



Puntukurnu Aboriginal Medical Service

Job Description Form (JDF)

Position Title:	General Practitioner
Reporting To:	Clinical Manager - Newman Clinic
Award:	<i>Medical Practitioners Award 2010 (Cth)</i>
Award Classification:	Community Medical Practitioner
Hours:	1.0 FTE 75 Hours per Fortnight
Direct Reports:	Nil
Effective Date :	14 th May 2020
Review Date:	14 th May 2021

Position Overview

The General Practitioner – Newman Clinic provides culturally safe General Practitioner services within a comprehensive primary health care framework to the community of Newman in the Pilbara region of Western Australia. The General Practitioner will report to the Clinical Manager - Newman Clinic and is accountable to the Chief Executive Officer. The successful applicant will be responsible for implementing the relevant objectives of the organisation by undertaking a multidisciplinary and integrated approach to manage illness, promote well-being, maintain health systems, provide education and training and encourage community health action. With good supports and collegiate networks available including visiting specialists, this role is integral to ensuring clinical leadership, cultural integrity and high standards of clinical care.

Puntukurnu Aboriginal Medical Service is interested in exploring the opportunity to develop the Newman Clinic as a Registrar Training site and would welcome applicants with the appropriate training qualifications.

There may be opportunities to work in the remote Puntukurnu Aboriginal Medical Service Aboriginal community clinics from time to time and as appropriate.

Position Responsibilities

- In collaboration with the multidisciplinary team provide quality and appropriate comprehensive primary health care to individuals, families and the community.
- Participate in screening, recall, follow up and referral processes.
- Complete health checks on all eligible clients (Medicare item number 715).
- Complete care plans and participate in Team Care Arrangements on all eligible clients including regular reviews of clients with a chronic disease.

- Provide high quality Chronic Disease Management to all relevant clients including the completion and participation in care plans, and Team Care Arrangements.
- Partake in clinical audits and other continuous quality improvement initiatives including contributing to operational system reviews and improvements.
- Participate in Aboriginal Health Worker and medical student supervision, education and staff development sessions.
- Utilise the electronic patient information system (Communicare) to ensure that client records are maintained accurately and meet all legal obligations.
- Be effective and efficient in ensuring timely billing for Medicare and other related payments.
- Promote a positive workplace culture through exemplary supportive practices and role modelling behaviour.
- Undertake any other duties at the request of the Clinical Manager - Newman Clinic which are considered relevant to the position and the level of classification for the position.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

General Responsibilities

1. Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.
2. Comply with all organisational policies and procedures.
3. Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
4. Attend and participate in professional development activities including workshops and training as required.
5. Actively participate in continual quality improvement and the organisation's quality management system.
6. Comply with all applicable legislation including duty of care laws, professional standards, anti-discrimination, bullying and sexual harassment legislation
7. Attend and participate in Employee Development Days.
8. Participate and comply with all Work Health & Safety responsibilities as per the *Occupational Health and Safety Act (WA) 1984*.
9. Identify and assist to reduce Work Health & Safety hazards and risks.
10. Follow the reasonable direction of Work Health & Safety representatives.

SELECTION CRITERIA

ESSENTIAL:

- Registration with the Australian Health Practitioner Regulation Agency as a General Practitioner with a minimum of two years' clinical experience.
- Demonstrated knowledge and understanding of issues affecting the health and well-being of Aboriginal and Torres Strait Islander people.
- Demonstrated commitment to improving Aboriginal health through primary health care.

- Proven broad comprehensive primary health care experience with advanced clinical skills and competencies needed to work effectively in the Aboriginal primary health care setting.
- Highly developed communication and interpersonal skills with the ability to liaise with people from a wide range of cultural and social backgrounds.
- Demonstrated ability to work collaboratively within a multidisciplinary team in a cross cultural and complex environment.
- Demonstrated competence in working with and understanding Medicare and the Practice Incentive Scheme and other related incentive schemes.

DESIRABLE:

- The person is of Aboriginal and/or Torres Strait Islander descent and is acknowledged as such by their community.
- Relevant post-graduate qualifications.
- Membership of a relevant professional association.
- Previous experience working in an Aboriginal primary health care setting.
- Previous experience working with Communicare.
- Understanding of and previous experience working within a framework of continuous quality improvement.
- Understanding the challenges and issues including social determinants affecting Aboriginal people's health in contemporary Australian society.

APPOINTMENT FACTORS

Location: Based in Newman.	Accommodation: Nil
Allowances/Conditions: <ul style="list-style-type: none"> • Employment is conditional pending the outcome of the Federal Police Clearance, WA Working With Children Check and where required comply with legislative checks • Unencumbered 'C' class Manual Driver's Licence 	Specialised Equipment Operated: <ul style="list-style-type: none"> • Ability and willingness to drive 4WD vehicles • Communicare • Doctors Equipment e.g. ECG, Spirometer, • Digital BP monitors, Doppler, etc.

ACKNOWLEDGEMENT

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

Name	Signature	Date Appointed	Date