Senior Medical Officer

Position Title: **Senior Medical Officer**
Work Unit: **Clinical Operations**
Reports to:

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Chief Executive Officer

Award & Classification: Medical Practitioners Award 2020 (MA000031) above award.

Organisational Details:
Yura Yungi Medical Service Aboriginal Corporation (YYMS) is an Aboriginal community-controlled health service providing holistic primary health care services to the Aboriginal and Torres Strait Islander people living in Halls Creek and surrounding communities.

Mission
Our mission is to deliver high-quality, culturally safe, and holistic health and wellbeing services that support our people at every stage of life, fostering healing, strength, and connection to community and Country.

Vision
Our vision is to see strong, healthy people and communities, grounded in culture and supported through holistic care.

Values

Our Values	What it means to us
Quality Care	We deliver safe, high quality, culturally responsive care in everything we do.
Holistic Wellbeing	We support physical, social, emotional, and spiritual health.
Respect and Self Determination	We listen, partner and support community led decision making.
Teamwork	We work collaboratively, support each other and our communities to achieve shared goals.
Integrity	We are reliable and act with honesty, transparency and accountability in all that we do.
Learning and Growth	We encourage continuous learning, personal development, and organisational improvement.

Community Voice	We listen to our community and shape our services around their needs.

Position Summary:

The Senior Medical Officer (SMO) is an integral member of the clinical operations team. A highly operational and strategic position, the SMO is primarily responsible for ensuring compliance with YYMS clinical operations and procedure and to provide expertise in the delivery of comprehensive and holistic health care services.

The position will contribute to, and in some cases lead, clinical quality and safety and will foster a culture of organizational reflection and continuous quality improvement. The position will be responsible for the management of General Practitioners who provide medical services to consumers and families as part of a multi-disciplinary team of medical and health staff, within the operational framework of an Aboriginal Medical Service.

The SMO applies medial expertise to ensure the maintenance of the YYMS Model of Care. This position works to promote the organization's mission through the implementation of innovative clinical frameworks, forward thinking policy, and strategic partnering.

Duty Statement and Key Responsibilities:

Clinical Governance and Medical Leadership

1. Provide strategic clinical leadership to ensure the delivery of safe, effective, evidence-based, and culturally secure primary health care services across YYMS.
2. Lead and maintain the Clinical Governance Framework, ensuring compliance with accreditation standards, legislative requirements, professional obligations, and best-practice clinical care.
3. Provide clinical oversight, guidance and support to General Practitioners, Nurses, Aboriginal Health Workers, Aboriginal Health Practitioners and Allied Health Professionals.
4. Promote and champion culturally safe healthcare delivery and the Aboriginal Health Worker First model of care.
5. Lead the review and management of clinical incidents, complaints, risks, and quality improvement activities, ensuring corrective actions are implemented and monitored.
6. Provide expert clinical advice to the Chief Executive Officer, Executive Leadership Team and Board on clinical governance, service delivery, workforce development and emerging healthcare priorities.

Clinical Service Delivery and Quality Improvement

1. Support the delivery of high-quality, accessible, and patient-centered healthcare services that meet the needs of Aboriginal people and communities.
2. Monitor and improve clinical performance indicators, chronic disease management outcomes, preventive health activities and patient recall systems.
3. Lead continuous quality improvement initiatives that strengthen clinical outcomes, service efficiency and accreditation performance.
4. Ensure clinical policies, procedures and treatment protocols are regularly reviewed, implemented and aligned with current evidence-based practice.
5. Foster collaborative relationships with hospitals, specialist services, government agencies, Aboriginal Community Controlled Health Organizations and other stakeholders to support integrated care pathways.

Workforce Leadership and Development

1. Lead, mentor, and support medical practitioners and clinical staff to achieve high standards of professional practice and patient care.
2. Support recruitment, orientation, onboarding, supervision and retention of medical practitioners and clinical staff.
3. Facilitate clinical education, teaching, and professional development programs to strengthen workforce capability and succession planning.
4. Provide supervision and support for registrars, medical students and other clinical trainees as required.
5. Foster a positive, respectful, and accountable workplace culture that promotes teamwork, continuous learning, and cultural safety.

Medicare Compliance, Revenue Optimization, and Incentive Programs

1. Provide strategic oversight of Medicare compliance and revenue optimization activities, ensuring accurate clinical documentation, compliant claiming practices, effective provider number management, and cooperation with organizational processes associated with Medicare incentive programs.
2. Lead initiatives that enhance Medicare performance, strengthen audit readiness, support quality reporting requirements, and maximize sustainable revenue opportunities while maintaining compliance with legislative, regulatory, and organizational requirements.
3. Monitor Medicare billing performance and identify opportunities to improve service efficiency, patient access, and organizational sustainability through appropriate utilization of Medicare-funded programs and incentives.

Reporting and Accountability

1. Prepare and provide regular reports to the Chief Executive Officer on clinical performance, quality improvement activities, workforce development, clinical risks, Medicare performance and strategic priorities.
2. Ensure the integrity of clinical records, reporting systems and data management processes to support accreditation, funding, compliance, and service planning requirements.
3. Contribute to organizational strategic planning, service development and continuous improvement initiatives to support the achievement of YYMS objectives.
4. Undertake other duties reasonably within the scope of the position and professional competency as directed by the Chief Executive Officer.

Position Performance Indicators

KPI Area	KPI	Target
Clinical Governance	Clinical incidents reviewed and corrective actions implemented	100% of incidents reviewed within 30 days
Clinical Quality	Participation in clinical audits and CQI activities	Minimum 4 audits/CQI projects per year
MBS Revenue Optimization	Medicare billing performance monitored and improved	Monthly monitoring with evidence of improvement strategies and achievement of budget targets
Chronic Disease Management	Active GPMPs, TCAs and recall systems maintained	≥90% of eligible chronic disease patients have current care plans and recalls
Preventive Health	Completion of Aboriginal Health Checks (MBS 715)	Annual increase against prior year or agreed target
Workforce Leadership	Clinical staff supervision, mentoring and education	Minimum 1 structured education session/month and documented support for clinicians

Visiting Specialist Coordination	Oversight of specialist and allied health services	Monthly review and reporting of visiting services utilization
Clinical Documentation	Records and notes meet accreditation and professional standards	≥95% compliance in audits
Clinical Governance Reporting	Reports submitted to CEO	Monthly reports submitted by due date
Stakeholder Engagement	Relationships with KAMSC, WACHS, specialists and external providers	Positive participation in regional clinical forums and partnerships
Cultural Safety	Support Aboriginal Health Worker First model and culturally safe practice	Demonstrated through service audits, workforce development and community feedback
Professional Development	Maintenance of CPD and vocational registration requirements	100% compliance

The duties outlined in this Position Description are not exhaustive. You may be required to undertake other duties within your skills, qualifications, training, and scope of practice, as reasonably directed by the organization.

Organisational Duties

- Promote and support the philosophy, aims and objectives of YYMS.
- Work collaboratively as part of a team and demonstrate commitment to the organisation's Strategic Plan, Mission, Vision and Values.
- Comply with all YYMS Policies, Procedures and relevant legislation.
- Participate in the organisation's Quality Management System (LogiQC).
- Contribute to Continuous Quality Improvement (CQI) activities and apply quality improvement principles in your work.
- Attend staff meetings, mandatory training and professional development activities.
- Participate in the Performance Management and Review process.
- Support the delivery of high-quality, client-centred primary health care services.
- Demonstrate culturally safe, respectful and inclusive practice in all interactions with clients, community members and colleagues.

- Promote a positive image and reputation of YYMS in all professional interactions.
- Support the employment, professional development and advancement of Aboriginal and Torres Strait Islander people across the organisation.

Undertake other duties within the scope of your skills, qualifications and experience, as reasonably directed by management.

Workplace Health and Safety

- Take reasonable care for your own health and safety and ensure your acts or omissions do not adversely affect the health and safety of others.
- Comply with YYMS Work Health and Safety (WHS) policies, procedures, applicable legislation, regulations and approved Codes of Practice.
- Identify, report and, where reasonably practicable, assist to eliminate or minimise workplace hazards and risks.
- Report all hazards, incidents, injuries, near misses and unsafe work practices in accordance with YYMS procedures.
- Use workplace equipment, vehicles and personal protective equipment (PPE) safely and in accordance with YYMS procedures.
- Follow reasonable instructions and cooperate with YYMS to ensure compliance with Work Health and Safety requirements.

Cooperate with Health and Safety Representatives (HSRs) and participate in WHS consultation, training and emergency preparedness activities as required.

Privacy / Confidentiality for staff

In accordance with the YYMS Code of Conduct, employees must maintain the privacy and confidentiality of all information obtained in the course of their employment, including client, employee and organisational information.

Employees must not access, use or disclose confidential, personal or sensitive information unless authorised and required to do so in the performance of their duties.

Comply with all applicable privacy, health records and information management legislation, regulations, standards and YYMS policies and procedures.

Take reasonable steps to protect the security and confidentiality of information in all formats, including verbal, written and electronic records.

Your obligation to maintain confidentiality continues throughout your employment and remains in effect after your employment with YYMS ends.

Selection Criteria:

Essential:

1. Minimum five years' post graduate experience in Aboriginal primary health care setting.
2. Demonstrated experience in clinical leadership of primary health services, service delivery at a strategic level and multidisciplinary team leadership.
3. Highly developed understanding of clinical risk assessment and management.
4. Demonstrated ability to work effectively and collaboratively with non-clinical Executive leadership.
5. Demonstrated ability to work sensitively and effectively with Aboriginal and Torres Strait Islander people.
6. Demonstrated understanding of the health, social and emotional wellbeing needs of Aboriginal and Torres Strait Islander people.
7. Sound theoretical knowledge, practice skills and ethical behaviour.
8. Knowledge and demonstrated experience in the Medicare Benefits Schedule and its application in the AMS setting.
9. Demonstrated competence in use of Business Technology, internet and desktop applications.
10. Interpersonal, written, and oral communication skills that demonstrate your ability to effectively communicate in the workplace.
11. Ability to work in a highly productive environment with time pressures whilst managing multiple tasks.

Required Qualification:

1. Current "C" class drivers licence
2. Current National Police Clearance
3. AHPRA Registration
4. Current Medical Indemnity Insurance
5. Full registration as a medical practitioner with the Medical Practitioners Board of Australia
6. Ability to acquire GP credentialing through the Kimberley Aboriginal Medical Service Council

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities, and other requirements of the position.

Name: **Brenda Garstone**

Position: **Chief Executive Officer** **Signed: _____**

Date: **_____/_____/_____**

Name:	**Signature:**
Date Appointed to Position:	