



Puntukurnu Aboriginal Medical Service

Job Description Form (JDF)

Position Title:	General Practitioner
Reporting To:	Clinical Manager – Remote Services
Award:	<i>Medical Practitioners Award 2010 (Cth)</i>
Award Classification:	Community Medical Practitioner - Pay Point 1-8
Hours:	Fly in Fly out – 2 weeks on / 2 weeks off
Direct Reports:	Nil
Effective Date :	30/10/2020
Review Date:	30/10/2021

Position Overview

The General Practitioner provides culturally safe General Practitioner services within a comprehensive primary health care framework to the remote communities within which PAMS operates. The General Practitioner directly reports to the Clinical Manager – Remote Services and is accountable to the Chief Executive Officer.

The occupant is 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.

The General Practitioner ensures that the clinical services are delivered in a supportive, quality, effective and efficient manner to meet the health needs of the community and clients. This includes providing a range of culturally appropriate comprehensive primary health care services taking account of the culture and practices of the community in which PAMS operates

Clinics are held in the remote communities within which PAMS operates, including (but not limited to):

- Jigalong
- Punmu
- Kunawarritji
- Parnngurr

This position may be required to provide GP services in Newman as and when directed by line manager.

The General Practitioner is expected to participate in attending these sites and provide clinical services as part of the General Practitioners employment with PAMS.

Position Responsibilities

A. Provide holistic and culturally appropriate GP services in a multidisciplinary environment by:

- Complying with the standards and guidelines of the Royal Australian College of General Practitioners (RACGP), National Health and Medical Research Council (NHMRC), Australian Medical Association (WA) (AMA), Medical Board of Australia and other applicable professional standards;
- Participating in screening, recall, follow up and referral processes;
- Utilising the electronic patient information system (Communicare) to ensure that client records are maintained accurately and meet all legal obligations;
- Maintaining clinical records to a high standard (as required) in accordance with the applicable standards and guidelines to optimise continuity of care within a multidisciplinary team;
- Completing health checks on all eligible clients (Medicare item number 715);
- Completing care plans and participate in Team Care Arrangements on all eligible clients including regular reviews of clients with a chronic disease;
- Providing high quality Chronic Disease Management to all relevant clients including the completion and participation in care plans, and Team Care Arrangements.
- Working within the multidisciplinary team to achieve:
 - a) More than 90% immunisation rates on children;
 - b) More than 90% influenza immunisation rates on all eligible clients annually;
 - c) National KPI or better for chronic disease checks for clients in community;
 - d) Provision of sexual health screening to all at risk clients;
 - e) Provision health checks, education and health promotion to pregnant women and children;
 - f) Provision of health education to clients as part of a planned team approach and provide health education to clients on an opportunistic basis;
 - g) Provision of all appropriate follow-up services and health interventions based on screening activities and ensure effective recall of clients; and
 - h) Provision of acute medical services as required.

B. Work within a restrictive budgetary framework to :

- Ensure 100% of billing opportunities are identified and acted upon in a timely manner
- Ensure that Medicare revenue for the all services provided is maximised within relevant targets given population size and demographics;

- Ensure that all Medicare documentation is completed and submitted in a timely manner;
- Provide leadership and initiative in identifying opportunities for Medicare billing optimisation;
- Ensure that clients and PAMS benefit from all Medicare approved opportunities, including through active participation in Adult Health Checks, Health Assessments and Care Plans

C. Other Responsibilities

- Provide education and health promotion to clients during consultations;
- Comply with all mandatory reporting requirements (including but not limited to):
 - a) Compliance with legislation and the PAMS Child Protection Policy;
 - b) Compliance with the relevant legislation for notifiable conduct.
 - c) Compliance with requirements to notify diseases.
- Provide leadership in, infection control, medication management, regular audits of medical equipment, medicines, cold chain, infection control and workplace health and safety.
- Meet the duty of care of a General Practitioner, including meeting practice standards and accountabilities;
- Provide education and training to other health service staff on clinical issues and treatments
- Participate in Aboriginal Health Worker and medical student supervision, education and staff development sessions.
- Ensure all standards are maintained for the purpose of AGPAL Accreditation and take responsibility for assisting in all AGPAL Accreditation processes in collaboration with other team members;

Professional Responsibilities:

- Collaborate with the other GPs, Nurses, Health Workers and the Clinical Manager on quality improvement activities and opportunities as they relate to clinical care and client management;
- Collaborate effectively within the multidisciplinary team, taking account of the varying skills, educational levels and contributions of different team members ;
- Participates in continuing medical education (CME) activities;
- Maintain a current CPR certificate (yearly);
- Comply with the Health Practitioner Regulation National Law (WA) Act 2010;
- Comply with all of the Codes of Practice and Standards of the Medical Board of Australia as they apply to a General Practitioner;
- Comply with all of the Codes of Practice and Standards of the Royal Australian College of General Practitioner's;
- Maintain all relevant criteria for the purpose of professional registration and certification as a General Practitioner;
- Maintain the highest standards of professional conduct;

- Participate in and contribute to the fulfilment of operational needs of the organisation as they arise;
- Participate in research activities as approved by the Board of Directors.

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 Safety and Health Act 1984* (WA).
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 Medical Practitioner with a minimum of five years' postgraduate medical experience;
- Demonstrated understanding of the principles of comprehensive primary health care and Aboriginal Community Controlled Health Services as well as an understanding of the issues affecting the health and wellbeing of Aboriginal people, including social determinants of health; Demonstrated clinical and procedural experience.
- Demonstrated commitment to improving Aboriginal health through primary health care;
- Relevant client case load management experience;
- 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;
- A demonstrated knowledge of Medicare billing framework and application in primary health care and a demonstrated willingness to appropriately maximize Medicare billing;
- A demonstrated understanding of applicable accreditation standards including RACGP accreditation standards and a willingness to provide leadership in continual quality improvement in clinical practice;
- Understanding of family medicine, primary health care and preventative health care practice
- The ability to maintain a high level of professionalism and confidentiality;
- Ability to work with minimal supervision and meet deadlines;
- Excellent knowledge of software packages, including My Health Record and Communicare;
- Strong time management skills with the ability to effectively plan, organise and coordinate own workload;
- Ability to travel in remote areas by light aircraft and/or a Four Wheel Drive vehicle (as required).
- Demonstrated ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.

DESIRABLE:

- The person identifies as Aboriginal and/or Torres Strait Islander and is acknowledged as such by their community;
 - Relevant post-graduate qualifications;
 - Completion of an appropriate emergency medicine course such as REST, REACT or equivalent. Emergency department experience or previous credentialing at a WACHS emergency department would be highly regarded;
 - 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;

APPOINTMENT FACTORS

Location: Jigalong Community with outreach services to Punmu, Kunawarritji and Parnngurr.	Accommodation: Accommodation provided in community.
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: Ability and willingness to drive 4WD vehicles or fly on light aircraft

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