JOB DESCRIPTION FORM

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| Effective date of document  | October 2021 |
| Award  | Non- Award |
| Award Type |  |

**POSITION IDENTIFICATION**

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| **Title:** | General Practitioner – Remote Services & headspace Broome |
| **Reports to:**  | Senior Medical Officer, KAMS |
| **Relationships – Internal*** Remote Clinic Managers and staff
* Other KAMS, Headspace, and KRS lead GPs and GP Registrars
* Medical Director
* Executive Manager for Remote Services
* Health Informatics team
* Population Health Team

**External*** Community Council and CEO
* WACHS including visiting specialists, Kimberley Population Health Unit (KPHU); Kimberley Mental Health and Drug Service, Emergency Telehealth Service (ETS)
* Boab Health service
* Royal Flying Doctor Service
* Any other external agencies supplying support to the community
* Rural Clinical School
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| **Duty Statement** |
| * To provide comprehensive primary health care in line with accepted best practice standards including reference to the ACCHO Model of Care.
* 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 primary health care workforce at each location
* 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.** |

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| **Key Responsibilities****Clinical practice*** Provide clinical primary health care services as part of the regular GP roster. This will include working over the remote clinic sites and Headspace Broome. Rostering will be variable and will involve travel to the Kutjungka region for 7 nights (by flight), driving trips to communities surrounding Broome (including Beagle Bay and Bidyadanga), day flights and telehealth clinics.
* Provide emergency assessment, stabilisation and care during hours, and on-call after-hours (where rostered). Liaise closely with the Royal Flying Doctor Service, Broome Hospital and or Emergency Telehealth Service for timely evacuation.
* 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.
* Check and action pathology results and inbound correspondence in a timely manner in-line with accepted professional standards
* Participate actively in the clinic(s) recall system. Participate in-line with current KAMS policies
* Throughout your clinical practice, work with colleagues and clients 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. This will include but is not limited to uploading medical records to My Health Record, proactively completing ATSI health checks (715), General Practice Management Plans/Team Care Arrangements (GPMP/TCA), Mental Health Care Plans (MHCP) for applicable patients.
* Maintain strong linkages with other health providers and external agencies to ensure optimum coordination of care.

**Quality assurance / improvement** * Ensure that clinical care is in line with regional best practice standards
* Ensure a commitment to the uptake of KAHPF protocols, Kimberley Maternal and Child Health 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. This will include lodging incidents, risks and near misses to LogiQC computer program.

**Education / up-skilling of the health workforce*** Participate in the implementation of in-services for health staff, with frequency and content determined in conjunction with senior managers and based on current staff skills and needs
* Provide supervision for GP Registrars (GPRs), Resident Medical Officers (RMOs), other junior doctors and medical students
* Participate in providing support to GP Registrars, both while in clinic and on-call. This may include ad-hoc tutorial provision.
* Participate in the provision of support and education for Aboriginal Health Workers/Practitioners and nursing students during placements, with direction from identified preceptors and the 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, other areas of clinical governance, health information and IT development, medical education and training, etc - contributing 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** * Participate in regular clinic meetings and doctor meetings as appropriate. This may include chairing meetings and completing minutes.
* Participate in the monthly GP meeting. This may include assisting the Lead GP(s) with preparation of their report(s)
* Work with the Lead GP (for the applicable clinic) and clinic manager to ensure patient flow and other systems operate effectively.
* Assist with orientation of new medical staff to the clinic, including GP registrars
* Provide supervision and clinical leadership for GP registrars. Be registered as a supervisor with WAGPET and complete appraisals as required.
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| **Selection Criteria** |
| **Essential:**Demonstrated expertise in the following areas:* AHPRA registration and ability to work within Australia without conditions
* FRACGP, FACRRM or equivalent
* 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
* Federal Police Clearance (or willing to obtain)
* Working with Children Check (or willing to obtain)
* Current CPR certificate

**Desirable:*** Previous experience in Aboriginal Community Controlled Health sector
* Previous experience working in the Kimberley region of Western Australia
* Previous experience using mmex (medical software)
* Manual drivers license and willingess to participate in 4wd training
* 5 years or more of general practice / primary health care experience
* Current WAGPET GP Supervisor accreditation and experience supervising GP registrars and/or medical students
* Current membership with ACCRM or RACGP
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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.**KAMS CEOSignature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

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| **About KAMS**[**www.kamsc.org.au**](http://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:

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| * 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
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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. |