



Kimberley Aboriginal Medical Services Ltd

An Organisation of Aboriginal people, for Aboriginal people; controlled by Aboriginal people.

JOB DESCRIPTION FORM

Effective date of document December 2018

POSITION IDENTIFICATION

Award Non- Award

Award Type

Title: Lead General Practitioner – Bidyadanga

Reports to: Deputy Medical Director, KAMS

Relationships – Internal

- KAMS Remote Services Team: Managers, GPs, GPRs, remote clinic staff and remote administration team
- Kimberley Renal Services
- Health Informatics team
- Population Health Team

External

- Bidyadanga Community Council and CEO
- WA Country Health Service: Broome Hospital, Kimberley Population Health Unit, Kimberley Mental Health and Drug Service
- Royal Flying Doctor Service
- Boab Health service
- Lions Outback Vision
- Perth Cardiovascular Institute
- Rural Clinical School
- Any other external agencies supplying support to the community

Duty Statement

- To undertake the role as the Lead General Practitioner for the Bidyadanga Clinic
- To provide comprehensive primary health care in line with accepted best practice standards
- In conjunction with the multidisciplinary team, assist in the development and maintenance of high quality health services, ensuring continuous monitoring, quality improvement and innovation in the delivery of comprehensive primary health services
- Support the education, training and on-site up-skilling of the Bidyadanga primary health care workforce
- Contribute to KAMS health program initiatives in line with identified needs

Kimberley Aboriginal Medical Services is a smoke-free organisation and smoking is prohibited in and around all buildings, vehicles and grounds.



Kimberley Aboriginal Medical Services Ltd

An Organisation of Aboriginal people, for Aboriginal people; controlled by Aboriginal people.

Key Responsibilities

Clinical practice

- Provide clinical primary health care services to Bidyadanga as part of the regular GP roster
- Provide emergency assessment, stabilisation and liaise closely with the Royal Flying Doctor Service for timely evacuation of clients requiring hospitalisation and /or more advanced care
- To participate on the on-call roster system for Beagle Bay and Bidyadanga Clinics
- Support active use of the electronic patient information and recall system MMEX to assist in the provision of prompted opportunistic care for all clients, ensuring widespread population screening, early detection, monitoring and appropriate management of chronic disease
- Throughout your clinical practice, work with clients and colleagues in a framework of cultural safety which respects local cultural beliefs and practices
- Work with other staff to optimise Medicare income for reinvestment in sustainable clinical services
- Maintain strong linkages with other health providers to ensure optimum coordination of care and advocacy for the client base

Quality assurance / improvement

- Ensure that clinical care is in line with regional best practice standards
- Ensure a commitment to the uptake of Kimberley Clinical Protocols, Kimberley Standard Drug list, and other endorsed tools for regional best practice.
- As a member of the multidisciplinary team, contribute to regular quality assurance and quality improvement initiatives of the health service
- Participate in the KAMS Clinical Incident Management Process

Education / up-skilling of the health workforce

- Provide supervision for GP Registrars (GPRs), Resident Medical Officers (RMOs) and medical students
- Participate in providing support to GP Registrars doing the on-call roster ie to be involved with the on-call support roster
- Participate in the provision of support and education for Aboriginal Health Workers (AHWs), nursing and pharmacy assistant students during placements, with direction from identified preceptors and senior management team

Contribute to KAMS health program initiatives in line with identified need and personal interest / career development

- Participate in regional and local KAMS health initiatives - such as health research, regional best practice guidelines, health information, IT development, medical education and training and other areas of clinical governance. It is encouraged to contribute your own expertise to such projects as well as taking up the opportunity to develop in areas of particular personal and career interest.

Clinical Leadership

- Work closely with the clinic manager to ensure patient flow and other systems operate effectively.
- To regularly discuss and manage the urgent recall patient list with the Clinic Manager
- To monitor and provide oversight for the clinics pathology results to ensure all are being actioned by members of the team and those not belonging to the clinic are forwarded or returned as appropriate



Kimberley Aboriginal Medical Services Ltd

An Organisation of Aboriginal people, for Aboriginal people; controlled by Aboriginal people.

- Ensure correspondence from visiting specialists are actioned and results followed up
- Ensure clinical referrals to the Physician and Paediatric Clinics are kept up to date
- To arrange and chair regular Bidyadanga Doctor team meetings and ensure minutes are kept
- Ensure the Bidyadanga Clinic Roster has Senior GP coverage and to inform your line management if there will be a shortage due to sickness or leave so that coverage can be organised.
- Be the doctor contact for clinical issues and incidents in the clinic
- Orientate new medical staff to the clinic and its systems for operating

Selection Criteria

Essential:

Demonstrated expertise in the following areas:

- ✓ Eligible for registration in WA
- ✓ Minimum of 5 years general practice / primary health care experience
- ✓ Commitment to the philosophy and practice of Aboriginal Community Control
- ✓ Competent to manage emergencies in remote setting
- ✓ Ability to act as an effective member of a multidisciplinary health team
- ✓ Ability to travel by air and/ or road on a regular basis
- ✓ Ability to maintain confidentiality at all levels
- ✓ Effective interpersonal, oral and written communication skills
- ✓ Sound knowledge and understanding of Aboriginal culture
- ✓ Proven ability to communicate and work effectively with Aboriginal people
- ✓ "C" class drivers licence
- ✓ Must be able to drive a 4WD
- ✓ Federal Police Clearance
- ✓ Working with Children Check
- ✓ Current GP Supervisor accreditation (or eligible to undergo training for this)

Desirable:

- ✓ FRACGP, FACRRM or equivalent
- ✓ Previous experience in Aboriginal Community Controlled Health sector



Kimberley Aboriginal Medical Services Ltd

An Organisation of Aboriginal people, for Aboriginal people; controlled by Aboriginal people.

Certification

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

KAMS CEO

Signature: _____ Date: ____/____/____

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

Name of employee: _____

Date Appointed: ____/____/____

Signature: _____ Date: ____/____/____

About KAMS

www.kamsc.org.au

KAMS (Kimberley Aboriginal Medical Services Ltd) is a regional Aboriginal Community Controlled Health Service (ACCHS) resource organisation providing a collective voice for a network of member ACCHS from towns and remote communities across the spectacular Kimberley region of Western Australia.

Our major role is in advocacy and support for our ACCHS members, in addition to KAMS being directly responsible for the provision of comprehensive primary health care in 5 remote Aboriginal community clinics at Balgo, Billiluna, Mulan, Beagle Bay and Bidyadanga. Our member ACCHS are based in Kununurra (OVAHS – Ord Valley Aboriginal Health Service), Halls Creek (YYMS – Yura Yungi Medical Service), Derby (DAHS – Derby Aboriginal Health Service) and BRAMS (Broome Regional Aboriginal Medical Service).

The KAMS Work force Support and Development Unit provides a model of integrated health education, incorporating accredited training for medical undergraduates and postgraduates, as well as support and non accredited training across the Kimberley.

KAMS is also responsible for the development and management of Renal Services for the Kimberley, including satellite dialysis services and support and coordination of local primary health care services in the provision of renal education and prevention, early detection and better management of established kidney disease and coordination of care for those in advanced stages of kidney disease.

The KAMS regional collective of ACCHS is a major employer in the Kimberley, with Aboriginal people representing more than 70% of its 300+ strong workforce. KAMS's regional support includes:

- Population Health
- Social and Emotional Well Being
- Health Promotion
- Information Technology
- Pharmacy Support and Training
- Corporate and Financial Services
- Research
- Regional Renal Services
- Undergraduate and Postgraduate Medical Training

Staff may not smoke while in uniform or when they are acting in an official capacity off site. Smoking is prohibited in and around all buildings, vehicles and grounds.