

Role Description

South West Hospital and Health Service

Role details

Job Ad Reference	SW424750	Closing Date	Campaign Closes 30 June 2025
Role Title	Principal House Officer	Classification	L4-L7
Status	Temporary Full Time 76 hrs p.f., 12 months	Salary Range	Completed by Recruitment
Location	Roma, Mitchell, St George, Charleville and Cunnamulla	Contact Name and Number	Roma & Mitchell Dr Nikita Shanley 0405 396 693
Organisational Unit / Division	Medical Services Roma Medical Services St George Medical Services Charleville		St George Dr Adam Coltzau 0403 013 495 Charleville Dr Deb Smith 0403 444 740

Our Vision and Purpose

The South West Hospital and Health Service strives to provide the best possible health care to all consumers in each of our communities. Our vision is to be **a trusted and valued leader in the delivery of health services to rural and remote communities.**

We are guided by our commitment to excellence and leadership which is demonstrated through our purpose of **providing safe, effective, responsible and sustainable rural and remote health services that people trust and value.** The commitment of our staff, physicians, volunteers, students and community partners to our purpose permits us to maintain a quality of presence and tradition of caring, which are the hallmarks of our Health Service.

Our Values

Our values of **Quality, Compassion, Accountability, Engagement and Adaptability** form the foundation of who we are and the way we work. They are the foundation on which we set our behaviours, actions and decisions. These values form the basis to achieve our vision and fulfil our purpose resulting in better outcomes for our clients.



Quality

Striving for excellence and the highest standards of care



Compassion

Treating people with kindness, respect and dignity



Accountability

Showing reliability and taking ownership



Engagement

Connecting with others to work effectively and inclusively



Adaptability

Constantly learning, changing and growing

About South West Hospital and Health Service

The South West Hospital and Health Service (SWHHS) is a unique rural health service that operates in a vast and sometimes unforgiving environmental landscape.

SWHHS has over 26,000 people who live in our catchment area and rely on the provision of quality public healthcare services. As a Hospital and Health Service provider, we are responsible for the delivery of medical, surgical, emergency, obstetrics, paediatrics, specialist outpatient clinics, mental health, critical care and clinical support services in an area spanning over 319,000 square kilometres.

Our core priorities are:

- Our Communities
- Our Teams
- Our Resources
- Our Services

Our strength lies with our consumers and community. Our staff are passionate about community engagement and the delivery of outstanding healthcare services to the communities in the South West region. We are committed to our values and the enhancement of our culture and the services we offer by treating our patients, and their families with respect and compassion.

Our staff commit every day to person-centered healthcare and the provision of safe, effective and sustainable health services that our communities trust and value. Our community engagement is based on relationship building, partnership and the principle that our consumers and community have the resources and expertise to enable us to achieve our vision purpose and strategic objectives.

We know the importance of working in an organisation that provides more than just a job. Meaningful work, the capacity to balance life's priorities and the opportunity to develop and grow professionally are recognised as fundamental to our workforce.

We believe our people are our strength and when you join SWHHS you will not only secure a role that will see you make a difference in rural and remote Queensland communities, but become a part of a thriving and supportive community and extended family. You will enjoy a competitive salary, with superannuation, and a safe and healthy work environment with opportunities for ongoing professional development.

For more information on *South West Hospital and Health Service* visit the following websites

www.southwest.health.qld.gov.au

and

[Home Page - South West Hospital and Health Service](#)

Your commitment

- Fulfil the responsibilities of this role in accordance with Queensland Public Service and HHS values, as outlined above.
- Work within a quality and safety framework and actively participate in quality and safety improvement.
- Report any identified facility/system risks to relevant Line Manager for input into the approved Risk management system.
- All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.
- Ensure all workplace health and safety mandatory training and role requisites are completed.
- Embrace innovation and evidenced based practice.

Your opportunity

Assist the Senior Medical Officers in ensuring the medical services provided by the South West Hospital and Health Service are of the highest standard in both primary and secondary care. The role includes ensuring patient safety and continual development of your clinical knowledge and skills.

Your role

- Actively participate in continuous quality and safety improvement activities within the workplace and notify a relevant clinical or non-clinical responsible officer when concerns exist about workplace or patient safety.
- Carry out work in accordance with prescribed practices and procedures and in a manner that will not create health and safety hazards for yourself or others in the workplace.
- Understand your accountability to uphold the principles and practices of the Health Service's Health and Safety Management System in accordance with legislation and industry standards.

Quality, Safety and Risk

- Follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
- Participate in quality and safety activities as required to promote improved service delivery and ensure safety and reliability underpins all we do.

Clinical functions

- Provide a high-quality medical service based on the principles of evidence-based medicine and best practice.
- Under the direction of senior medical staff manage patients to ensure that problems are fully assessed and identified.
- Under the direction of senior medical staff plan comprehensive clinical care and management.
- Supervise the appropriate selection and arrangement of investigations.
- Maintain appropriate comprehensive and concise clinical documentation including observations, opinions, diagnoses, other data and procedures undertaken.
- Maintain appropriate summary documentation, particularly when the patient is transferred, including discharge summaries and letters.
- In consultation with senior medical staff, ensure that patient flow is optimised, and compliance targets are met.
- Other clinical duties as required.

Teamwork and communication

- Maintain good communication with all areas and disciplines within the health service to ensure smooth and effective operation of the hospital and general practice.

Education and Research

- Participate in clinical meetings, continual professional improvement and medical education.
- Participate in the education of patients and their relatives
- Assist in the teaching responsibilities of the unit in respect of junior medical staff, medical students and other junior professionals.

Mandatory Qualifications/Professional Registration/Other Requirements

- Appointment to this position requires proof of qualification and if applicable registration or membership with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor/manager, prior to the commencement of clinical duties.
- Registration, or eligible, for registration as a Medical Practitioner by the Medical Board of Queensland.
- The position would be accessible to GP registrars or rural generalist trainees.
- Mandatory possession of Registration with the Australian Health Practitioner Regulation Agency with a current annual practicing certificate is essential.
- The successful applicant will be appointed between classifications Level 4 and Level 7 in accordance with Medial Officers Certified Agreement (No.5) (MOCA5).
- Potential applicants are advised that the *Aged Care Act 1997* requires Queensland Health employees and volunteers of aged care services to have a current National Police Certificate. Queensland Health will facilitate the applicants obtaining the above check.
- This position requires the incumbent to operate a government vehicle and an appropriate licence endorsement to operate this type of vehicle is required (Queensland 'C' class licence).
- It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment ([Health Employment Directive No. 01/16](#)):
 - measles, mumps, rubella (MMR)
 - varicella (chicken pox)
 - pertussis (whooping cough)
 - hepatitis B
 - current years influenza (during the peak season)
- It is a condition of employment for this role for the employee to be screened for Tuberculosis.

How you will be assessed?

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under 'Your role', the ideal applicant will be someone who can demonstrate the following:

- Demonstrated advanced level clinical and technical expertise with appropriate knowledge, skills and ability to deliver quality care.
- Demonstrated high level of interpersonal skills and the ability to work with and lead other staff.
- High level oral and written communication skills and the ability to work and liaise with other health professionals.

- Demonstrated commitment to principles of quality improvement, patient safety and clinical governance.
- Demonstrated commitment to education and research including a demonstrated personal commitment to continuing medical education.

Your application

Please provide the following information to the panel to assess your suitability:

- Your current CV or resume, including the names and contact details of two referees. You must seek approval prior to nominating a person as a Referee. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and contact the selection panel chair to discuss.
- Any other documentation required by the panel including certified copies of mandatory qualifications and professional registrations, if required.
- A short statement (maximum 1-2 pages) on how your experience, abilities, knowledge and personal qualities are relevant for the role, taking into account 'Your Role' and 'How you will be Assessed'.

How to apply

- Your application should be submitted online www.smartjobs.govnet.qld.gov.au or www.smartjobs.qld.gov.au by the closing date.
- For new employees, including those from other Queensland Hospital and Health Services please attach:
 - 3 certified copies of identity documents. At least one photographic identification document and one that contains a signature and date of birth (Passport or Birth Certificate and Driver's Licence; and student photo ID, proof of age card, Australian Citizenship Certificate, Medicare Card or utility bill).
 - Certified copies of your qualifications/licence and registration, if applicable.
 - Evidence of vaccination against the following vaccine preventable diseases, or proof that you are not susceptible to: measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough), hepatitis B and current years' influenza.

Additional information

- Temporary vacancies less than 12 months remain current for vacancy duration.
- Future vacancies of a temporary, full time and part time nature may also be filled through this recruitment process.
- Pre-employment screening, including criminal history and discipline history checks, may 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.
- Some roles within Queensland Health are designated as 'Vaccination Preventable Disease (VPD) risk roles', according to the **National Health & Medical Research Council Australian Immunisation Handbook** & the **Queensland Health Infection Control Guidelines & HR Policy B1- Recruitment & Selection**. A VPD risk role is a role in which the incumbent may be exposed to the risk of acquisition and/or transmission of a VPD. If you are applying for a role that has been designated as a VPD risk role you must be able to provide evidence that you either:
 - Have been vaccinated against the VPD's listed in the role description; or

- You are not susceptible to the VPD's listed in the role description.

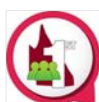
For more information visit our [Vaccinations Homepage](#) for more information on how to provide your evidence.

- It is the **responsibility of the chairperson/line manager** to ensure the applicant meets the VPD requirements of the position (Refer to Procedure - **Immunisation – Staff 30117**). Any job offer would be subject to the supply of evidence related to the VPD/s in addition to other required employment screening.
- Regardless of risk category all SWHHS employees should be encouraged to undertake vaccination against VPDs.
- Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
- All relevant health professionals, who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.
- Applicants will be required to give a [statement of their employment as a lobbyist](http://www.psc.qld.gov.au/publications/assets/policies/lobbyist-disclosure-policy.pdf) (<http://www.psc.qld.gov.au/publications/assets/policies/lobbyist-disclosure-policy.pdf>) within one month of taking up the appointment.
- 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](http://www.justice.qld.gov.au/fair-and-safe-work/workers-compensation-and-rehabilitation/workers-compensation-and-rehabilitation-legislation/workers-compensation-and-rehabilitation-act-2003) (<http://www.justice.qld.gov.au/fair-and-safe-work/workers-compensation-and-rehabilitation/workers-compensation-and-rehabilitation-legislation/workers-compensation-and-rehabilitation-act-2003>).
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- Only applications from candidates will be accepted, applications that may result in an Agency Fee will not be accepted.

Vision for the public service

To be a government of the 21st century, one government that is connected and working together to deliver smarter, simpler outcomes that are responsive to the needs of Queenslanders now and for the future. We will create opportunities in partnership that are all about positive outcomes rather than just service delivery and regulation.

To enable this vision, the Queensland Public Service (QPS) is transforming from a compliance focus to a more values-led way of working. The following **five values statements** 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

Approximate Remuneration Package – as at 01/01/2022

Medical Officers Certified Agreement (No.5) (MOCA5)

Remuneration Package	L4 (MEDPHO - 1)		L7 (MEDPHO - 1)	
	Fortnightly amount (\$)*	Yearly amount (\$)*	Fortnightly amount (\$)*	Yearly amount (\$)*
Base salary *	\$4,458	\$116,316	\$4,911	\$128,117
Professional Development Allowance	\$144	\$3,762	\$144	\$3,762
Locality Allowance - Roma - Half Rate	\$44	\$1,144	\$44	\$1,144
Inaccessibility Allowance – See categories below **		\$20,700		\$20,700
Superannuation	\$541	\$14,116	\$596	\$15,547
BASE PACKAGE	\$5,187	\$156,038	\$5,695	\$162,270
Plus				
On-Call	Paid per occurrence			
Recalls	Paid per occurrence			
Overtime	Paid per occurrence			
Shift Penalties	Paid per occurrence			
Leave Loading	Up to 14% paid on leave			
Salary Sacrificing	\$17,000 grossed up taxable value			
Rent Free Accommodation	Yes - As per HHS Policy			
Subsidised Utilities	Yes - As per HHS Policy			
Annual Leave	5 weeks per year			
Professional Development Leave	1.6 weeks per year			
Examination Leave	As agreed			
Range of special leave types	Yes			
Indemnity	Yes			
QH's MO Certified Agreement	https://www.health.qld.gov.au/_data/assets/pdf_file/0017/439010/qh-moa-20150915.pdf			
QH's MO's Award	https://www.qirc.qld.gov.au/sites/default/files/medical_officers_queensland_health_sw18.pdf?v=1542541766			
Federal Government Incentives	https://www1.health.gov.au/internet/main/publishing.nsf/content/rural-regional-health-australia-list-programmes			
General Practice Rural Incentives Program (GPRIP)	https://www1.health.gov.au/internet/main/publishing.nsf/content/general_practice_rural_incentives_programme			

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

** - 50% paid after six-months full-time equivalent completion period and then 25% paid in three monthly instalments thereafter

Inaccessibility Allowance Categories:

Roma – Category 5 \$20,700 p.a.

Mitchell – Category 3 \$34,500 p.a.

St George – Category 3 \$34,500 p.a.

Charleville – Category 2 \$41,400 p.a.

Cunnamulla – Category 2 \$41,400 p.a.

Organisational Chart

Disclaimer: Please note Organisational Structure subject to change

