



## JOB DESCRIPTION

**Position Title:** Senior Medical Officer

**Work Unit:** Clinical Operations

**Reports to:** Practice Manager



Chief Executive Officer

**Award & Classification:**

### **Organisational Details:**

Yura Yungi Medical Service Aboriginal Corporation (YYMS) is an Aboriginal community-controlled health service providing holistic primary health care services to the Aboriginal and Torres Strait Islander people living in Halls Creek and surrounding communities.

#### ***Mission***

To empower our community to take responsibility to safeguard their health & wellbeing from before birth to end of life.

#### ***Vision***

Our health service is an innovative hub for excellence & leadership in Indigenous advancement through wellbeing, healing & health in every stage of the life course through culturally centred & holistic care.

#### ***Values***

All our staff 'walk-the-talk' of: Respect, Integrity, Personal Responsibility, Teamwork, Stick-ability and Can-Do Attitude.

### **Position Summary:**

The Senior Medical Officer (SMO) is an integral member of the clinical operations team. A highly operational and strategic position, the SMO is primarily responsible for ensuring compliance with YYMS clinical operations and procedure and to provide expertise in the delivery of comprehensive and holistic health care services.

The position will contribute to, and in some cases lead, clinical quality and safety and will foster a culture of organizational reflection and continuous quality improvement. The position will be responsible for the management of General Practitioners who provide medical services to consumers and families as part of a



multi-disciplinary team of medical and health staff, within the operational framework of an Aboriginal Medical Service.

The SMO applies medical expertise to ensure the maintenance of the YYMS Model of Care. This position works to promote the organisation's mission through the implementation of innovative clinical frameworks, forward thinking policy, and strategic partnering.

#### **Duty Statement and Key Responsibilities:**

##### **Clinical Governance**

- Oversee the delivery of comprehensive primary health care service delivery model for clients across the age spectrum, and provide leadership for the multidisciplinary team in delivery of coordinated culturally responsive primary health care.
- Work in partnership with the clinic operations manager team to develop and implement well-defined systems for the delivery of clinical care and the management of a multidisciplinary clinical workforce.
- Ensures best practice by clinical staff are aligned and up to date with Kimberley Chronic Disease Management therapeutic protocols; Standard Drugs List; and other endorsed tools for regional best practice.
- Provide medical and technical advice and support to YYMS clinical staff.
- Establish and maintain strong linkages with other health providers in the area to ensure optimum coordination of care and advocacy for the client base.
- Participate and contribute to supporting innovation and collective quality improvement across the Kimberley region and the state.
- Optimise uptake and income generation across the service through MBS billings.
- Optimise referral pathways to specialist and allied health services for clients; work closely with the clinical operations manager and multidisciplinary team to anticipate and identify opportunities for expanding access to these services for clients.
- Critically review clinical strategies and programs in accordance with both the internal and external operating environments and the strategic direction set by the Board.
- Remain up to date with the latest research findings to ensure best clinical practice.
- Support implementation aboriginal health worker first policy model.

##### **Quality Assurance Improvement**

- Provide expert advice to the CEO with respect to monitoring and defining the future clinical direction of the organization, paying particular attention to clinical governance and quality considerations.
- Lead the review and evolution of the clinical governance framework, ensuring applicability to all clinical programs.
- Immediate intervention and corrective guidance, wherever unsafe work practices are observed.



- Critically review the clinical incident and complaints management system, encompassing a risk register, mitigation strategies and procedures for monitoring risk over time.
- In conjunction with senior leadership, make recommendations for continuing growth in the delivery of clinical services.
- Promote aboriginal health worker first model in the clinic.
- Contribute to regular audit, feedback and quality improvement processes.
- Ensure maintenance of own professional development including fulfilment of PD requirements for upkeep of Vocational Registration.
- Demonstrate a personal understanding of responsive ways of working with Aboriginal Clients, Staff and Communities ensuring they are supported in a way which protects and respects their cultures.
- All reasonable and practical steps to ensure the safety, health and welfare of all staff and clients in accordance with legislation and policies are taken.

#### **Workforce Training and Development**

- Oversee induction and introduction to YYMS systems and clinical procedures for new GPs and clinical staff.
- Organize and participate in the implementation of in-service training for health staff.
- Foster a culture of learning and ongoing education in the workforce.
- Provide formal and informal supervision to medical undergraduate and post-graduate trainees undergoing placements.
- Provide hands on training and supervision of clinical staff.

#### **Relationship Management**

- Foster productive working relationships with other YYMS staff in the delivery of seamless support services.
- Actively foster productive working relationships with local networks, government departments, other service providers and suppliers to promote YYMS and remain abreast of emerging issues.
- Encourage cross-functional collaboration to achieve the best outcome for the organisation.
- Champion YYMS Mission Statement both internally and externally to the wider community.
- Promoting a positive workplace culture free of bullying, harassment and discrimination.

#### **Reporting**

- Monthly reporting to the CEO on what targets have been achieved, existing barriers to their achievement, improvements and incidents lodged.
- Undertake reporting activities together with other relevant documentation within the scope of your role.
- Maintain the information flow that supports reliable data and documentation in your area of responsibility.
- Participate in business planning processes and policy and procedure formulation and improvement within your area of responsibility.
- Report achievements through number of patients seen, number of GPMP's and 715 health checks completed and/or updated.
- Provide monthly medicare income reports, highlighting achievements, barriers and strategy towards improvement.
- Report any education sessions you have run or organised in the clinic for any of the staff.



- Monthly list of visiting specialists/allied health, how many patients they saw, advice about what went well and what can be improved
- Support active use of MMEx, careplans and recall systems and provide strategy centred reports focused on continuous improvement. All patients with a chronic disease should have an active careplan for that disease, active and up to date recalls for that condition.
- Check pathology results for clinic and where a doctor is on leave or was a locum or visiting practitioner make sure their results and reports are attended to.

**Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. The organisation can direct you to carry out duties which it considers are within your level of skill, competence and training and scope of practice.**

#### **Organisational Duties**

- Promote and implement the philosophy, aim and objectives of YYMS
- Be an active team member and support a service-based work culture showing commitment to the organisation's strategy, mission, vision and values
- Adhere to all YYMS Policies and Procedures.
- Actively participate in the organisation's Quality Management System - LOGIQC.
- Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.
- Actively participate in staff meeting and professional development activities.
- Actively participate in Performance Management and Review.
- Actively support a productive team approach to primary health care services provided by YYMS.
- Take all reasonable steps to support the employment, professional development and promotion of Aboriginal people across all parts of YYMS
- Other duties as required within the scope of your skills and experience if requested by management.

#### **Workplace Health and Safety**

- Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts and omissions in the workplace.
- Follow all safety procedures and contribute to a safe work environment. Work in accordance with YYMS' WHS policy, the WHS Act, Regulations and Code of Practices.
- Identify and assist to reduce Work Health & Safety hazards and risks.
- Ensure WHS non-conformances or incidents/injuries are reported.
- Follow the reasonable direction of Work Health & Safety representatives.



#### **Privacy / Confidentiality for staff**

According to the YY Code of Conduct, all staff must protect the confidentiality of information acquired in the course of their work including any patient information. A staff member should not use or disclose any personal or sensitive information to any other person without specific authority to do so. You must comply with relevant privacy and information acts and regulation. This confidentiality agreement remains in force while you are in your current position and after you leave the organisation.

#### **Selection Criteria:**

##### **Essential:**

1. Minimum five years' post graduate experience in Aboriginal primary health care setting.
2. Demonstrated experience in clinical leadership of primary health services, service delivery at a strategic level and multidisciplinary team leadership.
3. Highly developed understanding of clinical risk assessment and management.
4. Demonstrated ability to work effectively and collaboratively with non-clinical Executive leadership.
5. Demonstrated ability to work sensitively and effectively with Aboriginal and Torres Strait Islander people.
6. Demonstrated understanding of the health, social and emotional wellbeing needs of Aboriginal and Torres Strait Islander people.
7. Sound theoretical knowledge, practice skills and ethical behaviour.
8. Knowledge and demonstrated experience in the Medicare Benefits Schedule and its application in the AMS setting.
9. Demonstrated competence in use of Business Technology, internet and desktop applications.
10. Interpersonal, written and oral communication skills that demonstrate your ability to effectively communicate in the workplace.
11. Ability to work in a highly productive environment with time pressures whilst managing multiple tasks.

##### **Required Qualification:**

1. Current "C" class drivers licence
2. Current National Police Clearance
3. AHPRA Registration
4. Current Medical Indemnity Insurance
5. Full registration as a medical practitioner with the Medical Practitioners Board of Australia
6. Ability to acquire GP credentialing through the Kimberley Aboriginal Medical Service Council





**YURA YUNGI**  
MEDICAL SERVICE  
ABORIGINAL CORPORATION

**CERTIFICATION:**

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

**Name:** Brenda Garstone

**Position:** Chief Executive Officer

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Name:**

**Signature:**

**Date Appointed to Position:**