JOB DESCRIPTION FORM

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| Effective date of document  | Jan 2021 |
| Award  | N/A |
| Award Type | N/A |

**POSITION IDENTIFICATION**

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| **Title:** | **Public Health Registrar 2** |
| **Reports to:** **Supervision of:** | **Medical Director****Nil** |
| **Relationships – Internal*** Population health staff and project officers
* Remote clinic staff and managers
* Health informatics team
* KAMS and KRS GPs and GPRs
* KAMS Australian Faculty of Public Health Medicine (AFPHM) supervisor

**External*** Rural Clinical School of WA (RCSWA)
* RCSWA AFPHM supervisor
* Nirrumbuk Aboriginal Corporation
* KAMS member services
* Kimberley Population Health Unit (KPHU)
* Kimberley Aboriginal Health Planning Forum (KAHPF)
* WA Country Health Service (WACHS)
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| **Duty Statement** |
| Working within KAMS and on behalf of KAMS member services this position will be responsible for enhancing the delivery of efficient, effective and culturally appropriate Aboriginal health services across the region. Through the provision of public health expertise, this role will provide support in the areas of continuous quality improvement (CQI), clinical governance, program implementation and evaluation advocacy and research. The Public Health Registrar (PHR) will support a multidisciplinary approach to Aboriginal health in the Kimberley region that is focused on addressing the causes and outcomes of the social and environmental determinants of health.**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****Public health practice**Specific duties:* To support the development of policies, procedures and protocols for Kimberley Aboriginal Medical Services (KAMS), including the Kimberley protocols
* To provide representation at KAHPF meetings and relevant subcommittees, KAMS clinical services meetings and other meetings as requested, and to support clinical governance through the regional Lead Clinician’s forum
* To support the design, implementation and evaluation of population health programs
* To assist with funding applications, research ethics and governance
* To contribute to KAHPF supported research projects within KAMS and with KAMS research partners
* To provide education on public health medicine topics on request
* To evaluate clinical service provision and population health program delivery as needed
* To contribute to CQI activities and to contribute expertise to ongoing refinement of CQI processes
* To assist with reporting requirements for KAMS clinical services and population health programs and assist the health informatics team with the analysis of routinely collected data for the benefit of KAMS and member services
* To participate in advocacy activities related to issues of importance to KAMS
* To provide support in the areas of communicable disease control, health promotion, needs assessment, environmental health, advocacy and policy development
* To provide supervision for other staff engaging in public health activities as appropriate
* Maintain good standing as a PHR trainee meeting training requirements according to relevant deadlines, proactively engaging with supervisors and mentor and obtaining the additional competencies and skills required for completion of the AFPHM training program
* Undertake other duties and/or secondments as directed by line manager for the benefit of KAMS strategic relationships and KAMS member services

**Clinical practice (if applicable and subject to credentialing)**Specific duties:* To provide clinical services to KAMS clinics as part of the regular roster and as needed to a maximum average of three sessions per week. Clinical sessions may be rostered in blocks according to roster requirements
* To provide emergency assessment, stabilisation and care during hours, and maintain appropriate emergency management continuing professional development (e.g. Advanced Life Support (ALS), Advanced Paediatric Life Support (APLS))
* To maintain accurate medical records for clinical care provision and medicolegal purposes
* To support active use of the electronic patient information and recall system using 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
* To work with colleagues and clients in a framework of cultural safety which respects local cultural beliefs and practices
* To maintain strong linkages with other health providers in the area to ensure optimum coordination of care and advocacy for the client base
* To provide supervision for other clinical staff as appropriate
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| **Selection Criteria** |
| **Essential:**1. Eligible for medical registration in Australia
2. Confirmed eligibility for Public Health Physician training through AFPHM (including Master of Public Health and AFPHM mapping exercise completed)
3. Commitment to the philosophy and practice of Aboriginal Community Control
4. Ability to act as an effective member of a multidisciplinary health team
5. Ability to travel by air and/ or road on a regular basis / capacity to undertake remote travel on occasion
6. Effective and culturally sensitive interpersonal, oral and written communication skills
7. Federal Police Clearance
8. Commitment to advocating for Aboriginal Primary Health Care needs and an understanding of the social and environmental determinants of health as they relate to Aboriginal people of the Kimberley
9. An ability to work independently within a diverse team, prioritize competing demands to achieve outcomes
10. “C” class drivers license

**Desirable:** 1. Experience in working in Aboriginal Community Controlled Health sector
2. Experience driving a 4WD
3. Experience in medical education
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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.kams.org.au**](http://www.kams.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. |