

# ROLE DESCRIPTION

## Torres and Cape Hospital and Health Service

Position Details (Role Details)			
Job Reference Number	TC547775	Closing Date	Friday, 31 May 2024
Title (role title)	Senior Medical Officer (Cooktown)	Location	Cooktown
Total Remuneration range	<b>\$364,744 - \$515,821</b> (inclusive of allowances, per Annex A)	Classification	L13-L27
Division/ Hospital and Health Service	Torres and Cape Hospital and Health Service	Branch/Work Unit	Cooktown MPHS
Reports to	Director Medical Services - East	No. Direct Reports	0
Status	Permanent Full Time	Online Applications	<a href="http://www.smartjobs.qld.gov.au">www.smartjobs.qld.gov.au</a>
Contact Name	Natasha Coventry	Contact Number	(07) 4043 0116

### Your employer – Torres and Cape Hospital and Health Service

#### About Us:

TCHHS is an independent statutory authority governed by a Board and established under the Hospital and Health Boards Act 2011. It is managed from hubs in Cairns, Weipa and Thursday Island and covers an area of 129,770 square kilometres.

- The TCHHS is one of Australia's largest providers of health services to Aboriginal and Torres Strait Islander peoples.
- Provides health care to a resident population of more than 27,000 people of which 64% identify as Aboriginal and/or Torres Strait Islander.
- The northern boundary is adjacent to Papua New Guinea
- Comprises of 31 primary health care centres, 2 hospitals (Thursday Island and Bamaga), a multi-purpose health service (Cooktown) and an integrated health service (Weipa).
- Employs over 1000 people and supports a wide range of healthcare providers including outreach teams and visiting specialist services from other health services and non-government providers.

For further information visit the [TCHHS website](http://www.tchhs.qld.gov.au)

#### Our purpose:

Our 5 main objectives are:

- strengthen primary and public healthcare services.
- enhance health and development services to support the first 2,000 days of life.
- develop our workforce and promote wellbeing and safety.
- have services that embody healthy minds and support people with addictions.
- provide care closer to home.

## Our Values



## Purpose of the role

To work within a remarkable 'corner' of Australia and make a significant contribution to improving the health and wellbeing of the local communities within the Torres and Cape Hospital and Health Service and to become a valued member of a dynamic rural health care team that provides quality and culturally appropriate medical services. Cooktown MPHS also services the local cluster communities including Hope Vale, Wujal Wujal and Laura.

## Your key responsibilities will include:

This position's primary responsibilities are to ensure that comprehensive primary health care is appropriate and readily available to the members of the public through:

- Fulfil the responsibilities of this role in accordance with QPS values as outlined below.
- Actively contribute to the provision of a safe and healthy workplace by following all relevant sections of the Work Health and Safety Act and Regulations (QLD) and associated codes of practice, other relevant state and federal legislation as well as TCHHS and Queensland Health workplace health and safety policies and procedures. The provision of a healthy and safe workplace within TCHHS is everyone's responsibility. (Employees in non-supervisory roles)
- Follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken to ensure high quality, safe, services and workplaces.
- Provide clinical services to patients at all times subject to scope of clinical practice granted and according to Queensland Health policy, the Clinical Services Capability Framework and standards and protocols outlined in the Primary Clinical Care Manual.
- Provide evidence-based and quality clinical care of individual patients in all domains of medical practice.
- Manage the administrative requirements of patient care including ensuring discharge summaries and medico-legal correspondence is completed with minimal delay.
- Ensure quality professional communication with individual patients, relatives, guardians and all relevant health professionals necessary for quality clinical care outcomes, including for the transfer of responsibility of clinical care.
- Make a commitment to patient safety and to improve clinical care through participation in clinical audits, clinical meetings, peer review and other safety and quality assurance programs, presentations and projects.
- Make a commitment to maintain clinical standards through participation in college or Queensland Health prescribed continuing professional development programs.
- Make a commitment to teaching, supervision and mentorship of other medical staff and students, including the completion of quality supervisory documentation.

- Contribute to the provision of population health services to the local community or communities served, including active participation in community health programs.
- Ensure continuum of care and case management of Chronic Disease clients through patient care plans and ensure all clients are registered on the relevant corporate information systems.
- Complete the medical administrative requirements to support access to Medicare for primary health care service delivery. This includes working to achieve and/or maintain Vocational Registration.
- To assist with training purposes and/or the delivery of health care within the local community the Medical Officer maybe required to undertake duties with other local health care providers.
- Note that this Senior Medical Officer position can be called upon to supervise the practice of health workers assisting them with the delivery of health and community programs and medical students placed within the health service.
- To work collaboratively with the Medical Superintendent to build the service into an educational institution, to implement clinical governance systems and monitor appropriate research.
- Liaise with other senior health care professionals to develop and extend the services offered in the hospitals.
- Liaise with visiting medical specialists to maximise their contributions.
- Take reasonable care for your own health, safety and wellbeing and take reasonable care to ensure that your acts or omissions do not adversely affect the health, safety and wellbeing of others.
- Actively participate in a working environment supporting quality human resource management practices including employment equity, anti-discrimination, workplace health and safety and ethical behaviour.
- Employees who are appointed to the TCHHS are accountable for information security, management and appropriate use, in accordance with legislation, standards, policies and procedures.

## What are we looking for?

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience, the ideal applicant will be someone who can demonstrate the following:

- Competence and capability in primary rural medical practice (particularly hospital-based practice and/or primary health) and in the relevant advanced skill(s) if appointed as a Rural Generalist or Provisional Fellow.
- Demonstrated skill in trauma management, general and emergency medicine.
- Ability to function in a multidisciplinary team and to provide leadership within the team.
- Experience in education and training of medical staff and/or medical students.
- High level of communication skills in clinical practice and corporate functions.
- Commitment to improving standards and quality of health care and patient safety within the hospital and community.
- Demonstrated ability to organise work and work without supervision.
- Demonstrated ability to maintain up to date knowledge and skills.

## Mandatory qualifications/professional registration/other requirements

The essential requirements for this role are:

- Hold registration as a Medical Practitioner with the Medical Board of Australia.
- The position requires the incumbent required to undergo the credentialing and scope of clinical practice process in accordance with TCHHS policy.
- You are required to maintain the credentials which the employer determines are necessary for you to perform your duties within the scope of your clinical practice.

- The successful applicant will be appointed between classifications Level 13 and Level 27 in accordance with Annexure B – Additional Information.
- Appointment as a Rural Generalist (Level 18 to Level 27) or Provisional Fellow (Level 13 to Level 14) will require one or more of the following advanced skills:

#### **Cooktown Multi-Purpose Health Service**

- |                     |                 |                      |               |
|---------------------|-----------------|----------------------|---------------|
| • Obstetrics        | • Anaesthetics  | • Emergency Medicine | • Paediatrics |
| • Indigenous Health | • Mental Health | • Internal Medicine  |               |

### **Specific working conditions**

- The position may require the incumbent to be rostered outside of “ordinary hours”.
- The position requires the incumbent to fulfil clinical on-call requirements in general practice and/or Obstetrics and/or Anaesthetics in line with their approved scope of clinical practice.
- This position requires the incumbent to operate a ‘C’ Class Drivers Licence. An appropriate licence endorsement to operate this type of vehicle is required. Proof of this endorsement must be provided before commencement of duty.
- Travel across the TCHHS will be a requirement of this position in commercial and/or light aircraft and 4WD vehicles.

### **Employee obligations**

#### **It is a mandatory condition of employment for this role to be:**

- Vaccinated against, and remain vaccinated against, certain vaccine preventable diseases (VPD) as outlined in the Health Employment Directive NO. 01/16
- Potential applicants are advised that Section 63-1A of the Aged Care Act 1997 requires Queensland Health to seek a criminal conviction record report from the Australian Federal Police; conduct a search of bankruptcy records; and conduct previous employment and referee checks.
- Pre-employment screening, including criminal history and discipline history checks, will be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a blue card, unless otherwise exempt.
- Employees who are appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.

### **How to apply**

#### **Please submit the following for the panel to assess your suitability:**

Your **resume**, including a comprehensive employment history, the qualifications you hold and the contact details for at least two referees (Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years).

- Certified copies of:
  - Your basic medical qualification
  - Your fellowship(s)
  - Your diploma(s)

**Submit your application via [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)**

- Please review the additional supporting documentation in the folder “information for applicants”.

- Only those persons eligible to work in Australia may be employed by Queensland Health. Prospective employees are required to provide proof of identity and documentary evidence of their right to work in Australia.
- Hand delivered applications will not be accepted.
- Late applications cannot be submitted online. For a late application to be considered, please arrange approval and submission via the contact officer.

## Additional Information

- Applications will remain current for 12 months or for the duration of the vacancy.
- Future vacancies of a temporary, full time and part time nature may also be filled through this recruitment process.
- Applicants will be required to give a statement of their employment as a lobbyist within one month of taking up the appointment (<http://www.psc.qld.gov.au/publications/assets/policies/lobbyist-disclosure-policy.pdf>).
- Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the Workers' Compensation and Rehabilitation Act 2003 <https://www.worksafe.qld.gov.au/laws-and-compliance/workers-compensation-laws/laws-and-legislation/workers-compensation-and-rehabilitation-act-2003>

## The Department of Health

*The Department of Health has a diverse set of responsibilities, and a common purpose of creating better health care for Queenslanders. The department is responsible for the overall management of the public health system in Queensland. We strongly believe in the need to work with people that value the goals of our organisation and who will thrive in our workplace.*

*To enable this vision, the Queensland Public Sector is transforming from a focus on compliance to a values-led way of working. The following five values underpin behaviours that will support and enable better ways of working and result in better outcomes for Queenslanders.*



Customers first	Ideas into action	Unleash potential	Be courageous	Empower people
Know your customers	Challenge the norm and suggest solutions	Expect greatness	Own your actions, successes and mistakes	Lead, empower and trust
Deliver what matters	Encourage and embrace new ideas	Lead and set clear expectations	Take calculated risks	Play to everyone's strengths
Make decisions with empathy	Work across boundaries	Seek, provide and act on feedback	Act with transparency	Develop yourself and those around you

## Organisational Structure

Available on request

## Annexure A

### Senior Medical Officers/Rural Generalist Provisional Fellows/Rural Generalists

Approximate Remuneration Package – as at **01/07/2023**

[Medical Officers Certified Agreement \(No.6\) \(MOCA6\)](#)

Remuneration Package*	L13		L27	
	Fortnightly Amount	Yearly Amount	Fortnightly Amount	Yearly Amount
Base Salary	\$6,776	\$176,802	\$9,924	\$258,910
Professional Development Allowance - \$21,500 p.a Motor Vehicle Allowance - L13=\$21,000 p.a./ L25=\$25,500 p.a.	\$1,629	\$42,500	\$1,130	\$47,000
Attraction and Retention - Senior Medical Officer (35%) - Senior Medical Officer Rural Generalist (40%)	\$2,371	\$61,880	\$3,969	\$103,564
Rural and Remote (15%) – Torres and Cape based	\$1,016	\$26,520	\$1,488	\$38,836
Inaccessibility Allowance ** Category 3 (Cooktown)	0	\$34,500	0	\$34,500
Superannuation (own nominated) – <b>approximate</b> *** (figures are 12.75% base salary)	\$864	\$22,542	\$1,265	\$33,011
<b>TOTAL REMUNERATION</b>	<b>\$12,663</b>	<b>\$364,744</b>	<b>\$17,714</b>	<b>\$515,821</b>
Plus				
On-Call	Paid per occurrence			
Recalls	Paid per occurrence			
Overtime	Paid per occurrence			
Shift Penalties	Paid per occurrence			
Locality Allowance	Paid per location			
Leave Loading	Up to 17.5% paid on leave			
Salary Sacrificing	\$17,000 grossed up taxable value			
Rent Free Accommodation	Yes - As per TCHHS Policy			
Subsidised Utilities	Yes - As per TCHHS Policy			
Annual Leave	5 weeks per year			
Professional Development Leave	3.6 weeks per year			
Range of special leave types	Yes			
Indemnity	Yes			
Federal Government Incentives	<a href="http://www.health.gov.au/internet/main/publishing.nsf/content/rural-regional-health-australia-list-programmes">http://www.health.gov.au/internet/main/publishing.nsf/content/rural-regional-health-australia-list-programmes</a>			

\* Paid pro-rata for engagement period or part time employee

\*\* Inaccessibility Allowance Categories:

Bamaga (Cat 1) = \$48,300 p.a. | Thursday Is (Cat 2) = \$41,400 p.a. | Weipa (Cat 2) = \$41,400 p.a. | Cooktown (Cat 3) = \$34,500 p.a.

\*\* Inaccessibility Allowance: 50% paid after 6-months completion period and then 25% paid after each 3-months completion thereafter

\*\*\* Employee should seek independent financial advice regarding their Superannuation



## Annexure B

TITLE	REQUIRED CRITERIA	SALARY STATUS
SMO (Rural Generalist)	<p><b>EITHER:</b></p> <ol style="list-style-type: none"> <li>1. Fellowship of the Australian College of Rural and Remote Medicine (FACRRM); <b>AND</b> Certified successful completion of advanced skills training by the relevant professional body in the advanced skills listed in the Job Description of the position (to be) occupied</li> </ol> <p><b>OR:</b></p> <ol style="list-style-type: none"> <li>2. Fellowship of Royal Australian College of General Practice – Rural Generalist (FRACGP-RG) <b>AND</b> <ol style="list-style-type: none"> <li>i. Certified successful completion of advanced skills training in a discipline specified in the Job Description of the position (to be) occupied.</li> </ol> </li> </ol> <p><b>OR:</b></p> <ol style="list-style-type: none"> <li>3. Fellowship in Advanced Rural General Practice (FARGP) / Graduate Diploma in Rural Health of the Royal Australian College of General Practitioners (Grad Dip Rural); <b>AND</b> <ol style="list-style-type: none"> <li>i. Certified successful completion of advanced skills training in a discipline specified in the Job Description of the position (to be) occupied.</li> </ol> </li> </ol> <p><b>IN ADDITION, REQUIRE:</b> Credentialed or eligible to be credentialed for defined scope of clinical practice in rural generalist medicine.</p>	<p><i>Recognised Medical Officer Rural Generalist</i></p> <ol style="list-style-type: none"> <li>1. Level 18 (MORG1.1) to Level 24 (MORG1.7) according to “years the applicant has held the recognised qualification specified for credentialed practice in the recognised discipline” and annual increments thereafter to Level 24 (MORG1.7);</li> <li>2. With progression to Level 25 (MORG2.1) upon receipt of salary at Level 24 (MORG1.7) for two years and two years of satisfactory Performance Appraisal and Development and subsequent progression to Level 27 (MORG2.3) by annual increment.</li> </ol> <p><i>The above applies for sites/facilities that are located within MMM 3-7 areas</i></p>
SMO (Vocational Practitioner)	<p><b>EITHER</b></p> <ol style="list-style-type: none"> <li>1. Fellowship of the Australian College of Rural and Remote Medicine (FACRRM);</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>2. Fellowship of the Royal Australian College of General Practitioners (FRACGP)</li> </ol> <p><b>AND</b></p> <ol style="list-style-type: none"> <li>3. Credentialed or eligible to be credentialed for defined scope of clinical practice in vocational general practice.</li> </ol>	<p><i>Specialist general practitioner with FRACGP or FACRRM*</i></p> <ol style="list-style-type: none"> <li>1. To Level 13 (C1-1) to 17 (C1-5) according to “years of eligibility for vocational registration” and annual increments thereafter to Level 17 (C1-5);</li> <li>2. With progression to Level 18 (C2-1) upon two years at Level 17 (C1-5) and two years of satisfactory Performance Appraisal and Development.</li> </ol>

TITLE	REQUIRED CRITERIA	SALARY STATUS
SMO (Provisional Fellow)	<p>1. Certified completion of Prevocational Rural Generalist Training; <b>AND</b></p> <p>2. Certified completion of training in at least one of the advanced skills listed in Annexure A by a Rural Generalist Trainee. <b>AND</b></p> <p>3. Participating in vocational training through either Australian General Practice Training or Remote Vocational Training Scheme towards completion of credentials for defined scope of practice in Rural Generalist Medicine. <b>AND</b></p> <p>4. Credentialed or eligible to be credentialed for defined scope of clinical practice in rural generalist medicine as a supervised vocational trainee with unsupervised practice in one advanced skills discipline.</p>	<p><i>Medical officer</i></p> <p>1. To Level 13 (C1-1) initially; 2. With progression to SMO (Rural Generalist) status upon attainment of Fellowship (refer relevant section). <b>OR</b> 3. With progression to Level 14 (C1-2) upon receipt of salary at Level 13 for five years if Fellowship not attained in this period.</p>
SMO	Without Fellowship of either the Australian College of Rural and Remote Medicine (FACRRM) or Royal Australian College of General Practitioners (FRACGP) but competence and capability providing sufficient credentials for defined scope of clinical practice in unsupervised non-vocational generalist medicine.	<p><i>Medical officer</i></p> <p>1. To Level 13 (C1-1) initially; 2. With progression to Level 14 (C1-2) upon receipt of salary at Level 13 for five years.</p>

Or other qualification/fellowship as determined by the State Recognised Practice Committee.