



ORD VALLEY ABORIGINAL HEALTH SERVICE

Aboriginal Corporation

ICN 275

1125 Ironwood Drive KUNUNURRA WA 6743

PO BOX 216 Kununurra WA 6743 Phone 08 9166 2200 Fax 08 9168 2053

General Practitioner Position Description

1. GENERAL DETAILS

Position Title	General Practitioner
Area/Unit	OVAHS Clinics
Reports to	Senior Medical Officer
Supervision Requirements	
Award	ACCHS - Modern Award
Employment type	Full time

2. Qualifications and Requirements Of The Position:

- The General Practitioner (GP) is required to be appropriately trained and experienced in the discipline of general practice, and assessed as competent for a position working in the Aboriginal Health sector in rural WA.
- Preferable, but not essential, is Vocational Recognition through Fellowship with either the Royal Australian College of General Practitioners or the Australian College of Rural and Remote Medicine or a recognized equivalent.
- The GP must abide by all legislative acts governing medical practice in Western Australia.
- The GP will provide evidence based comprehensive primary health care within a best practice framework that contributes to the prevention, early detection and ongoing management and care coordination of chronic disease, and frontline treatment of episodic acute conditions.
- Participate in the monthly remote outreach visits on a rotational roster.
- The GP will provide health services that align with the patients cultural identity and social circumstances and the Indigenous holistic perspective of health and wellbeing.
- To work as part of the OVAHS team in providing a quality and client focused environment.
- As a key member of the OVAHS multidisciplinary team contribute to the delivery of primary health care services within a continuous quality improvement framework and client centred approach.
- Commitment to Aboriginal community empowerment and the philosophy of Aboriginal community control.

3. Prerequisites and Key Selection Criteria

The GP will be required to provide evidence of:

1. Australian recognised medical degree,
2. Current and appropriate registration with the Medical Board of Australia and AHPRA.
3. Evidence of vocational recognition or working towards.
4. Applied knowledge, skills and substantial experience as appropriate for working within an Aboriginal primary health care service.
5. Satisfactory participation in quality improvement and continuing professional development on par with standards of the RACGP Quality Assurance and Continuing Professional Development(QA & CDP) Program.
6. Successful completion of annual CPR updates.
7. GP provider number,
8. Current training in medical emergencies.,
9. Current Medical Indemnity Cover or be eligible for such.
10. A current National Police Clearance.
11. A current (Australian) driver's license.

Overseas trained and restricted

The GP will be required to provide evidence of:

1. Work rights in Australia or be eligible for such.

4. Position Duty Statement

Clinical Responsibilities

1. Provide high quality, primary health care services to the community and outlying remote areas, in keeping with best practice standards.
2. Provide appropriate care and services to patients of all age ranges and health care needs.
3. Respond to medical/health problems presented by patients including history taking, diagnosis, investigation, treatment and initiating referrals
4. Include the patients in decision making about their health care including supporting their health literacy and including them in their health care planning
5. Provide management of long-term conditions in line with the national guidelines and pathways.
6. Maximising and claiming applicable MBS items.
7. Prescribe medications for patients as appropriate to need.
8. Provide health promotion and preventive health care information structured to the individual need of all patients.
9. Ordering and follow up of diagnostic tests.
10. Referring of patients to other providers as appropriate.

Operational

Record and maintain accurate and relevant patient records using established practice

protocols of computerised medical records systems, including details of:

- Specialist referrals
- Previous health and family history
- Prescriptions
- Medicare claiming
- Management plans
- Investigations
- Treatments
- Diagnostic results
- Registers and recalls
- Reporting of notifiable infections
- Mandatory reporting of child abuse
- Release of patient information
- Actively communicate and coordinate with colleges, specialists services and allied health professionals when sharing care of patient

Clinical Governance

1. Participate in clinical governance:
through clinical effectiveness - continuous improvement of the safety and appropriateness of clinical care through the introduction, use, monitoring and evaluation of evidence-based best practice;

in compliance with organisational risk management policies and procedures to effectively prevent and manage incidents and near-misses in line with organisational policies.and;
in practicing duty of care including meeting practice standards and accountability.
2. Comply and participate in achieving and maintaining clinical and organisational accreditation processes.

5. Appointment Factors

The successful applicant will be required to:

- Undertake a clinical screening interview
- Provide appropriate clinical references for contact as requested by the practice
- Participate in the Rural Health West orientation (if applicable)
- Complete the requirements of the Medical Board of Australia and Medicare Australia in order to maintain Medical Board registration and, Medicare provider numbers.

6. All Employees Duty Statement

General Duties

- Follow the policies and procedures documented in the OVAHS Quality Management System (QMS) and practice in accordance within guidelines, standards, code of ethics/conduct and statutory requirements applicable to your role as an OVAHS employee.
- Behave in a manner appropriate and respectful to local culture including gender sensitivities during work time and while representing OVAHS in the community.
- Participate in professional development activities and supervision as required.
- Undertake specific after hours work, including attendance at training as required.
- Attend internal and external meetings as requested.
- Undertake relevant and appropriate multi-functional duties.
- Report relevant clinical cases or issues to line manager which may have possible legal implications.
- At all times maintain a professional relationship with patients, other employees and visitors to OVAHS.
- Promote positive public relations with patients, peers, government and non-government agencies and services to achieve equitable outcomes for patients.
- Perform other duties as directed by Senior Management.

Governance : Organisational Safety and Quality Requirements

- Participates in the maintenance of a safe work environment and recognises acts on risks.
- Participates in an annual performance development review.
- Supports the delivery of safe and effective patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the ISO 2015: 9001 and RACGP Accreditation and the delegations on the Quality Management System (QMS).
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with credentialing, Government Standards of Health Care Provision, OVAHS Organisational and, Area / Program specific policies and procedures.
- Abides by the OVAHS Code of Conduct, National Health Practitioners Boards' Codes and Guidelines, Occupational Safety and Health Legislation, Disability Services Act, Road Traffic Act and the Equal Opportunity Act.

Governance: Cultural Safety and Quality Requirements

- Participate in cultural safety and competence training and staff development.
- Respect and abide by the direction of Aboriginal employees in matters related to cultural safety.

- Support language access and communication.
- Forward grievances and complaints to allocated Senior Aboriginal employee.
- Support the input and participation, from the Aboriginal community and patients, in the development of continuous quality improvement in culturally safe services.

Administrative Duties

- Maintain statistics, administrative records and client documents as per OVAHS policies and procedures.
- Produce report for OVAHS and funding bodies as required.
- Ensure maintenance of equipment and resources, including clinical equipment, IT equipment, vehicles and phones.
- Perform office duties including, but not limited to, photocopying, faxing, laminating, processing paperwork and produces minutes for meetings as requested.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organisation.

7. Certification

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

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name:

Position:

Signed: _____ **Date** ____/____/____

Name:

Position: Chief Executive Officer

Signed: _____ **Date** ____/____/____

Name	Date Appointed To Position	Signature	Date