



# BAMS

BREWARRINA ABORIGINAL MEDICAL SERVICE

## PROFILE OF SERVICES



Concise Version 2023

*"for the community  
by the community"*

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[www.brewarrinaams.com.au](http://www.brewarrinaams.com.au)

ABN: 78 014 990 451  
ACN: 605 822 339



# ABOUT US

BAMS is an outreach of Walgett Aboriginal Medical Service Ltd and has been since 2004 providing comprehensive Primary Health Care services to members of the Brewarrina community and surrounding areas. BAMS not only provides expert health care but also leads programs which focus on Aboriginal culture, youth, education and all aspects of healthy living in a remote rural community for Aboriginal people. In this time there has been tremendous growth of BAMS growing to meet the community requirements.

BAMS is committed to Primary Health Care management and increasing education and awareness of community members to improve their overall health and wellbeing. To achieve this BAMS provides a locum GP service 5 days a week who, with support of the BAMS team works in partnership with visiting Specialists and local service providers which frequent our practice.

Visiting Specialists – Podiatry, Psychology, Family Planning, Sexual Health, AOD, Ear Nose and Throat, Eye Health



# OUR TEAM

## CLINIC MANAGER

The Clinic Manager manages the implementation and monitoring of general day to day business pertaining to the clinic and dental clinic, attending local and regional meetings with other service providers to ensure a positive association and to offer support to community events and activities.

## TEAM LEADER - ENROLLED NURSE

The Team Leader is an Enrolled Nurse who assists the Clinic Manager manage the implementation and monitoring of general day to day business pertaining to the clinic and dental clinic, attending local and regional meetings with other service providers to ensure a positive association and to offer support to community events and activities.

## CLINIC NURSE

This position provides on-going continuity of care by delivering evidence based best practice to help the community achieve good health outcomes.

## ABORIGINAL HEALTH WORKER

The Aboriginal Health Workers support the Clinic Nurse, offering cultural and local knowledge whilst assisting with clinical delivery, support and care.

## ABORIGINAL OUTREACH HEALTH WORKER

The Aboriginal Health Worker works closely with the Diabetic Educator and all Specialists, making appointments, recalling clients and attending child and adult health assessments.

## SENIOR RECEPTIONIST

Receptionists manage the patient load for GP's and visiting specialists, scheduling appointments and making new specialist appointments for clients in regional centres. They are the first point of contact with clients and assist the Aboriginal Health Workers in coordinating patient movement throughout the Clinic.

## ADMINISTRATION SUPPORT

The Administration Support undertakes a variety of duties which include maintaining proper records and documentation of all BAMS administrative transactions and to ensure all administrative functions at BAMS are properly accounted for and documented. The Administration Support assists the Team Leader and Manager manages the general day to day running of BAMS.

## CLEANERS

The Cleaning Staff ensure buildings and residences are kept in a safe and hygienic manner.

## MAINTENANCE TEAM

The Maintenance Team are responsible for the grounds, maintenance and security of the grounds and buildings, both internal and external perimeters.

# OUR TEAM

## EAR HEALTH

Visiting specialists assist with school screenings with personnel from Australian Hearing. These services include health promotional activities, co-ordination of referral pathways and screenings where appropriate.

## EYE HEALTH

Visiting Optometrist conducts Eye Health Clinics. These specialists also perform Eye Health Screenings at the Health Checks.

## MENTAL HEALTH

The Aboriginal Health Worker is the first person of contact for client advocacy support and referral.

Visiting Counsellors and Psychologists hold clinics and support the Worker in the provision of a holistic social emotional wellbeing program.

## PODIATRY SERVICES

Podiatrists visit on a fortnightly basis conducting outreach clinics at BAMS.  
Phone BAMS 02 68393333 for appointments.

## DRUG & ALCOHOL

The Drug & Alcohol Team consists of a Co-ordinator and Aboriginal Health Worker who are based in Walgett but visit BAMS weekly. They offer assistance to individuals in finding ways of dealing with their addiction, by way of counselling, being admitted into a rehabilitation centre or by having someone there to support them whilst they undertake rehabilitation.

Counselling and educational sessions are available to individuals, groups and agencies. Pamphlets and promotional materials are available.

## HEALTHY FOR LIFE

This Program is part of a regional service across Walgett, Brewarrina and Orana Haven which focuses on the treatment and prevention of chronic disease amongst Aboriginal people. This program organises Health Checks for all age groups and genders, where clients see a range of Health Professionals for a comprehensive evaluation of their overall wellbeing.

Services offered are determined by the local need at any given time which include (but are not limited to):

- Counsellor
- Drug & Alcohol Physician
- Eye Health
- Respiratory Specialist
- Dietitian
- Ear Health
- Podiatrist
- Oral Health

# OUR TEAM

## **HEALTHY FOR LIFE CO-ORDINATOR**

The Healthy for Life Co-ordinator is based at WAMS and travels to Brewarrina and Orana Haven to assist staff employed under the project, and to ensure the program is being efficiently operated.

## **REGISTERED NURSE**

The Registered Nurse (RN) works closely with the Aboriginal Health Worker to ensure clients who are elderly and/or those with a chronic disease receive regular health assessments. The position offers support to the Doctors and the Clinic Team to ensure that clients are seen by the appropriate personnel.

## **ENDORSED ENROLLED NURSE**

The Endorsed Enrolled Nurse (EEN) works closely with the Registered Nurse and the Aboriginal Health Worker.

## **EXERCISE PHYSIOLOGIST/DIETICIAN**

The Exercise Physiologist and Dietician are based at WAMS, arranging clinics for clients meeting the 'Healthy for Life' criteria. For appointments or further information call 02 6839 3333.

## **SOCIAL & EMOTIONAL WELLBEING SUPPORT WORKER**

The program is aimed at providing holistic social and emotional wellbeing to clients through the visiting Counsellors and Psychologists that attend BAMS fortnightly.

The SEWB Support Worker focuses on activities at a local level through the development and implementation of a systems-based approaches to the delivery of social, emotional and wellbeing programs.

BAMS is accredited both clinically (AGPAL) and organisationally (TeWana). BAMS have their own website: [www.brewarrinaams.com.au](http://www.brewarrinaams.com.au) or can be contacted on (02) 6839 3333.

# WAMS SUPPORT

## CHIEF EXECUTIVE OFFICER

The CEO reports directly to the Board of Directors and is responsible for the overall management of the organisation and for the day to day management, support and monitoring of staff. The CEO is responsible for the preparation of funding submissions, supports and monitors service delivery and ensures the development of future programs as well as accountability procedures. Networking and forming partnerships is also integral to the role as well as representing WAMS at a Regional and State level.

The staff who report directly to the CEO is the Chief Operations Manager, the Policy & Procedures, WHS, HR Contractors and the Executive Support Officer.

## EXECUTIVE SUPPORT OFFICER

The Executive Support Officer provides high level confidential, secretarial and administrative support to the CEO. The ESO also affords a smooth workflow between the CEO and the Chief Operations Manager as well as other services where required.

## CHIEF OPERATIONS MANAGER

The Chief Operations Manager's (COM) role is to manage GP and Dental Contractors, senior personnel including management, staff morale, from the recruiting process, including orienting of staff, through to monitoring and appraising which may involve counselling and disciplining of staff. This role also maintains and implements policies and regulations within the organisation.

Senior personnel work under the instruction of the COM to ensure the organisation operates according to Constitutional regulations, funding guidelines and community needs whenever possible.

## FINANCE TEAM

### FINANCE MANAGER

The Finance Manager is responsible for maintaining proper records and documentation of all WAMS/BAMS financial transactions and works with external auditors to meet all required financial benchmarks and reporting requirements. This role ensures expenditure is acquitted to funding bodies in line with their funding agreement and required timelines and assists with paperwork related to the operations of WAMS/BAMS.

### ADMINISTRATION TEAM LEADER

The Administration Team Leader undertakes a variety of duties which include maintaining proper records and documentation of all WAMS/BAMS administrative transactions and to ensure all administrative functions at WAMS/BAMS are properly accounted for and documented. The Administration Team Leader manages the general day to day running of WAMS.



# WAMS SUPPORT

## FINANCE/ADMINISTRATION ASSISTANTS

The Assistants are to maintain proper records and documentation of all WAMS/ BAMS financial transactions and to ensure expenditure is acquitted to funding bodies. This role assists the Administration Team Leader with paperwork related to the operations of WAMS/BAMS and the upkeep of personnel files.

## COMPLIANCE AND QUALITY OFFICER

This position is responsible to the Chief Operations Manager. This role ensures the Board of Directors, management and employees are compliant with the rules and regulations of regulatory agencies and company policies and procedures are reviewed and updated. The position is also responsible for the Patient Information Data System and maintaining proper documentation and records relating to Medicare.

## EDUCATION MANAGER

The Education Manager ensures all staff are trained in their appropriate fields and are kept up to date with training. This includes sourcing the appropriate training, ensuring staff are enrolled, assisting with training completion and maintenance of the Training Register.





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