



**Wuchopperen**  
HEALTH SERVICE LTD

## POSITION DESCRIPTION

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| <b>Position Title:</b>         | Senior Medical Officer (Specified)                        |
| <b>Position Number:</b>        | 5140  |
| <b>Classification:</b>         | As agreed commensurate with qualifications and experience |
| <b>Location:</b>               | Cairns / Edmonton   |
| <b>Reporting Relationship:</b> | Executive Director Medical Services                       |

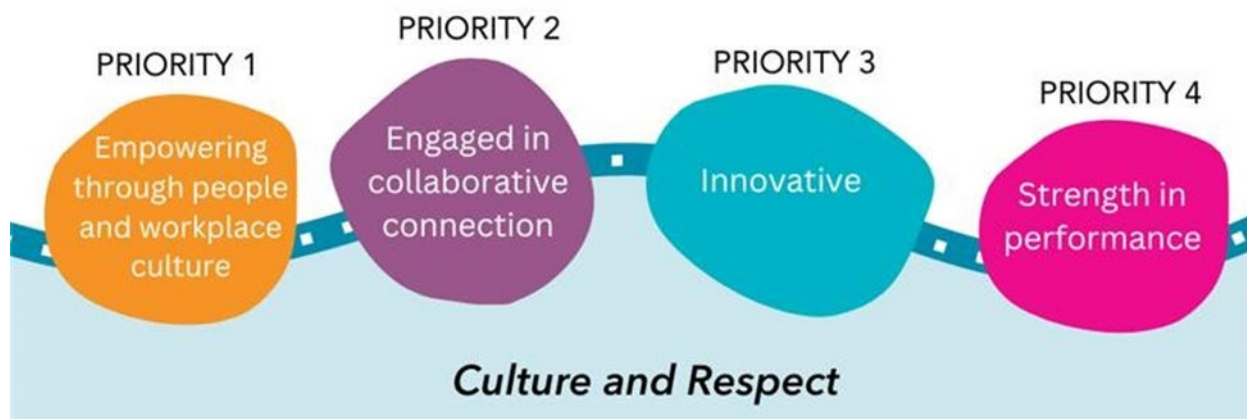
### About Wuchopperen

Wuchopperen Health Service Limited (Wuchopperen) is a community connected and controlled organisation with more than 40 years' experience in providing primary health care and social wellbeing services for Aboriginal and Torres Strait Islander people in Cairns and surrounding districts.

Wuchopperen's vision is keeping our generations growing strong. Culture underpins a client and community centric service delivery model offering whole of life cycle care and support from pre-birth to eldership (older people).

From humble beginnings in the 1970s, Wuchopperen has grown into a multi-million-dollar enterprise, that is driven by the community, to deliver dynamic and innovative services for the community, and confidently represents, leads through best practice governance.

## Our Strategic Priorities



## POSITION DESCRIPTION

### Our Values and Behaviours



#### The role:

This position will, under the leadership of the Executive Director, Medical Services (DMS), provide medical leadership, clinical governance support and strategic advice to the DMS and Senior Leadership Team (SLT) to ensure the delivery of quality, sustainable, evidence-based comprehensive primary health care services which align to the strategic goals of the organisation, policy direction and needs of the community.

The position has direct supervisory responsibility for the Medicare Claims Team.

This position works closely with the Executive Leadership Team (ELT) and SLT to support clinical quality and clinical governance services and requires significant liaison with health professionals including Medical Officers, Nurses, Health Workers and Allied Health providers and maintains regular contact with other program staff to ensure effective outcomes for clients.

The position is also a member of the Senior Leadership Team and Integration and Innovation Working Group (IIWG).

## POSITION DESCRIPTION

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### Key Responsibilities include:

1. Participate at a Senior Manager level to assist the DMS in shaping the organisation's corporate and operational focus in accordance with the strategic direction set by the Board of Directors by providing leadership and advice on clinical governance, clinical quality, patient safety and clinical workforce issues.
2. Identify, develop and implement strategies and initiatives to improve revenue generated by the organisation's clinical activities, including but not limited to, Medicare Benefits Schedule, Practice Incentive Payments and Service Incentive Payments.
3. Take a lead role in influencing decision-making, planning, implementation and evaluation of safe, quality clinical services including guiding SLT to implement multidisciplinary team-based models of primary health care and integration with external services including providing advice on workforce strategies and operational plans.
4. Lead, manage and develop staff as a direct supervisor and ensure team members are supported to carry out their duties.
5. Support the delivery of best practice clinical services including general medical practice, emergency care and community health.
6. Oversee the review and analysis of organisational health data in collaboration with team members and provide advice to the DMS on operational organisational priorities.
7. Contribute to the maintenance and implementation of clinical governance and other appropriate systems to monitor and improve the quality and safety of clinical services and the management of health conditions and risks.
8. Within the organisation's quality management framework, oversee continuous quality improvement in the delivery of best practice clinical services including the development and implementation of service policies, procedures and protocols ensuring State and Commonwealth legislation that effects medical and dental services is administered within the organisation.
9. Provide clinical leadership to Medical Officers and other clinicians including Nurses, Allied Health Practitioners and Health Workers / Health Practitioners including supporting processes to monitor performance in the delivery of health services ensuring staff are appropriately trained, credentialed and registered with the relevant authority and provide advice on workforce strategies and operational plans.
10. Develop and foster productive relationships through negotiating, consulting, liaising and communicating with key stakeholders including representing the organisation in external committees and forums as required.
11. Support the implementation of the organisation's research strategy including identification of relevant research opportunities and promote education and training activities to facilitate the development of evidence-based practice and service improvement.
12. Gather and record statistical data relevant to measuring performance against agreed indicators and participate in review and evaluation activities.
13. Participate in organisational and community activities to advance the health and wellbeing of Aboriginal and Torres Strait Islander people.

## POSITION DESCRIPTION

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14. Work within Wuchopperen's Policies and Procedures including the Staff Code of Conduct and the Work Health and Safety requirements and contribute to continuous improvement processes to ensure compliance with relevant standards and safe, effective service delivery.
15. Other duties as required, within your skills, experience, and capacity.

## Core Capabilities

Assessment of merit for this role will be based on the knowledge, skills and experience, potential for development and personal qualities. The competencies listed below are the most critical for success in this role.

### For applicants to be successful in this role, they should demonstrate:

1. Demonstrated experience in supporting, implementing and evaluating primary health care services within a multi-disciplinary environment, together with demonstrated experience in clinical governance, preferably within a primary health care setting.
2. Knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures from a historical and contemporary perspective, including the ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people.
3. A demonstrated understanding of the issues affecting the health and wellbeing of Aboriginal and Torres Strait Islander people together with demonstrated experience in the delivery of clinical services to Aboriginal and Torres Strait Islander people.
4. Extensively developed interpersonal and communication skills including the ability to liaise with a range of stakeholders, as well as to effectively advocate for Aboriginal and Torres Strait Islander people.
5. Demonstrated ability to work independently and in a multi-disciplinary team environment, prioritise and meet deadlines, deal with matters of a sensitive and confidential nature.
6. Demonstrated ability to meet and work within the core values and behaviours of Wuchopperen.

## Other Requirements

- Degree in Medicine from a recognised University (certified copies of qualifications and current registration is required upon application). The Senior Medical Officer must have current registration with the Australian Health Practitioners Regulation Agency.
- Proof of qualifications and current registration is required to be provided prior to the commencement of duty.
- The Senior Medical Officer role is a **Specified** position. Applicants for a specified position must provide **a reference from an Aboriginal and/or Torres Strait Islander referee** to support their ability to meet core capability two above.
- It is a condition of employment in this role for the employee to be, and remain, vaccinated against measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough) and hepatitis B.
- Possession of a current Queensland "CA" class driver's licence is essential.

## POSITION DESCRIPTION

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- Commitment to work within the principles of Aboriginal and Torres Strait Islander community control including a willingness to develop the leadership of Aboriginal and Torres Strait Islander staff.
- Ability to use Microsoft products and the ability to use or willingness to gain proficiency in the client information management systems.

### How to apply:

Please submit the following for the panel to assess your suitability. Applications which do not meet these requirements will not be considered.

- Your **resume**, including a comprehensive employment history, your qualifications and the contact details for at least two referees (one should be your current supervisor).
- A supporting **cover letter** of no more than two pages, outlining your experience, skills and knowledge that are relevant to the advertised role. Your written response must reflect the competencies outlined in core capabilities.
- Specified reference with application.

### Additional information:

- A non-smoking policy is effective in Wuchopperen's buildings, offices and motor vehicles on all Wuchopperen grounds, across all sites.
- Wuchopperen has a six (6) month probationary period for new employees.
- Employees may be required to work outside of core business hours from time to time.
- Demonstrated commitment to ongoing self-development with a focus on qualifications/skills upgrade.
- Applications must be received by 5 pm on the closing date and can be emailed to [recruitment@wuchopperen.org.au](mailto:recruitment@wuchopperen.org.au)