



Yura Yungi Medical Service Aboriginal Corporation

Lot 342 Terone Street • PMB 10 • Halls Creek WA 6770

Phone: (08) 9168 6266 • Fax (08) 9168 6028

Email: ceo@yyms.org.au • ICN: 552

POSITION DESCRIPTION

Review of job description:	15 May 2014
Position Title:	General Practitioner
Reports to:	Practice Manager or (in absence) the Clinics Manager
Funded from Dept of Health:	CORE
Award Coverage:	Contract only - Award free

Position Summary:

Overall purpose of the position

- To provide competent, patient-centred care that addresses health needs and promotes wellness of Yura Yungi Medical Service Aboriginal Corporation (YYMS) clients and patients at Halls Creek and Ringers Soak communities in Western Australia
- Such care is delivered in a culturally safe manner and based on latest evidence and the Kimberley Regional Protocols and guidelines, and meets legislator requirements
- To provide peer support to other doctors of the practice
- To conduct functional relationships with members of the clinical and non-clinical staff within YYMS in addition to community and secondary service providers

Key responsibilities:

Providing high level clinical care

1. Providing skilled health assessment, diagnosis and treatment services (including contraception) to patients
2. Ordering diagnostic tests as needed, checking and following-up of results in a timely manner
3. Referring patients appropriately to other providers if their needs exceed the range of care you are able to provide
4. Consulting and collaborating with colleagues to provide optimal care
5. Documenting all care provided and education/information given to patients within their MMEx medical health record, as per professional and practice standards/protocols
6. Providing care via home visits and Residential Aged Care visits as requested and providing care to Ringers Soak community – regular clinic visits and phone support as requested
7. Performing Annual Aboriginal Health Checks and appropriate referral and follow up should be carried out in association with Nurses or Aboriginal Health Workers on all eligible clients
8. Preparing Annual Chronic Disease care plans on all clients with chronic health conditions and shared care arrangements made with other relevant clinical and allied health workers with regular reviews being undertaken by GP within the 12 month period
9. Will be required to conduct a fortnightly Dr's clinic out at Ringer Soak Community
10. Once a week consultation to the Aged Care residents at Halls Creek Frail Aged Care residential facility
11. Provide GP Management Plan's for all Chronic Disease patients of YYMS



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Maintaining good medical practice

12. Maintaining professional knowledge and standards through fulfilling the requirements of the RACGP-administered Continuing Professional Development (CPD) program every triennium
13. Involving in peer review activities and registrar and medical student teaching
14. Participating in annual performance appraisal and planning work and personal goals for the coming year
15. Having a working knowledge of legislation that affects medical practice

Maintaining trust

16. Providing services courteously and respectfully, with regard to the cultural beliefs and needs of patients
17. Responding openly to complaints or feedback

Protecting patients

18. Recognising when you are unwell or overburdened and taking action
19. Reporting as required by legislation when you believe patients or their families or public are at significant risk
20. Consulting, supporting and, if needed, reporting, colleagues who you feel are not competent to practise
21. Understanding and abiding by the Medical Board of Australia's Guidelines for Mandatory Notifications
22. Maintaining professional indemnity insurance cover

Working collaboratively with colleagues

23. Working constructively and harmoniously with other members of the practice's team to ensure patients receive optimal care
24. Leading or delegating appropriately within the team
25. Collaborating in regard to roster development and providing cover to ensure patients' needs are met. This includes collaborating with the Practice Manager to arrange leave (annual, bereavement, personal, study, cultural leave or other types including leave without pay)

Maintaining integrity in professional practice

26. Making honest claims for services provided to Medicare and other service funders
27. Charging for consultations in line with the practice policy by annotating correctly on MMEx
28. Returning phone calls and emails

Providing certificates and other documents

29. Completing insurance and other reports within two (2) weeks of receipt
30. Sending referral letters within one (1) week of receiving request
31. Completing event/incident forms as per practice policy
32. Clearing MMEx results/ in-boxes /task boxes daily and delegating this task if absent

Meeting YYMS Practice and Human Resource system requirements

33. Using the patient information system MMEx competently
34. Reporting 'events', 'Complaints', 'Occupational Health and Safety issues' and 'untoward incidents' as per YYMS Policy and professional standards and practice policy
35. Practising medicine in a way that reflects the practice's values and mission
36. Attending the workplace Monday to Friday 8am – 4.36pm but allowing for up to one hour lunch-break
37. Keeping employer informed of any issue, licensing, charges that may affect Clinical Practice, employer or employment requirements



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38. Meeting responsibilities in relation to Yura Yungi assets and Policy including Motor Vehicle and Housing policies
39. Attending Clinical meetings, Staff Meetings; and other relevant meetings e.g. National Prescriber Service workshops provided appropriate approval given

Using effective communication skills with a positive attitude

40. Communicating effectively with cultural sensitivity and active listening in the wide range of situations relative to patients and work colleagues
41. Empathising and developing therapeutic relationships with people of a diverse range of backgrounds
42. Taking responsibility for addressing issues, disagreements and complaints, through the line management system
43. Contributing to achieve effective team function
44. Meeting requirements of the YYMS Code of Conduct and Fraud and Corruption Policies

Personal attributes

45. Exhibiting a passion and enjoyment of Primary Health Care for Aboriginal & Torres Strait Islander Health and for improving and maintaining the health of Yura Yungi Medical Service patients
46. Interacting effectively and in a supportive manner
47. Working with reasonable effectiveness even in times of high pressure
48. Endeavouring to ensure a strong focus on customer service
49. Mentoring ability and history
50. Showing punctuality and reliability
51. Demonstrating ability to manage varied and conflicting demands to agreed standards and timelines
52. Demonstrating ability to maintain a high level of confidentiality.

The above statements are intended to describe the general nature and level of work being performed in this position. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Key Selection Criteria

1. Demonstrates Registration as a Medical Practitioner in Australia with Vocational Registration as a General Practitioner (or significant working toward same);
2. Possesses General Practice experience that is relevant to both management and prevention of Chronic Disease in the Halls Creek Communities
3. Demonstrates a respect and capacity to work with Aboriginal and Torres Strait Islander people showing attributes which promote cultural safety
4. Demonstrates a strong capacity to work in and contribute to effective Clinical and Primary Health teams
5. Shows a capability to work effectively and safely within organisational policy and propose constructive changes that strengthens overall organisational outcomes
6. Possesses or can obtain and maintain, a National Police Clearance, Working with Children Card, required insurance, licences and training programs for relevant continuing Practice
7. Possesses a range of attributes and behaviours that support confidentiality, Community respect and skills in delivering GP Services for Yura Yungi Medical Service



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Desirable Fellowship of the Royal Australian College of General Practice (FRACGP)
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CERTIFICATION

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

Name: Darrell Brock

Position: Chief Executive Officer

Signed: _____

Date: ____/____/____

NAME:

DATE APPOINTED TO POSITION:

SIGNATURE:

DATE: