



WUCHOPPEREN HEALTH SERVICE LIMITED

POSITION DESCRIPTION

Position Title:	Senior Medical Officer
Employment Status:	Full Time Three Year Contract
Reports to:	Executive Officer, Primary Health Care
Positions supervised:	Medical Officers
Location:	Cairns Clinic, Moignard Street, Manoora Midin Clinic, Evans Street, Atherton

Organisational Information:

Wuchopperen Health Service Limited is a community controlled organisation delivering holistic primary health care for Aboriginal and Torres Strait Islander people in Cairns and surrounding districts.

Wuchopperen Health Service's vision is to provide an efficient and effective community based primary health care service that is delivered in a culturally sound manner to meet the needs of Aboriginal peoples and Torres Strait Islanders.

Aboriginal self-determination and the fundamental right of every man, woman and child to access and receive appropriate health care, form the impetus of Wuchopperen's approach to improving health at the local community level.

Wuchopperen Health Service is based in Manoora, a short distance from the city centre of Cairns. Medical services and social health services are also provided from centres in Atherton.

Wuchopperen Health Service's Manoora facility houses:

- Primary health including general clinic, specialist clinics and chronic disease management;
- Corporate Support;
- Oral health clinic;
- Health promotion and awareness programs; and
- Social Health

Our definition of primary health care is:

"Essential health care based on practical, scientifically sound, socially and culturally acceptable methods and technology made universally acceptable to individuals and families in the communities in which they live through their full participation at every stage of development in the spirit of self-reliance and self-determination."

Primary Role

1. To ensure the Australian medical professional standards of high quality effective primary health care are provided at Wuchopperen Health Service.
2. To provide general practice services in a primary health care setting to the clients of Wuchopperen Health Service.
3. To provide major contributions into health care program coordination planning, delivery and evaluation.
4. To act as supervisor of medical students, GP registrars and international medical graduates.
5. In liaison with the Executive Officer, Primary Health Care, contribute to the coordination of service delivery incorporating general clinic and specialist health programs.
6. To assist Aboriginal people and Torres Strait Islanders, through empowerment, to take greater control of health issues affecting them and to ensure appropriate health care is delivered in a culturally appropriate manner

Key Results Areas:

Clinical Care

- Provides quality general practice in a Primary Health Care setting at a level consistent with best practice standards;
- Develop models of holistic primary health care incorporating continuity of care;
- Ensure the delivery of evidenced based best clinical practice;
- Ensure compliance with RACGP medical records keeping standards, accreditation requirements, use of pharmaceuticals and other medico-legal requirements are met.

Community Care

- Adequate rates of adult/child immunisation;
- Respond to community emergencies;
- Ensure an environment of safe work practice;
- Supervise environmental health care through ongoing assessment and evaluation of existing services and current work practices;
- Provide appropriate outreach medical/public health services to the Wuchopperen community;
- Advocate for the rights and needs of individuals, families and Indigenous peoples;
- Develop culturally valid policy and programs that meet identified needs.
- Develop and maintain close working relationships with external health service providers to ensure coordinated continuity of care;
- Instil a service ethic within the Wuchopperen's service that promotes a holistic approach to primary health care.

Management

- Develop and implement medical protocols, consistent with Wuchopperen's clinical protocols and policies;
- Establish lines of participation through a global staff relationship in respect to the provision of primary health care services;
- Identify and provide training, professional development, and competency development of medical staff
- Implement a disaster plan;

- Contribute towards management of patient grievances and complaints.
- Contribute to projects;
- Demonstrate safe work practices;
- Participate in needs and risk assessment with relation to new work environments and practices;
- Ensure that ethical guidelines are developed and followed.

Leadership

- Provide clinical leadership in collaboration with Executive staff;
- Promote the philosophy of Wuchopperen Health Service by maintaining effective contact with external organizations, serving on representative forums and maintaining a high standard of professionalism and partnerships;
- Liaise with community groups and the public in general about relevant issues to ensure the primary health care needs of the Indigenous community are met;
- Fulfil responsibilities in a manner that displays leadership, encourages team spirit and professionalism in staff;
- Promote effective teamwork between management, team members and other program staff;
- Provide supervision and professional support to medical staff as required, and contribute to leadership development initiatives.

Policy and Planning

- Contribute to strategic and operational planning at the organisational level as required;
- Develop and maintain appropriate systems that provide the service with timely and accurate reports, in relation to clients and the organisation's activities;
- Oversee the accurate capture and reporting of episodes of care provided by the service;
- Monitor patterns of Medicare generated income to ensure maximum successful returns;
- Produce written communication and reports.

Teaching and Research

- Supervise collection and analysis of information on the health needs of the community;
- Ensure all existing and new research projects are Wuchopperen Board endorsed and NHMRC ethical standards and guidelines are met, before implementing;
- Participate in teaching programs for undergraduate medical students / junior doctors / school students.

Key Internal and External Relationships

- Reports to the Executive Officer, Primary Health Care
- Significant liaison and coordination is required with the Executive Officer – Primary Health Care, Medical Officers, Clinic Supervisor and other staff/health professionals within a multi-disciplinary team environment.

Internal Relationships:

- Chief Executive Officer
- Executive Officer, Primary Health Care
- Medical Officers
- Clinic Supervisor
- Co-ordinator, Health Programs
- Manager, Midin Clinic
- Executive Officer, Social Health
- Corporate Support Management
- Other employees, as required

The Senior Medical Officer has a staff relationship with all staff that plan and deliver health services, making a contribution to:

- Recruitment and retention of general practitioners and other health personnel, as required;
- Provision of training and professional development;
- Managing grievances and complaints;
- Addressing clinical incidents and disciplinary responses.

External Relationships:

- External Health Professionals
- Education Institutions
- Secondary and Tertiary Health organisations
- Community Health organisations
- Government agencies
- Non-government agencies
- Community groups
- Professional health associations / networks

Delegated Responsibilities / Accountabilities

Responsibilities of the Senior Medical Officer include, but are not restricted to:

- GP practice / medical education and supervision;
- Consultant for staff and community education;
- Best Practice in primary health care service delivery;
- Day to day involvement with clinic staff;
- Involvement with policy development and implementation;
- Ongoing evaluation and consultation;
- Maintain professionalism in service delivery
- Liaise with Executive Management team;
- Liaise with clinical management team.

Delegations

- As detailed in the Delegations of Management and in accordance with annual Budget and Business Plan.

Key Performance Indicators

1. Community, individuals and relevant agencies actively participate in planning, health and other projects through regular consultation.
2. Community and staff resource needs are regularly monitored, recorded and reviewed to ensure appropriateness of services.
3. Positive working relationships are maintained with staff through consultative planning and setting of program objectives.
4. Continued leadership of, and success with, Wuchopperen's medical programs.
5. Successful participation in Wuchopperen's performance appraisal program.

Selection Criteria

Your application for this position must include your CV and specifically address each of the assessment criteria listed below. Short listing and selection will be based upon these selection criteria.

Essential:

1. The applicant must be a qualified medical practitioner, be vocationally registered, hold current registration with the Medical Board of Queensland and professional medical indemnity insurance.
2. The successful applicant will have a Fellowship of the Royal Australian College of General Practitioners (FRACGP) or Fellowship of the Australian College of Rural and Remote Medicine (FACCRM)

Proof of qualifications, current registration and professional medical indemnity insurance is required to be provided prior to the commencement of duty.

Key Selection Criteria:

3. Demonstrated capacity for self management, participative decision making, team participation, and the ability to promote and manage change in areas of general practice.
4. Demonstrated effectiveness in the delivery of primary health care with the ability to respond to new directions and to the needs and demands of the Aboriginal and Torres Strait Islander communities.
5. Demonstrated ability to implement policies and programs through a knowledge of the concept of community controlled primary health care.
6. Advanced analytical, conceptual, interpersonal and communication skills.
7. Demonstrated knowledge of, and an understanding and sensitivity towards, Aboriginal people and Torres Strait Islanders cultural issues.
8. Demonstrated ability to actively participate in a working environment supporting human resource management practices, including employment equity, anti discrimination, occupational health and safety and ethical behaviour.
9. Demonstrated commitment to self development with a focus on skills upgrade and contemporary primary health practices.

Desirable:

Post graduate qualifications in public health.

Referees:

Your application should contain the names and telephone numbers of at least two referees, one preferably being the applicant's current or most recent supervisor, who may be contacted with respect to your application.

Applications addressing the selection criteria are to be addressed to:

Private & confidential:
Lynette Yeates
Human Resources Manager
Wuchopperen Health Service
PO Box 878
MANUNDA Q 4870

Or email to: hr@wuchopperen.com