JOB DESCRIPTION FORM

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| Effective date of document  | 6th June 2017 |
| Award  | Non-Award |

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| **Title:** | **Deputy Medical Director** |
| **Reports to:**  | **Medical Director** |
| **Relationships – Internal*** KAMS Co-leader of Clinical Services
* KAMS Executive and Senior Managers
* KRS Senior Managers
* GPs and GP registrars
* KAMS Board
* KAMS and KRS Quality Coordinators

**External*** CEOs and Senior Managers from member services
* Clinical staff from member services
* Other local health and allied health providers including WACHS, BOAB Health, RFDS, KMHDS, KPHU
* Primary Health network
* AHCWA, NACCHO, AIDA and other Aboriginal health representative bodies
* Aboriginal Community Leaders
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| **Duty Statement** |
| * Provide comprehensive primary health care in line with accepted best practice standards.
* In conjunction with the multidisciplinary team, assist in the development and maintenance of high quality health services, ensuring continuous monitoring, quality improvement and innovation in the delivery of comprehensive primary health services
* Support the education, training and on-site up-skilling of the KAMS primary health care workforce
* Be a cultural champion for health services in the Kimberley
* Assist the Medical Director as and when required
* Lead and participate in clinical audit activities in KAMS and member services
* Assist Kimberley Renal Service with medical cover

**Kimberley Aboriginal Medical Services is a smoke-free organisation and smoking is prohibited in and around all buildings, vehicles and grounds.** |

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| **Key Responsibilities****Clinical practice*** Provide clinical primary health care services to KAMS clinics as part of the regular GP roster.
* Provide emergency assessment, stabilisation and care during hours, and rostered on-call support after-hours. Where required, liaise closely with the Royal Flying Doctor Service for timely evacuation of clients requiring hospitalisation and/or more advanced care.
* Support active use of the electronic patient information and recall system (MMEX) 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.
* Throughout your clinical practice, work with colleagues and clients in a framework of cultural safety which respects local cultural beliefs and practices.
* Maintain strong linkages with other health providers in the area to ensure optimum coordination of care and advocacy for the client base.

**Quality assurance and improvement** * Ensure that clinical care is in line with national and regional best practice standards.
* Ensure a commitment to the uptake of Kimberley Chronic Disease Therapeutic protocols, Kimberley Maternal and Child Health protocols, Kimberley Standard Drug list, and other endorsed tools for regional best practice.
* As a member of the multidisciplinary team, contribute to regular quality assurance and quality improvement initiatives of the health service.
* Participate in the KAMS Clinical Incident Management Process.
* Be an active member of the KAMS Quality Management Committee.
* Participate as required in the Kimberley Aboriginal Health Planning Forum Sub-committees and engage in the review of Kimberley protocols as per individual expertise.

**Education / up-skilling of the health workforce*** Participate in the implementation of in-services for health staff, with frequency and content determined in conjunction with senior managers and based on current staff skills and needs.
* Provide supervision for GP Registrars (GPRs), Resident Medical Officers (RMOs) and medical students.
* Participate in providing support to GP Registrars doing the on-call roster as part of on-call support roster.
* Participate in the provision of support and education for Aboriginal Health Workers (AHWs), nursing and pharmacy assistant students during placements, with direction from identified preceptors and senior management team.

**Clinical Governance*** Participate as a member of the KAMS clinical governance team ensuring medical staff are credentialed, clinical documents are peer reviewed and clinical incidents are appropriately managed.
* Participate in clinical auditing of patient records in KAMS/KRS services to ensure that standards of record keeping are high and that care is consistent with current best practice standards.
* If requested to do so by a member CEO, participate in clinical auditing of patient records for that service to ensure that standards of record keeping are high and that care is consistent with current best practice standards.

**Deputy Medical Director*** Work closely with the Medical Director and attend meetings as their deputy when requested.
* By arrangement perform the duties of the medical director in their absence on leave.

**Kimberley Renal Services*** Spend time with KRS learning about the management of all stages of Chronic Kidney Disease including renal replacement therapy.
* Perform the role of a Renal GP including on-call if short term cover is required (According to skill level).
* Ensure engagement of key stakeholders in regard to KRS service provision throughout the region.
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| **Selection Criteria** |
| **Essential:**1. Eligible for medical registration in WA
2. A person who identifies as being of Aboriginal or Torres Straight Island origin
3. Minimum of 5 years general practice / primary health care experience
4. Commitment to the philosophy and practice of Aboriginal Community Control
5. Competent to manage emergencies in remote setting
6. Ability to act as an effective member of a multidisciplinary health team
7. Ability to travel by air and road on a regular basis including spending several days away from Broome at a time
8. Ability to maintain confidentiality at all levels
9. Effective interpersonal, oral and written communication skills
10. Sound knowledge and understanding of Aboriginal culture
11. Proven ability to communicate and work effectively with Aboriginal people
12. “C” class drivers license
13. Must be able to drive a 4WD
14. Federal Police Clearance
15. Working with Children Check
16. FRACGP, FACRRM or equivalent
17. Previous experience in Aboriginal Community Controlled Health sector
18. An interest in developing the skills required to lead an Aboriginal health organisation

**Desirable:** 1. Member of AIDA
2. Leadership or clinical governance experience
3. An Interest in Renal Medicine
4. An Interest in Research
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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.**KAMS CEOSignature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

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| **About KAMS**[**www.kamsc.org.au**](http://www.kamsc.org.au/) |
| KAMS (Kimberley Aboriginal Medical Services Ltd) is a regional Aboriginal Community Controlled Health Service (ACCHS) resource organisation providing a collective voice for a network of member ACCHS from towns and remote communities across the spectacular Kimberley region of Western Australia. Our major role is in advocacy and support for our ACCHS members, in addition to KAMS being directly responsible for the provision of comprehensive primary health care in 5 remote Aboriginal community clinics at Balgo, Billiluna, Mulan, Beagle Bay and Bidyadanga. Our member ACCHS are based in Kununurra (OVAHS – Ord Valley Aboriginal Health Service), Halls Creek (YYMS – Yura Yungi Medical Service), Derby (DAHS – Derby Aboriginal Health Service) and BRAMS (Broome Regional Aboriginal Medical Service). The KAMS Work force Support and Development Unit provides a model of integrated health education, incorporating accredited training for medical undergraduates and postgraduates, as well as support and non accredited training across the Kimberley. KAMS is also responsible for the development and management of Renal Services for the Kimberley, including satellite dialysis services and support and coordination of local primary health care services in the provision of renal education and prevention, early detection and better management of established kidney disease and coordination of care for those in advanced stages of kidney disease.The KAMS regional collective of ACCHS is a major employer in the Kimberley, with Aboriginal people representing more than 70% of its 300+ strong workforce.  KAMS's regional support includes:

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| * Population Health
* Social and Emotional Well Being
* Health Promotion
* Information Technology
* Pharmacy Support and Training
* Corporate and Financial Services
 | * Research
* Regional Renal Services
* Undergraduate and Postgraduate Medical Training
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Staff may not smoke while in uniform or when they are acting in an official capacity off site. Smoking is prohibited in and around all buildings, vehicles and grounds. |