



## Albury Wodonga Aboriginal Health Service Ltd

# POSITION DESCRIPTION

|                         |   |
|-------------------------|---|
| <b>Position title :</b> | <b>General Practitioner</b>                             |
| <b>Reports to:</b>      | <b>Clinic Manager</b>                                   |
| <b>Supervised by:</b>   | <b>Senior General Practitioner</b>                      |
| <b>Employment:</b>      | <b>As per employment contract</b>                       |
| <b>Award :</b>          | <b>Contract under the National Employment Standards</b> |
| <b>Salary:</b>          | <b>As per employment contract</b>                       |

### ***Position Approval***

Updated: 3/05/2021

Last updated: 1/06/2018

Approved: David Noonan

Date: 4/05/2021

### **ORGANISATION**

Albury Wodonga Aboriginal Health Service Inc. (AWAHS) is an Aboriginal Community Controlled Health Organisation. AWAHS provides first class Primary Health Care Services to the Aboriginal community who reside in Albury / Wodonga and surrounding areas. As a Bulk Billing Health Service there is no charge to our clients for the medical services provided.

### **VISION STATEMENT**

We support the Aboriginal community towards a better tomorrow. Our focus is to work alongside you to create generational health change.

### **POSITION PURPOSE**

Involved in closing the gap for the local Aboriginal and Torres Strait Islander community the GP will be directly responsible for providing primary healthcare services and associated referrals to AWAHS Clients.

### **RELATIONSHIPS**

#### **Supervision**

The position reports to the Clinic Manager and supervised by the Senior General Practitioner

#### ***Internal***

The General Practitioner will work collaboratively with all other team members of AWAHS.

## **External**

The incumbent will engage with AWAHS clients, support services, other Aboriginal Organisations, Government bodies and key stakeholders

## **DUTIES OF THE POSITION**

- Undertake comprehensive primary health care clinical consultations in a holistic manner, and in keeping with best practice.
- Work in a cooperative manner with clients taking into consideration their cultural practices and beliefs, especially in relation to health, wellbeing and Western Medicine.
- Participate in continuous quality improvement programs and support senior managers with any change processes to improve health outcomes, services efficiency and client and staff satisfaction, and support accreditation of the health service.
- Provide appropriate care and services to patients of all age ranges and level of health care needs.
- Respond to medical /health problems presented by patients including history taking, diagnosis, investigation, treatment and referral as appropriate.
- Provide management of long term conditions in line with national guidelines and pathways.
- Prescribe pharmacological management and other means of health treatment, for patients as appropriate to need.
- Provide appropriate health promotion and preventative health care advice to all patients attending the practice.
- Ordering diagnostic tests as required.
- Referring to other providers, internally and externally, as appropriate.
- Ensure that revenue is maximised by claiming appropriate Medicare Benefit Schedule items.
- Ensure clients are managed using GP management plans, team care arrangements, mental health care plans and ATSI Health Checks when appropriate as per the Medicare Benefits Schedule.
- Monitor incoming results checks, documentation and intra mail and respond in a timely manner
- Provide medical support for nursing and front desk staff.
- Facilitate Emergency Management Training.
- Facilitate S8 reviews.
- Assist Aboriginal Health Workers and registered nurses with their clinical assessments and provide clinical advice as required.
- Provide a leadership role in education and supervision of medical students.
- Provide clinical leadership to other staff.
- Provide advice to the senior managers on medico-legal and ethical issues.
- Medical liaison with other health bodies
- Development of clinical models of care.
- Maintain Continuous Professional Development (CPD), ensuring up to date knowledge of and implementation of current medical best practice.
- Collaborate with the Senior GP and Clinic Manager on clinic operational matters and improvements.
- Involvement in managing urgent after hours results through Dorevitch Pathology.
- Additional duties as directed by the Senior GP or Clinic Manager.

## **Administrative**

- Maintain accurate client and program records, and statistics as required.
- Submission of reports and documents within required timeframes or as requested.
- Participate in research activities including the compilation of daily and monthly statistics on the services provided as required.
- Participate in the ongoing development and implementation of policies as required.

**Professional**

- Maintain confidentiality.
- Accept personal responsibility and be accountable for professional practice.
- Participate in performance appraisal and supervision processes.
- Maintain professional skills and knowledge via appropriate staff development activities.
- Demonstrate excellent communication skills in recording and reporting information to the multidisciplinary team.
- Actively uphold the AWaHS philosophy, policies and procedures.
- Contribute to the development and maintenance of a supportive environment within the team.
- Participate in the evaluation of the program's services and group activities.
- Work in accordance with the EEO, OH&S, Code of Conduct and safe working practices, policies and procedures of the Albury Wodonga Aboriginal Health Service.
- Participate in quality improvement activities.
- Work as part of a team and actively participate in staff meetings.

**ORGANISATION CHART**

Refer to the Organisational Chart on the AWaHS website.

**SELECTION CRITERIA**

- Relevant and Australian recognised medical degree.
- Fellowship with the Australian College of General Practice (FRACGP) and/or Fellow of the Australian college of Rural and remote Medicine (FACCRM).
- To be eligible to be a supervisor with the Regional General Practice Training Provider (Murray City Country Coast GP Training).
- Current and appropriate registration with the Medical Board of Australia or be eligible for such.
- Current Medical Indemnity Insurance for General Practice.
- Satisfactory participation in quality improvement and continuing professional development to at least the same standards as the Royal Australian College of General Practice's (RACGP) Quality Assurance and Continuing Professional Development (QA& CPD) Program.
- Experience in working with an Aboriginal Health Service- preferred
- Current Drivers licence

**EMPLOYMENT PREREQUISITES**

- Current and clear Criminal Record Check
- Current and clear Working with Children Check
- Complete and appropriate for role Health Declaration Form

**DECLARATION**

*I acknowledge that I have read the Position Description understood its contents and agree to work in accordance with the requirements of the position. I also understand and accept that I must comply with the organisation's policies and procedures including Confidentiality and Code of Ethics during and beyond my employment with Albury Wodonga Aboriginal Health Service Ltd.*

Name .....

Signature ..... Date .....