



Puntukurnu Aboriginal Medical Service

Job Description Form (JDF)

Position Title:	General Practitioner – Newman Clinic
Reporting To:	Senior Medical Officer
Award:	<i>Medical Practitioners Award 2020 (Cth)</i>
Award Classification:	Community Medical Practitioner
Hours:	1.0 FTE 75 Hours per Fortnight
Direct Reports:	Nil
Effective Date :	19 th November 2021
Review Date:	19 th November 2022

Position Overview

The General Practitioner reports to the Senior Medical Officer and is accountable to the Chief Executive Officer (CEO). The General Practitioner 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 position incumbent is responsible for implementing the 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 (PAMS) is interested in exploring the opportunity to develop the Newman Clinic as a Registrar Training site and welcomes applicants with the appropriate training qualifications. The incumbent may be required to work in the remote clinics of Jigalong, Punmu, Parnngurr and Kunawarritji from time to time.

Position Responsibilities

A. Clinical Service Delivery

- In collaboration with a multidisciplinary team, 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;

- 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.
- Provision of clinically and culturally competent health services to PAMS clients as a part of the regular General Practitioner's (GP) roster, in keeping with accepted best practice standards;
- 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.
- 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.

B. 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 ;
- Participate in continuing medical education (CME) activities;
- 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 RACGP;
- 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; and
- 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 *Work Health and Safety Act 2020* (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 General Practitioner with a minimum of two years' clinical experience.
- Current CPR certificate.
- 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.
- 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.
- 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:<ul style="list-style-type: none">a) Federal Police Clearance;b) WA Working With Children Check and where required comply with legislative checks• AHPRA Registration• Proof of Medical Indemnity• Unencumbered 'C' class Manual Driver's Licence• Evidence of COVID 19 Vaccination	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