

POSITION DESCRIPTION

Position Title	Senior Medical Practitioner
Reference Number	GH:34
Department	Medical Services
Position Reports To	Director, Medical Services
Positions Reporting To This Role	The Senior Medical Practitioner may assist the Director, Medical Services to coordinate the activities of a Medical Practitioner.
Work Location and Travel	<p>The positions are located throughout the state and will be based at one of the GEO Healthcare locations in metropolitan Melbourne or regional Victoria.</p> <p>The position may be expected to travel to other GEO Healthcare locations within Victoria.</p>
Operating Environment	<p>GEO Healthcare operates in all Victorian Men's Public Prisons providing primary healthcare services to the prisoner population.</p> <p>GEO Healthcare employs a multidisciplinary team of highly skilled healthcare professionals to ensure people in prison can access and receive the equivalent standard and range of healthcare services available in the broader community.</p> <p>GEO Healthcare works in close partnership with public, private and not-for-profit providers to deliver the best possible healthcare outcomes for people in prison, with plans for ongoing post-release care and support in the community.</p> <p>GEO Healthcare is a business arm of the The GEO Group Australia Pty Ltd, Australia's leading provider of Correctional Services.</p>
Position Summary	<p>The Senior Medical Practitioner (SMP) will provide and supervise medical care to prisoners by delivering and evaluating medical programs and medical services required and/or provided.</p> <p>The SMP coordinates hours of service and on call responsibilities in consultation with the Health Services Manager and the Director, Medical Services.</p> <p>The SMP assists the Director, Medical Services with the research, preparation and development of new business opportunities.</p> <p>The role requires the incumbent to perform all duties in accordance with the GEO Healthcare Values.</p>

Key Accountabilities

- Performs medical examinations on prisoners upon reception and when referred by the nursing staff under established GEO Healthcare guidelines.
- Provides medical treatment and orders studies, tests and ancillary services that are required consistent with the provision of quality health care services.
- Documents all services provided in the prisoner's medical record.
- Reviews/re-evaluates regularly those cases requiring ongoing medical / pharmaceutical attention.
- Instructs patients as required in relation to health promotion and healthy lifestyles.
- Reviews medical protocols, policies and procedures on an on-going basis in consultation with the Health Services Manager and the Director, Medical Services.
- May supervise a Medical Practitioner in the facilitation of health care in the Correctional Centre.
- Works with the Director, Medical Services to supervise the development of and application of health policies, procedures and protocols for the care of prisoners by Medical Staff.
- Meets with the Health Services Manager as needed for purposes of program evaluation and planning.
- Provides on-call coverage to advise nursing staff in the care of prisoners and for response to the Centre to deliver care in emergencies, as required.
- Designates continuing care in facilities with specialty physicians and initiates dental and psychiatric referrals.
- Make recommendations on the level of care to be performed in the centre and the equipment needed to perform this level of care.
- Supervises Nurses in providing prescribed medical treatment.
- Investigates cases of contagious diseases and takes necessary action to ensure disease is isolated.
- Initiates, interprets and evaluates diagnostic clinical tests.
- Assists with coordination of on call arrangements between Senior / Medical Practitioners; and arranges relief for absences created by professional development courses, holiday leave and sick leave.
- Adheres to established policies of GEO Healthcare and DHS.
- Regularly provides in-service education for Medical and Nursing staff.
- Functions as a liaison between GEO Healthcare and other local health service and community agencies and professional organisation.
- Performs other related duties as assigned; including provision of medical reports, professional advice and information when requested by the Health Services Manager and/or the Director, Medical Services.
- Supports GEO Healthcare's quality, safety, environmental, risk, asset and security management systems.
- Complies with Company policies, procedures, the Governance, Risk and Compliance Manual and the Code of Conduct.
- Contributes to the provision of healthcare with a focus on safety and quality to meet or exceed the National Safety and Quality Health Services Standards.

Key Selection Criteria

- Medical practitioner currently registered by the Medical Board of Australia (from 1 July 2010).
- Documentary evidence of medical indemnity insurance.
- A minimum of 5 years post-graduate experience.
- High written and verbal communication skills.
- Demonstrated ability to work effectively in a team.
- Experience in mental health, drug and alcohol and emergency care desirable.
- Demonstrated competence in provision of high-quality care.
- Willingness to undertake regular professional development relevant to the position.
- Computer skills relevant to the role.

Other Requirements Of the Role

- Valid and current Australian driver's licence.
- Ability to work within a correctional setting, which will involve direct contact with prisoners associated with the delivery of healthcare.
- Satisfactory completion of a National Criminal History Check.
- Ability to obtain and maintain a security clearance.
- Working outside of ordinary business hours may be required.

Employee Acceptance / Manager Approval

I acknowledge that the statements included in this position description are intended to reflect duties and responsibilities that I will be required to undertake and are not to be interpreted as being all inclusive.

I have read, understood and accepted the above position description and associated attachments.

Employee's Name	Signature	Date

Director/Manager Approval (of Position Description) Delete Director/Manager as appropriate

Manager's Name	Signature	Date

Master copy lodged with HO (SMT only) ☐

Master copy lodged with department monitor ☐