

Job Description Form	Public Health Medical Officer
Work Group:	Public Health and Continuous Quality Improvement (CQI)
Work Unit:	Public Health and CQI
Reports To:	Executive Manager – Public Health and CQI
Direct Reports:	Nil
Award / Agreement:	<i>Medical Practitioners Award 2020 (Cth)</i>
Award Classification:	Community Medical Practitioner
Approved by CEO:	13 May 2021 (Des Martin)

VISION STATEMENT

Aboriginal people in Western Australia enjoy the same level of health and wellbeing as all Western Australians.

MISSION STATEMENT

As the leading authority for Aboriginal health in Western Australia, we strive to strengthen and promote the Aboriginal Community Controlled Health Services' model of care, empowering Aboriginal people to achieve health equality in their communities.

ORGANISATIONAL VALUES

The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business.

These values are designed to guide and promote a strong, high performing organisational culture that is responsive to the state-wide needs of our Members and assist us in delivering our vision.

Culture | Resilience | Accountability | Collaboration | Passion | Integrity

POSITION PURPOSE

The role of the Public Health Medical Officer is to provide support, advice and advocacy to the Aboriginal Health Council of Western Australia (AHCWA) and its Member Services to prioritise public health approaches within primary health care; enhance the capacity of Aboriginal Community Controlled Health Services (ACCHS) to implement public health initiatives; strengthen service level responses to public health issues such as chronic disease,

communicable disease and environmental health; provide expert clinical guidance and foster a culture of CQI.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

KEY CLIENT AND STAKEHOLDER RELATIONSHIPS

EXTERNAL

- Given the range of tasks, this position has contact with most Member Aboriginal Community Controlled Health Services in Western Australia.
- Liaises with a variety of government agencies, stakeholder representative groups and community groups.
- High level advocacy and representation on Commonwealth and State Department of Health and key stakeholders meetings and committees.

INTERNAL

- This position is required to work closely with the Executive Management Team, providing expert advice and key input into strategic and operational matters for AHCWA and its Member Services.
- Maintains close working relationships with other officers, team members and employees of the Aboriginal Health Council of Western Australia

RESPONSIBILITIES OF THIS POSITION

KEY RESULT AREA	POSITION RESPONSIBILITIES
PUBLIC HEALTH	<ul style="list-style-type: none"> – Provide Public Health leadership and support to the AHCWA and the Member Services. – Lead and participate in disease prevention, system changes and policy reforms of public health issues. – Work with the AHCWA team to coordinate and respond to pandemics and other key public health events. – Assist in the translation of public health policy and clinical guideline changes to clinical practice in the ACCHS. – Contribute to the implementation of a consistent approach to Continuous Quality Improvement (CQI). – Promote the development of effective systems of clinical governance within and across WA ACCHS.

	<ul style="list-style-type: none"> – Attend and participate in internal, external and stakeholder meetings as and when required. – Provide leadership and support to the ACCHS Public Health and Primary Health Care Physicians on public health/population health policy and practice. – Provide timely reports on all relevant projects and activities. Provide leadership and support to the AHCWA organisation including the Executive Management Team.
CLINICAL GOVERNANCE AND CQI	<ul style="list-style-type: none"> – Facilitate and provide expert advice to the AHCWA Clinical Leadership Group comprising of key medical and other health professionals. – Provide expert clinical advice and updates to clinical guidelines to the AHCWA and ACCHS. – Promote CQI and clinical initiatives to the Member ACCHS. – Oversees and give expert direction on CQI audits and CQI Collaborative programs. – Review and provide direction on clinical governance frameworks and clinical models of care relevant to clinical service provision in the ACCHS. – Provides high level advocacy to Government for Medicare Benefits Scheme and Pharmaceutical Benefits Scheme changes that affect the ACCHS. – Contribute information to the Public Health Communique for monthly distribution.
COVID-19	<ul style="list-style-type: none"> – Provide leadership, advice and support to AHCWA and the WA ACCHS sector on the COVID-19 pandemic, including but not limited to: <ul style="list-style-type: none"> • The development and implementation of the COVID - 19 Vaccination Program Implementation Plan: Aboriginal and Torres Strait Islander people. • Updating the current COVID situation in WA to the AHCWA and the ACCHS sector. • Providing leadership and advocacy on a Commonwealth and State level to assist the WA COVID vaccination roll out to ACCHS. • Assist the ACCHS's in negotiation with stakeholders, including state/territory Governments to support and coordinate the COVID-19 vaccine rollout. • Provide clinical and logistical guidance to ACCHS rolling out the COVID-19 Vaccine • Attends NACCHO and other departmental meetings as required.

	<ul style="list-style-type: none"> • Advise NACCHO and the Department of Health on emerging issues as they arise in relation to the COVID-19 Vaccinations. • Periodically review the effectiveness of the organisational Covid-19 Safety Plan and amend, update and improve as necessary
EXECUTIVE MANAGEMENT TEAM	<ul style="list-style-type: none"> – Provide expert advice and key input into strategic and operational matters for AHCWA and the Member ACCHS. – Inform and update public health and primary health care issues at the ACCHS Chief Executive Officers (CEO) Network and AHCWA Board Meetings. – Provide direction and support relevant to public health and clinical governance in change management processes.
POLICY ADVOCACY & STRATEGY	<ul style="list-style-type: none"> – Provide leadership and support to the Policy, Advocacy & Strategy Work Unit. – Contribute to public health policy development and provision of relevant advice to the AHCWA Board and to ACCHS in WA. – Provide input to relevant health agencies on priority Aboriginal public health issues as part of AHCWA.
QUALITY MANAGEMENT SYSTEM (QMS)	<ul style="list-style-type: none"> – Actively participate in the organisation's QMS (LOGIQC). – Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed. – Assist in reviewing organisational policies that are clinical or primary health care related. – Demonstrate leadership and commitment to promote continuous quality improvement initiatives, give assurance that the quality objectives are measured and ensure the QMS achieves intended results by engaging and supporting employees to contribute to the effectiveness of the QMS. – Complete all compliance reports in a timely manner.
OTHER	<ul style="list-style-type: none"> – Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values. – Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture. – Attend and participate in professional development activities including workshops and training as required. – Attend and participate in Employee Development Days.

	<ul style="list-style-type: none"> – Participate and comply with all Work Health & Safety responsibilities as per the <i>Occupational Safety and Health Act 1984</i> (WA). – Identify and assist to reduce Work Health & Safety hazards and risks. – Follow the reasonable direction of Work Health & Safety representatives.
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POSITION KEY PERFORMANCE INDICATORS

The below Key Performance Indicators (KPI's) are used to assess, measure, evaluate, manage and reward performance within each key result area of this position.

The below KPI's are to be assessed in line with the organisations performance development framework.

KEY RESULT AREA	KEY PERFORMANCE INDICATORS
PUBLIC HEALTH	<ul style="list-style-type: none"> – Engage build and foster key stakeholder relationships and partnerships that help advance the public health and primary health care objectives of the Member ACCHS. – Provide an annual case study outlining AHCWA's contribution to a successful change in disease prevention, system change and / or policy reform of public health issues.
CLINICAL GOVERNANCE AND CQI	<ul style="list-style-type: none"> – Facilitate a minimum of eight (8) Clinical Leadership Group meetings in the ACCHS Sector per annum. – Contribute to the Public Health and CQI Communique.
COVID-19	<ul style="list-style-type: none"> – Collaboration, leadership, advocacy and support to WA ACCHS regarding the COVID-19 pandemic and associated vaccine roll-out. – Timely completion of contractual obligations for the COVID-19 Vaccine-Support including funding reports and compliance requirements to a high standard.
EXECUTIVE MANGEMENT TEAM	<ul style="list-style-type: none"> – Provide expert advice and key input into strategic and operational matters for AHCWA and the Member ACCHS.

POLICY STRATEGY & ADVOCACY	– Contribute to Local, State and National Policy Submissions through collaboration with the Policy, Advocacy and Strategy Team.
QUALITY MANAGEMENT SYSTEM (QMS)	– Ensure all tasks assigned to this position are completed within a six (6) week period.

COMPETENCY PROFILE FOR THIS POSITION

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review, planning, and training and development activities.

JOB SPECIFIC COMPETENCIES

QUALIFICATIONS, SKILLS, EXPERIENCE AND KNOWLEDGE

ESSENTIAL:

- Eligible for registration as a Medical Practitioner with the Medical Board of Australia.
- Possession of tertiary qualification in public health or equivalent experience in public health.
- Experience working within the Aboriginal Community Controlled Health Services Sector and working with in a comprehensive primary health care context.
- Experience undertaking research and/or an understanding of research methods and processes in an Aboriginal health context.
- Knowledge of the social determinants affecting the health of Aboriginal people.
- Demonstrated ability to uphold the principles of cultural sensitivity, communicate effectively and credibly with Aboriginal and Torres Strait Islander peoples with understanding and commitment to the principles and philosophy of Aboriginal and Torres Strait Islander Community Control in health.
- Effective communication and interpersonal skills both at an intra-service and inter-service level and across the health sector (government and non-government).
- High level of written and verbal communication skills, including the ability to liaise, consult and negotiate with a diverse range of clients and stakeholders.
- Demonstrated organisation and time management skills and the ability to define and implement work priorities.
- Demonstrated experience and ability to work effectively as part of a multidisciplinary team.
- Knowledge of continuous quality improvement programs and ability to advise and oversee audits and clinical guideline improvements.

DESIRABLE:

- The person is of Aboriginal and/or Torres Strait Islander descent and is acknowledged as such by their community.

PRACTICAL REQUIREMENTS:

- A current Western Australian driver's license and willingness to drive is essential.
- Some work out of normal hours of duty will be required.
- Depending on the nature of the region, some travel on light aircraft may be required.
- Intra and inter-state travel including overnight absences may also be required.

ACKNOWLEDGMENT AND ACCEPTANCE BY APPOINTED EMPLOYEE
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I certify that I have read and understand the responsibilities assigned to this position.

Employee Name	
Signature	
Date	