

## Position Description

<b>Position Title</b>	General Practitioner
<b>Position Number</b>	PTBA (iChris)
<b>Position Status</b>	Full time/Part time/Casual, Fixed Term and Ongoing
<b>Program Area</b>	Clinical and Practice Excellence
<b>Award/Agreement/Classification</b>	AMA & Cohealth Medical Practitioners Single Enterprise Agreement 2015-2019
<b>Reports To</b>	Primary Care Leader
<b>Contact</b>	Cheryle Abela (P0116 )
<b>Contact Phone Number</b>	0402 535 746

cohealth is one of Australia's largest community health organisations delivering a range of health and support services across Melbourne's CBD, northern and western suburbs.

cohealth's mission is to strengthen community and make a difference to the lives and wellbeing of people, particularly of those who experience stigma and the risk of marginalisation. We create impact through a powerful combination of advocacy, innovation in service delivery, and partnership with consumers, communities and other stakeholders.

With over 30 sites cohealth provides a range of vital local health and support services including medical, dental, allied health, mental health, and counselling, and many specialist health services. More information about cohealth is available on our website [www.cohealth.org.au](http://www.cohealth.org.au).

Staff enjoy being part of a supportive environment with strong leadership and a collegiate and communicative approach. A not for profit organisation built on strong values, cohealth's commitment to all staff and volunteers is to ensure a positive and supportive work environment.

cohealth is an equal opportunity employer that offers generous salary packaging and opportunity to undertake professional training and development opportunities. Aboriginal and Torres Strait Islander people, and those who speak languages other than English are encouraged to apply.

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Scheduled review: <b>Dec2020</b>	Document Number: <b>2.0</b>

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## Site/Program Profile

Medical clinic sites include the purpose built medical/dental/allied health facility in Paisley St Footscray, as well as clinics at Laverton and Braybrook located in the western suburbs, along with busy multidisciplinary clinics in Collingwood, Fitzroy and Kensington. All sites provide a wide range of medical and allied health services to patients. Services offered at sites vary according to local needs, and may include refugee health, drug and alcohol services, paediatrics, allied health and occupational medicine as well as general family health. The General Practitioners (GPs) are well supported by Division 1 Registered Nurses and/or Community Health Nurses, on site interpreters and Client Services Officers. cohealth has many programs a GP can access to assist with a patient's care. These include refugee health support, allied health, counseling, homeless and mental health services, to name a few.

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## Position summary

The GP will work collaboratively with the broader health team to deliver client centered, evidenced based, holistic care.

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## Position Responsibilities

General Practitioners employed in the medical clinic:

- Must have professionally recognised vocational training and qualifications as recognised by the RACGP.
- Maintain professional registration with AHPRA.
- Independently provide and coordinate comprehensive medical care for patients, their families and the communities we serve.
- Maintain their professional competence for General Practice through participation in the RACGP QA and CME Program and sector-related training.
- Are bound professionally by a "Duty of Care" and therefore must be aware and act according to the Profession's Code of Ethics and Standards of Care as set by the Australian Medical Association and Royal Australian College of General Practitioners.
- Maintain all client personal and health information within the limits of the Health Records Act, 2000, National Privacy Principles 2001 and per the RACGP "Code of Practice for the Management of Health Information in General Practice".
- Maintain professional, accurate and contemporaneous patient records and other documentation in accordance with the RACGP Standards of General Practice, 5th Edition.
- Administer treatments in accordance with the policies of cohealth.
- Provide all data required by the HIC (Health Insurance Commission) for billing, incentive payment and rebate purposes.

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### Clinical Practice:

- Provide the patient and his/her family with initial, comprehensive, preventive, coordinated and continuing medical care.
- Will be a resource to clients, doctors and other Health Centre staff in clinical matters.
- Provide treatment and care to patients in accordance with best practice and therapeutic guidelines.
- Support and counsel patients in a professional manner and in accordance with professional guidelines.
- Provide emergency and urgent medical attention to clients and staff.
- Be proficient in minor surgical procedures, trauma-related procedures and any other procedures routinely conducted within the clinic.
- Conduct health assessments, pre-employment medical examinations and industrially related medical examinations.
- Immunise children and adults in accordance with National schedules and best practice.
- Be proactively involved in patient health/disease management through care planning, case conferencing, health assessments and routine recalls.
- Accurately record all relevant MBS items during consultation and maximize the use of all relevant MBS Item number during individual consultations, including satisfactory documentation in clinical client file
- Make best use of supports; tools, nursing and reception, to reduce administrative tasks and time spent on non billable activities
- Refer clients to appropriate health providers in a timely manner.
- Consider working with clients requesting pharmacotherapy as part of usual practice (for up to 5 clients) and consider undertaking training to enable increased volume of pharmacotherapy clients.

### Practice Responsibilities:

- Actively participate in discussions regarding the vision and directions of the medical clinics and provide ideas about ways to improve service quality and safety and maximise income
- Actively participate in the cohealth medical clinic accreditation and quality assurance programs.
- Participate in Medical Operations meetings and share professional knowledge and skills with colleagues and students.
- Maintain infection control in accordance with cohealth's policy.
- Participate in staff meetings, clinic business and budget planning and other clinic-related activities that necessitate staff involvement.
- Participate in the cohealth's Professional Development Process (PDR).
- Provide services in a manner that is sensitive to the cultural background of clients
- Participate in the identification of risks to the organization
- Participate in the supervision of and support for medical students and registrars

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- Participate in the development of KPIs which will be regularly reported, including measurement of financial performance, clinical safety and quality
- Work with Practice Manager in meeting individual monthly income targets

**Service Delivery:**

- Provide home visits to the eligible clients as per appointment schedule.
- Participate in the evening and weekend rotational roster.
- Maintain care of the clinic car, and all medical and office equipment used on and off site to ensure efficient operation of the clinic and quality patient care.

**General Organisational Requirements:**

- Support cohealth strategic priorities through participation in research and quality improvement activities, piloting of new models and work with people from cohealth target communities
- Review regular performance reports and achieve agreed benchmarks
- Report on all areas of responsibility against performance targets as required.
- Undertake specific projects or tasks as directed by the Practice Manager.
- Maintain information systems on relevant resources and implement relevant administrative procedures and systems.
- Participate in regular supervision meetings and an annual Individual Development Review process with the Primary Care Leader or Practice Manager. Maintain and develop standards of practice and skills by pursuing internal and external professional development opportunities.
- Promote and represent the Centre as a caring, professional, and client-focused organisation, and its range of primary health and social support services.
- Adhere to Workplace Health Safety and Well Being standards within the organisation.
- Participate in the identification of risks to the program and organisation.
- Adhere to cohealth policies and procedures

**Commitment to the philosophy of cohealth:**

- Commitment to the philosophy expressed in the centre's vision, goals and values statements
- Commitment to working within a service which includes targeting of marginalised communities
- Commitment to providing services in a manner that is sensitive to the cultural background of clients.
- Represent cohealth in public forums as required and in line with the code of conduct

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**Key Selection criteria**

- RACGP Vocationally Registered General Practitioner.
- Current registration with AHPRA

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- Commitment to work within a community focused whole of population health approach, recognising the importance of providing a medical model within a holistic health response
- Excellent interpersonal and communication skills.
- Ability to prioritise and organise.
- Commitment to ongoing professional development.
- Ability to work as a constructive team member.
- Interest in working with a diverse cultural and linguistic client population including the capacity to work with interpreter services.
- Computer literate and ability to use the PC as an integral diagnostic tool.
- Current Drivers Licence

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### Additional Information

1. cohealth is an equal opportunity employer.
2. Aboriginal and Torres Strait Islander people, and those who speak languages other than English are encouraged to apply.
3. You will be advised of the site location but may be required to work across sites from time to time or to change sites.
4. Employment is subject to the satisfactory completion of a Police Record Check and a Working with Children Check.
5. In the context of occupational health and safety all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.
6. Salary packaging is available to all fixed and permanent staff.

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### Relationship to Performance Development and Review Plan

This position description operates in conjunction with and forms part of the relevant individual Performance Development Review Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

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### Our Principles

Our work is informed by human rights based principles which include:

**Participation:** We work to improve access to our services by creating opportunities for active and meaningful participation.

**Accountability:** We have strong systems that are open and transparent and we actively encourage and respond to feedback.

**Non-discrimination and attention to vulnerable groups:** We work with the most disadvantaged people to improve their health and wellbeing.

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**Empowerment:** We work alongside a strong and well-connected community that is supported to have a voice.

**Linking practice to human rights standards:** Our work promotes and protects the rights of staff, consumers and the wider community.

We require all employees to perform in a way that is in line with these principles.

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**Document Review Details**

**Version Number: 2.0**

**Date Reviewed: 4/12/19**

**Date to be reviewed: December 2020**

I have read, understood and accept the above position description

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Primary Care**     **Cheryle Abela**  
**Leader Name** \_\_\_\_\_

**Primary Care**          **4/12/19**  
**Leader Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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