

**POSITION DESCRIPTION**

<b>Position Title</b>	SENIOR MEDICAL OFFICER
<b>Location</b>	Garbutt, Townsville
<b>Work Unit</b>	Primary Health Services Outreach Primary Health Services Satellite Primary Health Services School-based Health Services
<b>Employment Status</b>	Full Time
<b>Position Reports To</b>	Chief Executive Officer
<b>Positions Responsible For</b>	GPs Visiting Specialists Clinic Coordinator Lead Clinician
<b>Award Reference</b>	Negotiated
<b>Date of Approval</b>	November 2016

**Corporate Context / Environment**

TAIHS is an Aboriginal and Torres Strait Islander community controlled and managed corporation.

TAIHS's main operating income comes from Commonwealth and State funding bodies; including the Commonwealth Department of Health, Queensland Department of Health, Queensland Department of Communities, Child Safety and Disability Services, Dept of Prime Minister & Cabinet, and Queensland Department of Housing & Public Works. Funds are also generated through Medicare billing of patient health services.

TAIHS provides a holistic primary health care service incorporating a bulk-billing general practice medical clinic, maternal and child health clinic, chronic disease program, a dental clinic and social and emotional well-being services. TAIHS also provides a range of community services, including crisis accommodation, family support services, parenting support, child safety programs, and other community services.

In addition to the operation of comprehensive primary health services and the provision of a range of community services, TAIHS seeks to improve health and social outcomes for the community through: developing strategic partnerships, implementing operational systems and continuous improvement processes, setting health priorities in line with community need, health promotion and education to aimed at supporting patient health outcomes linked to evidence based best practice research.

**POSITION DESCRIPTION****Purpose of Position**

The Senior Medical Officer is part of the Executive team, with overall clinical responsibility for the delivery of Health Care Services across all TAIHS sites.

This position is supported by two business management positions in the delivery of primary health services: the Executive Manager – Primary Health Services, and Executive Manager – Outreach Services.

The purpose of the position is to provide leadership and clinical governance for service delivery across TAIHS' Main Clinic, Maternal and Child Health, Outreach, Satellite and School-Based Clinics. This includes planning and establishment of new sites, in line with TAIHS' Strategic and Operational Plans.

**Duties and Responsibilities**

Area	Responsibility	KPIs
Clinical Governance	<b>Support clinical governance across TAIHS primary health services, including routine monitoring, clinical supervision, feedback, quality improvement and innovation in the delivery of comprehensive primary health services. This will include:</b>	
	<ul style="list-style-type: none"> <li>Supporting the development and refinement of systems of continuous quality improvement for delivery of comprehensive primary health care by TAIHS Townsville, outreach, satellite and school-based clinics</li> </ul>	Evidence that clinical governance arrangements in place, and clinical governance meeting occurs regularly
	<ul style="list-style-type: none"> <li>Working closely with Townsville Hospital and Health Service (THHS) and other health providers to support effective local and regional use and continuing development of local and regional patient information and recall systems to organise and evaluate health care</li> </ul>	Evidence of collaborative arrangements in place for patient information and recall systems
	<ul style="list-style-type: none"> <li>Providing leadership in the conduct of routine clinical audit, feedback and quality improvement in TAIHS clinics</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of internal audits in clinic</li> <li>TAIHS maintains AGPAL accreditation</li> </ul>
Staff Management / Clinical Leadership	<b>Working alongside the clinical coordinator and lead clinician, to support both formal and informal educational needs of health workforce. This includes:</b>	
	<ul style="list-style-type: none"> <li>Supervising and providing education and teaching for TAIHS-based GP Registrars</li> </ul>	Number of GP registers being supervised
	<ul style="list-style-type: none"> <li>Assisting where required with the supervision and provision of support for medical students undertaking placements at TAIHS</li> </ul>	Number of student placements

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	<ul style="list-style-type: none"> <li>Overseeing the broader induction and in-service training for the broader health workforce</li> </ul>	Evidence of induction and in-service training recorded on TAIHS training register
	<p><b>Oversee recruitment, retention, professional development and supervision of the TAIHS medical workforce. This includes:</b></p>	
	<ul style="list-style-type: none"> <li>Overseeing the recruitment of GPs and senior clinical staff for TAIHS, in collaboration with Executive Managers of Primary Health and Outreach Services</li> </ul>	Number of GPs and senior clinical staff employed
	<ul style="list-style-type: none"> <li>Contributing to the development of strategies which encourage retention and ongoing development of high quality health workforce in TAIHS clinics</li> </ul>	<ul style="list-style-type: none"> <li>Turnover of GPs and senior clinical staff &gt;5%</li> <li>Evidence of professional development recorded on TAIHS training register</li> </ul>
	<ul style="list-style-type: none"> <li>Ensuring an appropriate deployment of medical practitioners across TAIHS clinics, overseeing the recruitment of locum GPs where required to cover leave / fill gaps and working closely with Executive Managers – Primary Health and Outreach Services to ensure coverage of clinic hours</li> </ul>	TAIHS meets health targets - as set out in Action Plan and Operational Plan
Research	Working closely with the executive management team to contribute to the development and implementation of local and regional public health and health-service based research activities as required	Evidence of TAIHS involvement in research projects
Clinical Care	Provide direct clinical services as a GP in TAIHS as negotiated with the CEO	Number of client contacts
Stakeholder Relationships	Maintain good working relationships with key health partners (eg THHS, QAIHC), participate in relevant health and clinical governance forums (eg QAIHC lead clinicians group), and maintain working relationships with relevant health providers to support the delivery of primary health services in TAIHS sites	Evidence of collaborative activity recorded in TAIHS 'Collaborative Partnerships' document

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

**Required Qualifications and Experience**

- MBBS, registration with the Medical Board Of Australia
- Vocational Registration, with at least five (5) years clinical experience as a VR GP
- At least three (3) years' experience with Indigenous Health
- Eligible to obtain a provider number at required clinic location
- Commitment to the philosophy and practice of Aboriginal Community Control
- Well-developed communication and interpersonal skills
- Ability to lead a multidisciplinary health team

**Selection Criteria**

**Duties & Responsibilities**

Satisfactory capability and/or potential to execute the key responsibilities of the position

**Required Qualifications & Experience**

Satisfies the required qualifications and experience, and practical requirements of the position