



## General Practitioner (GP) Job Description

<b>Area:</b>	<b>Bulun Ward</b>
<b>Job Title:</b>	<b>General Practitioner (GP)</b>
<b>Classification:</b>	<b>Medical</b>
<b>Salary:</b>	<b>\$240k per annum, + Super + Benefits</b>
<b>Work Type:</b>	<b>Full Time</b>
<b>Work Unit:</b>	<b>Miwatj Health Clinic, Bulun Ward</b>
<b>Reports to:</b>	<b>Director, Medical Services</b>
<b>Employment Conditions:</b>	<b>Individual Contract</b>

### OUR VALUES

**Compassion** care and respect for our clients and staff and pride in the results of our work

**Accountability** and transparency

**Cultural Integrity** and safety while recognizing cultural and individual differences

**Continual** capacity building of our organization and community

**Driven** by evidence-based practice

### Primary Objective

To provide medical services to the population served by Miwatj Health. This will include the management of acute and chronic conditions and assistance with the delivery and promotion of primary health care.

### Objectives

To improve the health and welfare of the people of East Arnhem by:

- Timely intervention in acute medical problems.
- Identification and management of chronic conditions with a multidisciplinary approach.
- Providing health education to Aboriginal Health Practitioners and other members of the clinic and community.
- Participation in health promotion activities, health research and development.
- Improving the standard of primary health care in East Arnhem.
- Advocacy on Public Health issues.
- Promotion of a Quality Improvement approach to health systems issues and problem solving.

### Liaison

- External: Health Service Providers including, Gove District Hospital, NT Department of Health, Homelands and community organizations, pathology and radiology services and pharmacy suppliers.
- Internal: Clinical Services manager and clinical staff, Community and Public Health Services staff, Admin staff, and partner clinicians working on joint projects with Miwatj Health.

### **Staffing and budget responsibilities**

- In partnership with other medical officers, provide clinical supervision for the treatment of patients and dispensing of medicines by Registered Nurses and Aboriginal Health Practitioners.
- Provide supervision and education for Medical students, PGY Doctors and GP Registrars, and other learners on a day to day basis.
- Provide advice and support to clerical and administrative staff performing duties, including Medicare billing, that directly relate to supporting the General Practitioners employed by Miwatj Health.

### **Reporting Relationships**

Reports to Director, Medical Services.

### **Training**

All positions at Miwatj health involve the training and continuing professional development of other staff. The occupant of this and any position is expected to use their skills and experience to support and train other staff members as the need arises.

### **Confidentiality**

Employees of Miwatj health must not give information or documents relating to your employment and to the business of Miwatj Health to anyone unless authorized to do so by the Board of Miwatj Health. This includes confidential patient information and information about Miwatj Health business activities.

Any research project must have written approval of the Board of Miwatj Health prior to commencement of the project and comply with the provisions of A.S. 4400 - 1995 "Personal privacy protection in health care information systems" or later revisions.

### **Key Responsibilities**

- Active participation in the daily clinical and health promotional routines.
- Accepting referrals of patients from other members of the health team.
- Review and follow-up of patients with on-going conditions.
- Use clinical information system (Communicare) to identify care needs, initiate recalls and care plans, and document patient consultation and care.
- Practice according to CARPA guidelines and the Miwatj endorsed protocols for the clinical management of chronic conditions.
- Participate in rostered clinics and outreach services - for example, Chronic Conditions and Child Health.
- Provide "in-service" education to health staff.
- Provide clear advice to admin staff about Medicare items to be claimed.
- Maintain a safe work environment.
- Present information as to the state of health of the community to the Board of Miwatj Health and, with the written permission of the Board, to individuals and organizations undertaking genuine research.

## **Qualifications/Professional registration/other requirements**

Medical Practitioner's Specialist GP Registration with AHPRA.

### **Selection Criteria**

#### **Essential minimum requirements**

- Knowledge and understanding of Aboriginal and Torres Strait Islander cultures, values and beliefs.
- Demonstrated skills and ability to communicate sensitively with Aboriginal and Torres Strait Islander people from different cultural backgrounds.
- Demonstrated knowledge and understanding of issues effecting the health and well being of Aboriginal and Torres Strait Islander people in contemporary society.
- Medical Practitioner's Specialist GP Registration with AHPRA.
- Extensive experience in General Practice.
- A commitment to improving Aboriginal health through primary health care.
- Demonstrated previous experience in a community or Clinical and Primary Health Care Service.
- Demonstrated experience or understanding of Aboriginal Community Control Primary Health Care Service.
- An ability to function as a member of a multi-disciplinary team.
- Excellent planning and organisational skills.
- Confident in dealing with the application of information technology.

#### **Desirable**

- Experience working in a remote Aboriginal community.
- Ability to speak an Aboriginal language from the region and/or knowledge of traditional kinship systems operating in the region.
- Demonstrated understanding of Aboriginal workforce training issues in an NT context.

#### **Mandatory**

The applicant will be required to hold a current Working with Children Clearance notice and undergo a criminal history check. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history.

#### **Delegation Authority / Other Functions**

##### **ONLY IF APPLICABLE**

Delegations are attached to positions rather than occupants of positions. Delegations are to be exercised within the framework of MHAC policies and guidelines. Tables of delegates and delegations will be accessible on MHAC's internal information systems, together with associated policies.

If a delegate is found to have exercised a delegation improperly, he or she may be subject to discipline and the delegation(s) revoked.

The applicant will be required to hold a current Working with Children Clearance notice and undergo a criminal history check. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history.

### Acceptance of Responsibilities

I have read the requirements and responsibilities outlined in this position description, MHAC Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

Name:		
	(Employee)	(Manager)
Signed:		
Date:		

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