



## POSITION DESCRIPTION

<b>Role Title:</b>	General Practitioner		
<b>Reports to:</b>	Senior Medical Officer	<b>Date Approved:</b>	
<b>Award:</b>		<b>Classification:</b>	

## ORGANISATIONAL CONTEXT

The Broome Regional Aboriginal Medical Service (**BRAMS**) is an Aboriginal Community Controlled Health Service. Commencing in 1978, BRAMS was the first remote Aboriginal Medical Service in Western Australia. BRAMS is governed by a Board of Directors elected by its members.

BRAMS provides comprehensive, holistic and culturally responsive primary health care services to Aboriginal people living in Broome.

### Our Vision

Healthy People – Strong Communities – Bright Futures

### Our Values

**Respect:** Treat one another and others with respect.

**Integrity:** Be truthful, honest and ethical in our dealing with one another and others.

**Accountability:** Take responsibility for what we do and the decisions we make.

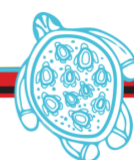
## PRIMARY PURPOSE AND FUNCTION OF THE ROLE

### The Position

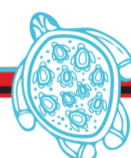
The position is responsible for the provision of General Practitioner services to Aboriginal and Torres Strait Islander clients and families as part of a multidisciplinary team of medical and health staff, within the operational framework of BRAMS.



KEY RESPONSIBILITIES	MAIN DUTIES
<p><b>Clinical Practice</b></p> <p>Provide clinical services to clients during hours of operation of the service, in keeping with accepted best practice standards.</p>	<ul style="list-style-type: none"> <li>• Ensure that clinical care is in line with national ethical, legal and clinical standards of general practice care, as well as with regionally endorsed protocols and guidelines for delivery of care across BRAMS.</li> <li>• Contribute to the maintenance of high quality information in electronic record systems. Utilise patient information and recall systems to support individual client care, and identify population health needs and gaps in service delivery.</li> <li>• Establish and maintain strong linkages with other health providers in the area to ensure optimum coordination of care and advocacy for the client base.</li> <li>• Oversee the delivery of comprehensive preventive health assessments for clients across the age spectrum, and provide leadership for the multidisciplinary team in delivery of coordinated care planning for clients with complex chronic care needs.</li> <li>• Optimise uptake and income generation across the service through MBS billings.</li> <li>• Optimise referral pathways to specialist and allied health services for clients; work closely with the Senior Medical Officer, Health Operations Manager and service team to anticipate and identify opportunities for expanding access to these services for clients.</li> <li>• Prepare reports and legal summaries for government departments and other relevant agencies e.g. Work cover, Centrelink, etc. as required.</li> </ul>
<p><b>Quality Assurance Improvement</b></p> <p>Participate and contribute to the safety and quality of clinical services delivered by the health team.</p>	<ul style="list-style-type: none"> <li>• Participate in the implementation and ongoing review and revision of a comprehensive clinical governance framework for the organisation.</li> <li>• Demonstrate commitment to the process of continuous quality improvement as an integrated aspect of service development and delivery.</li> <li>• Contribute to regular audit, feedback and quality improvement processes.</li> <li>• Attend and participate in regular meetings of the BRAMS GPs, and others as required.</li> </ul>



	<ul style="list-style-type: none"> <li>• Provide feedback to Health Operations Manager and Senior Medical Officer on clinical performance of health staff.</li> <li>• Ensure maintenance of own professional development including fulfillment of PD requirements for upkeep of Vocational Registration.</li> <li>• Actively support and participate in activities required for obtaining and maintaining clinical and organisational accreditation as required.</li> </ul>
<b>Workforce Training and Development</b> Foster a culture of learning and ongoing education in the workforce.	<ul style="list-style-type: none"> <li>• Participate in the implementation of in-services for health staff.</li> <li>• Provide formal and informal supervision to medical undergraduate and post-graduate trainees undergoing placements.</li> </ul>
<b>Relationship Management</b> Foster productive working relationships with other BRAMS staff in the delivery of seamless support service.	<ul style="list-style-type: none"> <li>• Actively foster productive working relationships with local networks, government departments, other service providers and suppliers to promote BRAMS and remain abreast of emerging issues.</li> <li>• Encourage cross-functional collaboration to achieve the best outcome for the organisation.</li> </ul>
<b>Information Management</b> Maintain records in accordance with organisation policies and relevant legislation.	<ul style="list-style-type: none"> <li>• Undertake reporting activities together with other relevant documentation within the scope of your role.</li> <li>• Maintain the information flow that supports reliable data and documentation in your area of responsibility.</li> <li>• Participate in business planning processes and policy and procedure formulation and improvement within your area of responsibility.</li> </ul>
<b>Relationship Management</b> Foster productive working relationships.	<ul style="list-style-type: none"> <li>• Foster productive working relationships with other BRAMS staff in the delivery of seamless services.</li> <li>• Actively foster productive working relationships with local networks and other service providers and suppliers to promote BRAMS and remain abreast of emerging issues.</li> <li>• Encourage cross-functional collaboration to achieve the best outcome for the organisation.</li> </ul>
<b>Occupational Health &amp; Safety</b> Safe workplaces and environments are provided and maintained for Staff, Clients and external stakeholders.	<ul style="list-style-type: none"> <li>• A positive workplace culture free of bullying, harassment and discrimination is promoted.</li> <li>• All reasonable and practical steps to ensure the safety, health and welfare of all staff and clients in accordance with legislation and policies are taken.</li> <li>• Immediate intervention occurs wherever unsafe work practices are observed.</li> </ul>





### **Aboriginal Ways of Working**

Demonstrate a personal understanding of responsive ways of working with Aboriginal Clients, Staff and Communities.

- Business development focuses on outcomes, is culturally appropriate, invests time and resources into community consultations; and applies a strengths' based approach.
- Aboriginal clients, staff and communities are supported in a way which protects and respects their cultures.
- Provide support and guidance to non-Aboriginal colleagues on cultural ways/societal factors which might influence or require consideration when working with clients and families.

## **KEY RELATIONSHIP/REPORTING LINES**

### **Accountability**

The General Practitioner is accountable to the Senior Administration Officer.

### **Direct Reports**

The position does not have any direct reports.

### **General Relationships**

Build effective relationships across the organisation, community groups and Aboriginal communities.

## **ESSENTIAL CREDENTIALS**

It is a requirement of BRAMS for employees to provide a current National Police Certificate and a current Working with Children Check.

BRAMS reserves the right to immediately terminate employment and/or withdraw offers of employment where it is deemed previous criminal (unspent) charges and/or pending charges may bring the Corporation and/or programs or services delivered by the Corporation into disrepute.

A current drivers licence is a requirement of the role.

## **SELECTION CRITERIA**

*Candidates for the position of General Practitioner must address the following selection criteria:*

### **Essential Criteria**

- Minimum two years' post graduate experience in a primary care setting.
- Eligibility to obtain provider number(s).
- Demonstrated clinical experience, in particular the ability to contribute to and support a medical/primary health care team and contribute to effectively planning and coordinating own and health team's workload to achieve results.
- Demonstrated ability to work sensitively and effectively with Aboriginal and Torres Strait Islander people.





- Demonstrated understanding of the health, social and emotional wellbeing needs of Aboriginal and Torres Strait Islander people.
- Ability to perform comprehensive patient assessments, plan, implement, and evaluate clinical care and primary health care strategies, including appropriate investigations, treatment and referral.
- Experience in contributing to compliance with 'best practice' approaches in clinical practice, clinical policies, systems and procedures
- Sound theoretical knowledge, practice skills and ethical behaviour.
- Knowledge and demonstrated experience in the Medicare Benefits Schedule.
- Demonstrated competence in use of Business Technology, internet and desktop applications.
- Interpersonal, written and oral communication skills that demonstrate your ability to effectively communicate in the workplace.
- Effective interpersonal skills with a focus on client focused outcomes.
- Demonstrated ability to organise workload with a high attention to detail.

**Mandatory Qualifications/Professional Registrations**

- AHPRA Registration
- Current Medical Indemnity Insurance
- MBBS and unconditional registration with the Medical Board of Australia

**APPROVAL**

**Employee Name:**

**Date:**

**Employee Signature:**

**CEO Name:**

**Date:**

**CEO Signature:**

