

ROLE DESCRIPTION

Torres and Cape Hospital and Health Service

Position Details (Role Details)			
Job Reference Number	TC567508	Closing Date	Friday, 16 August 2024
Title (role title)	Principal House Officer (Cooktown)	Location	Cooktown
Total Remuneration range	\$185,007 - \$199,827 (inclusive of allowances per Annex A)	Classification	L4-L7
Division/ Hospital and Health Service	Torres and Cape Hospital and Health Service	Branch/Work Unit	Medical Services
Reports to	Eastern Director, Medical Services	No. Direct Reports	0
Status	Permanent Full Time	Online Applications	www.smartjobs.qld.gov.au
Contact Name	Dr Natasha Coventry	Contact Number	0417 788 704

Your employer – Torres and Cape Hospital and Health Service

About Us:

Torres and Cape Hospital and Health Service (TCHHS) is the largest provider of public healthcare services across the most northern remote areas of Queensland. TCHHS provides health services to a resident population of 26,966 with 67% identifying as Aboriginal and/or Torres Strait Islander people. The range and type of services provided are defined in a formal Service Agreement with the Department of Health. Services are provided across 35 facilities (4 hospitals and 31 primary and community health services) by more than 1000 staff.

For further information visit the website: <http://www.health.qld.gov.au/services/torres-cape/>

Our purpose:

Deliver health services that maximise potential for wellness by:

- Creating seamless patient journeys
- Embracing cultural diversity
- Collaborating and connecting with communities and agencies
- Enhancing the capacity and capability of the workforce
- Maximising the use of technology

Our Values



C

COURAGE

We have the **courage** to stand up, do the right thing and respectfully express our opinions.



A

ACCOUNTABILITY

We demonstrate **accountability** for our actions, live up to our responsibilities and recognise that people put their trust in us.



R

RESPECT

We **respect** and acknowledge the diversity of our colleagues, patients, communities and partners and treat others as we would like to be treated.



E

ENGAGE

We recognise that to **engage** means having a positive connection to our workplace which allows everyone to feel pride and unleash their full potential.

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.

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
- 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.

Clinical Responsibilities

- Under the supervision of the relevant Senior Medical Officer, initiate, maintain and be responsible for the clinical care of patients.
- 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.
- Initiate and maintain clinical care of patients that present for in- or out-patient care. These services are expected to be of a quality consistent with the ethics and standards of both the medical profession and the community at large, including the keeping of adequate medical records and the provision of appropriate discharge and handover of care information.
- Interview, examine and identify clinical problems in patients and to plan overall clinical care. Your role will include independent decision making and taking responsibility for the management of patients while obtaining routine oversight and audit of your decisions by your designated Senior Medical Officer
- To document progress by regular observation, review, and organisation of data. To ensure comprehensive, accurate and concise medical records are maintained and completed in a timely fashion.
- Summarise in a timely manner the clinical record when transferring responsibility.
- Communicate with other medical practitioners, community health workers, patients and relatives and undertake the appropriate transfer of care to support a seamless service between the Hospital and community.
- Support Senior Medical staff and perform delegated medical administrative functions as required.
- 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.
- Participate in the provision of an on-call roster or a shift roster to provide services out of hours, at night and on weekends, as directed by the Director of Medical Services, under the supervision and support of an on-call SMO.
- Undertake theoretical and practical training in the particular discipline of Emergency Medicine.
- 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.

Administrative

- Manage the administrative requirements of patient care including ensuring discharge summaries and medico-legal correspondence is completed with minimal delay.
- 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.

Educational

- To participate in clinical meetings that are undertaken by the clinical unit where stationed.
- To participate in continual professional improvement and medical education.
- 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.
- Make a commitment to teaching, supervision and mentorship of junior medical staff and students, including the completion of quality supervisory documentation.

General

- Provide support for senior medical staff as required.
- Assist with case presentations at teaching meetings where necessary.

- Be aware of and adhere to all relevant hospital policies and procedures.
- Contribute to the provision of population health services to the local community or communities served, including active participation in community health programs.
- Note that this 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 services
- Liaise with visiting medical specialists to maximise their contributions.

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).
- 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 works within a rural generalist medical team with clinicians from other disciplines and visiting practitioners. Applications are particularly welcome from Doctors on the Rural Generalist Pathway.
- The successful Medical Officer will be encouraged to maximise their professional development and gain registration as a specialist General Practitioner. The posts are suitable for AGPT/RVTS trainees of either ACRRM and/or RACGP.

Specific working conditions

- The position may require the incumbent to be rostered outside of “ordinary hours”
- 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.
- 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 emergency

Employee obligations

- It is a mandatory condition of employment in this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment: measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough) hepatitis B.
- 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

- 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

Principal House Officers

Approximate Remuneration Package – as at 01/07/2024

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

Remuneration Package	L4		L7	
	Fortnightly amount (\$)*	Yearly amount (\$)*	Fortnightly amount (\$)*	Yearly amount (\$)*
Base salary	\$4,966	\$129,583	\$5,470	\$142,727
Professional Development Allowance *	0	\$4,402	0	\$4,402
Inaccessibility Allowance ** Category 3	0	\$34,500	0	\$34,500
Superannuation (approx.) ***	\$633	\$16,522	\$697	\$18,198
TOTAL REMUNERATION *	\$5,599	\$185,007	\$6,167	\$199,827
Plus				
On-Call	Paid per occurrence			
Recalls	Paid per occurrence			
Overtime	Paid per occurrence			
Leave Loading	17.5% paid on leave (per Medical Officers (Qld) Award 2015)			
Salary Sacrificing	\$17,000 grossed up taxable value			
Accommodation	Suitable rent-free accommodation – conditions apply (per HHS policy)			
Annual Leave	5 weeks per year			
Locality Allowance	Paid per location			
Professional Development Leave	2.2 weeks per year			
Examination Leave	Yes			
Range of Special Leave	Yes			
Indemnity	Yes			
Federal Government Incentives	http://www.health.gov.au/internet/main/publishing.nsf/Content/work-pr-gp			

* Paid pro-rata for engagement period or part time employee – [PDA Allowance \(Vocational Training Subsidy\)](#)

** Inaccessibility Allowance: 50% paid after six-month completion period and then 25% paid after each three-month completion thereafter

*** Employee should seek independent financial advice regarding Superannuation