

POSITION DESCRIPTION

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| Position Title | Medical Practitioner |
| Reference Number | GH:33 |
| Department | Medical Services |
| Position Reports To | Senior Medical Practitioner or Director, Medical Services |
| Positions Reporting To This Role | Nil |
| 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 Medical Practitioner (MP) provides and supervises medical care to prisoners.</p> <p>The MP may assist the Senior Medical Practitioner and/or the Director, Medical Services with the research, preparation and development of new business opportunities.</p> <p>The activities of the MP may be coordinated by the Senior Medical Practitioner at the location or by the Director, Medical Services, as appropriate.</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 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.
- Works with the Senior Medical Practitioner and/or 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.
- Makes recommendations on the level of care to be performed in the centre and the equipment needed to perform this level of care.
- 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 GEO Healthcare 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.
- 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 full 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.
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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 |
|-----------------|-----------|------|
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Director/Manager Approval (of Position Description) Delete Director/Manager as appropriate

| Manager's Name | Signature | Date |
|----------------|-----------|------|
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Master copy lodged with HO (SMT only) ☐

Master copy lodged with department monitor ☐