



GENERAL PRACTITIONER

POSITION DETAILS

Position Title: General Practitioner
Position Number: CS009
Department: Clinic
Reports to: Manager Clinical Services
Position Term: 12 Month Fixed Term Contract. Renewed annually subject to funding

PREAMBLE

Bega Garnbirringu Health Services (Bega) approaches health service delivery from a holistic perspective. This means that Bega seeks to close the gap in health outcomes for Aboriginal people through a multi faceted approach that includes a high level of attention to the social determinants of health as well as clinical and primary health.

In order for this to approach to be effective it is essential that all staff view their role through the eyes of the client and from a whole of organisation perspective. To this end it is essential that all employees be team oriented and prepared to work cooperatively in a multi-disciplinary environment. All employees must abide by their contract of employment and code of conduct and apply themselves to their duties with professionalism, integrity, ethical practice and with diligence.

The organisation has a strong commitment to the provision of services that are culturally appropriate and safe for Aboriginal clients.

Working at Bega is not just a job - it is a commitment.

PRIMARY PURPOSE

- Ensure high quality primary care of patients attending medical clinic
- Assist maintaining clinical governance to sector standards
- Supervise GP Registrars and visiting medical students

EMPLOYEE

I (Full Name) _____ have sighted and accept this duty statement and acknowledge the expectations that will be held of me in relation to my role at Bega.

SIGNATURE _____ **DATE** _____



POSITION ACCOUNTABILITIES

KRA	Accountabilities
Professional Services	<ul style="list-style-type: none">• Ensure confidentiality is maintained in accordance with professional ethics, the Bega Codes of Conduct and the Privacy Act 1998• Assist the Manager Clinical Services and Manager Health Programs to lead Bega Health Services staff in the pursuit of service excellence and high standards in clinical governance.• Participate in other outreach services such as the Bega Mobile Clinic, Edward Collick Aged Care facility or Eastern Goldfields Regional Prison on a shared roster basis with other GP's• Assist the Manager Clinical Services and Manager Health Programs in the process of achieving and maintaining AGPAL accreditation or other quality assurance processes.• Support the Manager Clinical Services with appropriate and timely professional advice and contribute to the overall effectiveness of the General Practice• Provide early morning clinics in the Sobering Up Shelter on a roster basis with other Bega GP's• Maintain a minimum client case load and perform general medical and clinical services to clients of Bega Garnbirringu Health Services.• Ensure optimum Medicare capture for services provided by Bega GPs RNs and AHWs.• Develop cooperative service networks (in the interests of Bega clients) with other health services and health professionals in particular – the Public Health Unit, Silver Chain, WACHS, Division of General Practice, KRH Dialysis Unit, visiting specialists, WAGPET, Amcal pharmacy and the Rural Clinical School• Provide primary health care advice, relating to and in the interests of shared clients, to other health services, health professionals and the clients themselves in keeping with professional ethical guidelines.• Accurately and confidentially maintain client records• Subject to minimum GP staffing requirements at the Bega base, participate in the weekly rotational roster at the KRH.• Maintain attention to of GP professional registrations and licences• Actively encourage and promote continuous improvement



Administration	<ul style="list-style-type: none">• Provide reports and maintain records as required• Participate in policy and procedural reviews in accordance with the accreditation guidelines and otherwise as required by the CEO.• Ensure all client recall systems and accurate computer records are maintained at all times
Other Duties	<ul style="list-style-type: none">• To undertake the duties and responsibilities of the role in the context of cultural awareness• Undertake professional development and training as required• Perform other duties relevant to the position as directed by the CEO or Manager Clinical Services• Represent Bega Garnbirringu Health Services in all matters in a professional, ethical and client focused manner

POSITION PARAMETERS

Education & Experience:

Registered Medical Practitioner with Medical Board of WA
At least five years experience in a health care facility
Previous supervision experience of doctors with conditional registration and other clinical staff

Skills & Abilities:

Demonstrated ability to plan, manage and control workloads and resources to meet priorities, deadlines with minimal supervision
High level communication and interpersonal skills
Moderate level computer usage skills including Primary Care and GP Data Systems i.e. Ferret and Medical Director, Micro Soft Office Suite
Ability to function and participate as part of a team and to contribute to team building
Ability to travel for work
Ability to work outside normal working hours
Ability to work as part of a multi disciplinary team in a community based organisation
Cross cultural sensitivity and understanding of issues affecting Aboriginal Communities and people

Behavioural Competencies:

Demonstrate a high commitment to Aboriginal Social and Emotional Well being and customer service
Responsible, discreet, confidential and impartial
A high level of integrity and ethical practice
Adaptable and flexible



Energy and initiative

Customer service, responsiveness and team focus

Stress tolerance

Professional manner

Self motivated and proactive

Ability to assess and identify areas for improvement and development across the organisation

Attention to detail

Objective:

To participate and abide by the Bega commitments, principles and values as portrayed under the Bega Mission Statement.