



Position Title	General Practitioner	Position Number	PH-001; PH-002; PH-003; PH-004; PH-005
Work Group:	Primary Health		
Work Unit:	Clinical Services		
Reports To:	Primary Health Manager		
Supervisory:	No		
Award	Medical Practitioners Award		
Position Term	Ongoing – 37.5 hours per week		
DATE:	09.11.2022	No of Pages	5
REVIEW DATE:	09.11.2022	STATUS:	Draft/Active/Under Review
ENDORSED BY: (Chief Executive Officer)		DATE OF ENDORSEMENT	/ /

VISION STATEMENT

Bega Garnbirringu Health Services vision for the future is for a society in which Aboriginal and Torres Strait Islander people are not disadvantaged and share a quality of life with health standards and life expectancy equal to the non-Aboriginal and Torres Strait Islander community.

MISSION STATEMENT

Bega Garnbirringu Health Service's mission include the development and maintenance of a robust and diverse organisation that will provide sustainable, culturally appropriate and holistic health services to the Aboriginal and Torres Strait Islander people.

Bega Garnbirringu Health Service will address the social determinants of health and provide for clinical, educational and preventative health services and the development and retention of the skilled workforce necessary to achieve its mission.

ABOUT BEGA

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 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.



PURPOSE OF THE POSITION

This position provides a culturally safe GP service within a comprehensive primary health care environment to the ATSI community of the Goldfields;

This position reports directly Senior Medical Officer.

KEY CLIENT AND STAKEHOLDER RELATIONSHIPS

External:

- Liaise and maintain working relationships with a variety of organisations and stakeholder representative groups as required.
- Develop and maintain good client relationships as required.

Internal:

- Maintains close working relationships with all BGHS employees.
- Works closely with the Clinic Team and Management



RESPONSIBILITIES OF THIS POSITION

KEY RESULT AREA	POSITION RESPONSIBILITIES
Professional Services	<ul style="list-style-type: none"> ❖ Actively participate as a member of the Bega clinic team to ensure the delivery of quality comprehensive primary, emergency and related health services and programs to Bega's clients; ❖ Ensure Bega and clients benefit from all Medicare approved service opportunities, including the active pursuit of and participation in initiatives such as the GPMP/TCA, Adult Health Checks, Child Health Checks, GP Management Plans and Team Care Plans based on the levels of training, and as per national KPI standards as may be operative from time to time; ❖ Pursue other health programs that may be approved or promoted from time to time by funding bodies or Bega as means of improving the health of and providing benefits to the Bega clientele; ❖ Support the development, evolution and maintenance of evidence based clinical policies and procedures; ❖ Support and participate in the processes necessary to maintain full Accreditation status as defined by the Bega; ❖ Wherever available, utilise to the fullest extent possible, all electronic patient recording, patient recall and billing systems as implemented by Bega, including participation in their definition and testing by use, and implementation of these systems; ❖ Participate in and promote productive positive networks of the local and visiting specialists and allied health practitioners to ensure their access to Bega clients, (but not limited to; Dietician, Physiotherapy, Podiatry, Renal, Dermatology and Psychiatry). Local initiatives include the active participation in the Medicare initiatives of Team Care Plans and referrals wherever feasible; ❖ Ensure that all mandatory and relevant documentary requirements of the position are met in a timely manner and that appropriate records are maintained; ❖ Participate positively in the promotion of Bega image and its effective management; ❖ Comply with Bega policy and procedures currently in practice or that may be introduced from time to time.
Reporting	<ul style="list-style-type: none"> ❖ Ensure all reporting is collected, submitted and meets KPI requirements for BGHS and relevant funding agreements; ❖ Assist and or/provide regular reports as directed; ❖ Ensure regular data is input into databased or other computer software/programs as required;
Organisation and Administration	<ul style="list-style-type: none"> ❖ Plan and establish priorities to ensure effective use of time; ❖ Undertake, support and participate in quality improvement initiatives in Bega to improve service efficiency and maintain performance; ❖ Contribute ideas to the Clinical Services team for inclusion on Bega's program of continuous improvement; ❖ Explore opportunities to improve client and community satisfaction with services provided within Bega;



	<ul style="list-style-type: none">❖ Contribute to the ongoing development of internal policy and procedures;❖ Attend and participate in staff meetings and complete staff surveys on request.❖ Adhere to health and ethical codes;
Communication	<ul style="list-style-type: none">❖ Effectively communicate and maintain sound relationships with clients, stakeholders and all BGHS employee's;❖ Maintains confidentiality and demonstrate compliance with relevant Privacy Legislation;❖ Display respect, empathy and understanding with all employees, Board Members and other stakeholders;❖ Work collaboratively and cooperatively with team members to ensure quality outcomes;❖ Work collaboratively across organisation boundaries as required;
Education	<ul style="list-style-type: none">❖ Attends relevant training courses and professional development including mandatory training as required by Bega;❖ Identifies own educational needs and priorities self-learning activities to maintain skills commensurate with role;❖ Assist with delivering and/or outsourcing education of medical, allied health practitioners and students in accordance with identified needs;❖ Ongoing participation in Continuing Education programs as directed by either RACGP or ACRRM.
Physical Environment and Safety	<ul style="list-style-type: none">❖ Report and document incidents and accidents in accordance with Bega policies and procedures;❖ Recognise potential hazards in the workplace and contribute to the development of strategies to remove or reduce the risk to an acceptable level;❖ Maintain a safe environment for all employees within Bega;❖ Adhere to correct fire safety procedures and attend fire drills as required;❖ Ensure compliance with with Occupational Safety and Health (OSH) policies and procedures as set by BGHS and as set out under the OSH Act 1984.



COMPETENCY PROFILE FOR THIS POSITION

Competencies are the specific knowledge, skills and attributes needed to successfully undertake this role. The profile is used for recruitment, performance review, planning, and training and development activities.

QUALIFICATIONS, SKILLS, EXPERIENCE AND KNOWLEDGE

ESSENTIAL:

- Unrestricted Registration with the Australian Health Practitioner Regulation Agency as a General Practitioner.
- Possess Fellowship of FRACGP or FACRRM;
- Proven Experience as General Practitioner;
- Strong ability to triage and multitask;
- Information management skills and use of computer systems, including computer literacy skills.
- Relevant client caseload management experience;
- Knowledge and experience of Medicare billing practises including PIP and SIP payments;
- Understanding of Aboriginal Culture, values and health issues, social determinants
- Highly developed communication, interpersonal, leadership, negotiation and conflict resolution skills;
- Awareness of AGPAL standards and requirements for maintaining General Practice Accreditation;

DESIRABLE:

- Experience/or training in maternal & child health, men's health and emergencies.
- Report writing.
- Awareness of AGPAL standards and requirements for maintaining General Practice Accreditation.
- Current knowledge of legislative obligations, including Occupational Health and Safety, Disability Services and Freedom of Information legislation.
- Clinical experience in an Aboriginal Medical Service.
- Current WA "C" Class Drivers Licence

Conditions of Appointment:

Provide Bega Garnbirringu Health Service with the following requirements prior to commencement of employment;

- Valid Working with Children Check (WA)
- National Criminal History Check Certificate (Police Clearance - valid within 3 months)
- Current AHPRA registration
- Current First Aid & CPR certificate.

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** _____