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1.0 POSITION SUMMARY

1.1 POSITION TITLE:

General Practitioner

1.2 TEAM(S):

GP Medical Practice

1.3 PROGRAM

GP Medical Practice and Specialist Clinics

1.4 ACCOUNTABLE TO:

Practice Manager

1.5 RESPONSIBLE FOR:

Not relevant to non-managerial positions

1.6 AGREEMENT:

Darebin Community Health Medical Practitioners Single Enterprise Agreement 2015-2018

(**Note:** This position may be offered as an employment arrangement or contractor arrangement, to be negotiated with preferred applicants. The terms and conditions of the Enterprise Agreement are not applicable for Contractor arrangements.)

1.7 CLASSIFICATION:

General Practitioner

1.8 COST CENTRE:

470

1.9 SUPERANNUATION:

As per the Superannuation Guarantee Act

1.10 SALARY PACKAGING:

In accordance with Your Community Health Policy


(**Note:** 'Not for profit' salary packaging arrangements are not available to Contractors.)

1.11 EMPLOYMENT CHECKS:

Employment is contingent on a satisfactory Police Records Check, valid Working with Children Check and clear Disability Workers Exclusion Check.

1.12 PRE-EXISTING INJURY/ ILLNESS

Applicants who are not currently employed by Your Community Health are required to fill out a Pre-existing Illness/ Injury Declaration Form.

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1.13 POSITION PURPOSE

The GP Medical Practice and Specialist Clinics is a part of a multidisciplinary community health centre with team members working closely with all staff across the organisation. The GP Medical Practice and Specialist Clinics bulk bills patients who are eligible for Medicare services. An out of pocket fee may apply to some medical services.

This position provides professional, quality and holistic medical services as part of our GP Medical Practice and Specialist Clinics Team.

Services provided by the GP Medical Practice and Specialist Clinics include:


- Aboriginal health
- General medicine
- Health checks for over 75's
- Child development and behavioural clinic
- Chronic disease management
- Healthy liver clinic
- Mental health nursing
- Pathology (by Austin Pathology)
- Pharmacotherapy clinic
- Refugee health clinic
- Trans and gender diverse health initiative
- Vitamin D clinic

2.0 OUR ORGANISATION

Your Community Health is a quality accredited independent community health service with its own Board of Directors. It provides a wide range of allied health, medical, social support and health promotion services operating across the seven Local Government Areas (LGAs) of northern Melbourne: Darebin, Banyule, Moreland, Yarra, Hume, Nillumbik and Whittlesea. There are three service sites:

- East Reservoir (125 Blake Street, East Reservoir)
- Northcote (42 Separation Street, Northcote)
- Panch (300 Bell Street, Preston)

Staff may be required to work at any site.

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Purpose

We enable health, wellbeing and dignity for all people in the northern Melbourne by providing responsive and accessible services.

Our organisational values

We strive for:

Courage

- We rise to challenges and persevere in the face of obstacles

Compassion:

- We are caring and empathic towards others
- We embrace and value diversity
- We work collaboratively and respectfully

Integrity:

- We are ethical, accountable, honest, reliable, and fair

Achievement:


- We continually strive to improve
- We are adaptable
- We are creative and resourceful

3.0 POSITION DETAILS

3.1 ROLE AND DUTIES

Clinical Responsibilities

- Provide high quality, primary health care services to our community, in keeping with best practice standards.
- Provide appropriate health care to all patients irrespective of their age or care levels.
- Respond to all patient presenting medical/health problems including history taking, diagnosis, investigation, treatment and referral as appropriate.
- Provide management of chronic and long term conditions according to national and state guidelines and pathways.

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- Prescribe for patients as appropriate to need.
- Order diagnostic testing as required.
- Provide health promotion and preventative health care advice to all patients attending the clinic.
- Work with the community to increase their capacity to make choices that enhance their health and wellbeing.
- Refer patients to other providers both within Your Community Health and external as appropriate.

Operational

- Record and maintain adequate and accurate patient records using clinic protocols and computerised medical records on Medical Director detailing: previous health and family history, specialist referrals, prescriptions, investigations, treatments, diagnostic tests, registers and recalls.
- Actively communicate and coordinate with colleagues, allied health professionals and specialist services when engaged in multidisciplinary care planning.

Safety and Quality

- Record incidences and near misses as per medical practice policy.
- Practice duty of care by meeting medical practice standards and protocols.
- Maintain staff and patient confidentiality at all times.
- Participate in Your Community Health quality improvement policies and programs.


Organisational

- Comply with Your community Health Policies and Procedures.
- Maintain professional credentials through participation in CPD programs and vocational requirements.


Quality Management

- Support the provision of services that are safe and high quality.
- Maintain staff and client confidentiality at all times.

Health Promotion

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- Work with our community to increase their capacity to make choices that enhance their health and wellbeing.

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Service Development

- Continuously improve the accessibility, range and level of services delivered.

Partnerships

- Work in partnership with the community, clients and staff to achieve our vision.

Organisational Sustainability

- Ensure a safe workplace for clients, visitors and staff.
- Work in accordance with Your Community Health Policies and Procedures.

3.2. KEY SELECTION CRITERIA

Qualifications

Essential:

- The General Practitioner must be registered with AHPRA to practice medicine in Australia.
- The General Practitioner must abide by all legislative acts governing medical practice in Victoria.

Highly Desirable:

- The General Practitioner must hold vocational recognition through Fellowship with either the Royal Australian College of General Practitioners (RACGP) or the Australian College of Rural and Remote Medicine (ACRRM).


Experience

Essential:

- Understanding of the social model of health.
- Sensitivity to the needs of marginalised people and their ability to access services.
- Excellent interpersonal and communication skills.
- Applied knowledge and skills in the area of general practice.

Desirable:

- Experience or Interest in trans and gender diverse health.
- Training and experience in providing Pharmacotherapy services.

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Selection criteria

- Relevant and Australian recognised medical degree.
- Current general registration with AHPRA.
- Highly Desirable - Fellowship with either the Royal Australian College of General Practitioners (RACGP) or the Australian College of Rural and Remote Medicine (ACRRM).
- Applied knowledge and skills in the area of general practice.
- Satisfactory participation in quality improvement and continuing professional development as per the RACGP QA and CPD Program.
- Current Medical Indemnity Insurance Cover.
- Current National Police Check, Working with Children Check and Disability Worker Exclusion Scheme check.
- Current Victorian Drivers Licence.

Other

- Undertake other duties as required by the Chief Executive Officer or the Manager GP Medical Practice and Specialist Clinics.

4. GENERAL

- The successful applicant is required to provide evidence of eligibility to work in Australia.
- Management, in consultation with the staff member, reserves the right to modify this position description when required.
- Your Community Health requires declarations and personal information relevant to employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 2000.

**PD Updated:
October 2019**