines * Current AHPRA Registration * Commitment to the philosophy and practice of Aboriginal Community Control * Ability to act as an effective member of a multidisciplinary health team * Current National Police Clearance * Current “C” Class motor vehicle driver’s license * Working with Children’s Check   Desirable:   * Previous experience working in a primary health care * FRACGP, FACRRM or equivalent |

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.

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| **Certification** |
| **The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**  DAHS CEO  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  **As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**  Name of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Appointed: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |