POSITION DESCRIPTION

General Practitioner

Reports to:	Senior Medical Officer
Direct Reports:	NIL
Award:	Medical Practitioners Award 2010
Salary:	TBA

POSITION PURPOSE

The purpose of the General Practitioner is to provide culturally appropriate and comprehensive primary health care to Aboriginal and Torres Strait Islander people and promote and support the improvement of Aboriginal and Torres Strait Islander people.

To summarise, it is not the intent of this position description to limit the scope or responsibilities of the role, but to highlight the most important aspects.

SPECIFIC DUTIES

Clinical

- Provide culturally appropriate medical/health care to meet the needs of the community including clinic consultations, outreach clinics and home visits
- Provide day to day primary care services including but not limited to:
    - Consultations
    - Health Checks
    - Immunisations
    - Wound Care
    - Utilise equipment provided to conduct tests and interpretation as required
    - Examinations
    - Medication prescription
    - Administration of local anaesthetics
    - Management of acute medical/surgical emergencies as required
    - Minor surgical procedures ie suturing lacerations, cryotherapy, removal of cysts
    - Prenatal and postnatal care
    - Mental health
    - Appropriate counselling, management and advice
    - Referrals to external services and specialists
- Conduct case conferences with relevant staff and other service providers to ensure efficient coordination and collaboration in quality of care for clients
- Ensure compliance with RACGP medical records keeping standards, accreditation requirements, use of pharmaceuticals and other medico-legal requirements are met
- Follow up patients recently discharged from hospital or referred to hospital or specialist
- Maintain professional standards of practice in the delivery of safe patient care
- Ensure Primary Health care services maximise Medicare billings to meet financial targets and KPI's.

Employee Initials: _____
Mamu Health Services Limited Representative Initials: _____

Community Care

Promote and support the improvement of Aboriginal and Torres Strait Islander peoples health and MHSL services and programs by:

- Liaise with community members, other service providers and organizations to provide support and encourage community participation and involvement in the promotion and maintenance of Aboriginal and Torres Strait Islander people's health
- Provide appropriate outreach medical/public health services to Mamu Health Service Limited community
- Advocate for the rights and needs of individuals, families and Indigenous peoples
- Develop and maintain close working relationships with external health service providers to ensure coordinated continuity of care
- Build relationships with the Aboriginal and Torres Strait Islander communities through attending community events, accessing cultural mentors, developing community reference groups, and community consultation
- Act as a clinic resource and contribute to the education of the health team
- Support the planning, implementation and evaluation of group activities

Administration

- Assist in maintaining the PIRS (Communicare) in accordance with the organisational requirements and client records
- Maximise Medicare bulk billing items to meet targets
- Collect, collate and report on community health data as required
- Maintain and provide relevant information and data for the development of submissions to governments for the development of programs
- Ensure the accurate collecting and recording of patient demographics
- Provide information and culturally appropriate resources to stakeholders
- Prepare reports and legal summaries for government departments e.g. Work cover, Centrelink as required.

GENERAL DUTIES

- Maintain a friendly and approachable attitude towards clients and staff
- Develop and maintain effective relationships with other Aboriginal medical services in the region, key external stakeholders and service providers
- Maintain clean and professional appearance
- Respect all equipment and property and use with care to avoid unnecessary damage
- Attend meetings, internal and external training to further develop and maintain skills, as required
- Develop and maintain good working relationships with colleagues and clients to achieve a strong team philosophy within the organisation
- Work collaboratively to exceed client expectations
- Keep work areas tidy and clean
- Participate in community events (weekends and after hours) when required

Employee Initials: _____
Mamu Health Services Limited Representative Initials: _____

- Support health promotion programs and the planning, implementation and evaluation of group activities
- Contribute as required to maintenance of AGPAL and ISO:9001 accreditation status and reaccreditation process, where required
- Other ad hoc duties, as required
- Undertake the responsibilities of the position adhering:
    - Equal opportunity and anti-discrimination legislation and requirements
    - Workplace Health and Safety (WHS) legislation and requirements
    - Legal requirements
    - Confidentiality agreement and client confidentiality
    - Code of conduct
    - Conflict of interest

CONDITIONS OF EMPLOYMENT

Employment is conditional upon the following:

- Vaccination or confirmed non-susceptibility to Vaccine Preventable Diseases (VPDs) during employment, including measles, mumps, Rubella (MMR), Varicella (chicken pox), Hepatitis A, Hepatitis B, Pertussis (whooping cough) and Covid-19 Recommended.
- Proof of qualifications and current registration (where appropriate) claimed in a job application must be provided prior to commencement of employment.
- A Criminal History Check (AFP) will be conducted upon commencement of employment
- Ability and willingness to travel to, and work at all Mamu Health Service Limited's work location and service area when required.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Qualification as a General Practitioner
- FRACGP/FACRRM Registration
- Current registration with APHRA and professional medical indemnity insurance
- Current First Aid Certificate or ability to obtain
- Advanced Life Support and Cardiopulmonary resuscitation (CPR) certificate, or evidence of training.
- Current Qld drivers licence or the ability to obtain it from another state

SELECTION CRITERIA

- Knowledge, understanding and sensitivity towards the social, economic and cultural factors affecting Aboriginal and Torres Strait Islander people's health.
- Ability to perform comprehensive patient assessments, plan, implement, and evaluate clinical care and primary health care strategies, including appropriate investigations, treatment, and referral
- Experience working within a cross-cultural environment
- Well-developed interpersonal skills with the ability to communicate effectively with people, particularly with Aboriginal and Torres Strait Islander peoples
- Ability to function in a multidisciplinary team and ability to function independently of others
- Sound theoretical knowledge, practice skills and ethical behaviour

Employee Initials: _____
Mamu Health Services Limited Representative Initials: _____

- Efficient organisational and time management skills
- Demonstrated knowledge and understanding of primary health care and the social, economic and cultural factors affecting Aboriginal and Torres Strait Islander peoples' health
- Knowledge of and/or involvement in Quality Improvement processes and RACGP standards
- Demonstrated interpersonal and communication skills with the ability to work in a primary health care team structure
- Demonstrated skills in performing comprehensive patient assessments and planning, implementing and evaluating clinical care and other health strategies
- High level skills in managing time, setting priorities, planning and organising own work to achieve specific tasks and set objectives efficiently and effectively within set timeframe
- Ability to work in any location within Mamu Health Service's service area when required
- Ability to comprehensively understand and abide by Mamu Health Service's policies and procedures
- Ability to achieve and adhere to deadlines
- Well presented, enthusiastic, positive attitude, strong work ethic and willingness to learn
- Ability to exercise confidentiality and tact when dealing with sensitive issues
- Exceptional teamwork skills and ability to work with minimal/no supervision

Approved by:		**Date:**	
I have read the above Position Description and understand and accept the role requirements for the position of General Practitioner			
Incumbent Signature:		**Date:**	
Note: The information contained on this position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.			

.