



Position Description

Position Description	General Practitioner
Reports to:	Practice Manager
Classification:	Medical Practitioners Award 2020 - Community Medical Practitioner
Tenure/Hours of Work:	0.21 FTE Part time

Background

The Kirrae Health Service Inc was established in the 1970's and provides a range of health services, home and community care and centre based activities and programs to members of our community who live at the Framlingham Aboriginal Settlement and in neighbouring areas including Warrnambool, Koroit, Yambuk, Allansford, Princetown and Bushfield.

Our Vision

That we continue to support families as our core cultural base, celebrating our strong family links, gaining cultural, social, emotional and economic well-being within our family units as this will support us to grow as individuals within a strong community.

Mission Statement

The Kirrae Health Service Inc. exists in order to service the physical, mental and emotional health needs of the Framlingham Aboriginal Community and surrounds in a manner that is effective, culturally sensitive and acceptable to the community.

1. Main Objectives of This Role

To provide culturally appropriate, holistic primary care for the local Aboriginal community and surrounds in the context of an Aboriginal health service. This will include the management of acute and chronic conditions, the delivery of primary health care and health promotion.

This role forms part of a multidisciplinary team including Nurses, Aboriginal Health Workers, Aboriginal Health Practitioners, Visiting Allied Health Workers and specialists.

2. Job functions and responsibilities

- Practice medicine in a way that reflects the organisations values and mission statement and in line with the Kirrae Health Service Clinical Governance Framework
- Participate in a multidisciplinary approach to the delivery of primary care for people with complex and/or chronic care needs, working collaboratively with colleagues. Actively communicate and coordinate with colleagues, allied health professionals and specialist services when engaged on multidisciplinary care planning.
- Proactive preparation (and review) of Health Assessments, General Practitioner Management Plans (GPMP) and Team Care Arrangements (TCA) for clients living with a chronic disease
- Consult in a timely manner in line with your appointment schedule and start times
- Monitor of incoming documents and results

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- Record and maintain adequate and accurate client records using clinic protocols and digital medical records on our client information record system such as Communicare or ZedMed) detailing previous health and family history, specialist referrals, prescriptions, investigations, treatments, diagnostic tests, registers and recalls
- Keep up to date with MBS Updates
- Provide Telehealth appointments where appropriate
- Act at all times to protect the right of the clients, including culture, confidentiality, privacy, individual choice and decision-making
- Provide services courteously and respectfully, with regards to the cultural beliefs and needs of clients
- Provide support and proactively engage with the clients and broader community
- Submit accurate timesheets and leave forms in a timely manner
- Support the practice manager and Health Team to achieve targets addressing targets set by the Commonwealth Department of Health (funding body), such as the National Key Performance Indicators (NKPIs)
- Maximize Medicare revenue for activities undertaken
- Maintain trust (professional relationships with clients)
- Demonstrated client-focused approach in service provision with genuine empathy and interest in their needs
- Maintain absolute confidentiality regarding client and practice information
- Respond openly and follow up on complaints and feedback
- Follow Kirrae Health Service Open Disclosure procedures
- Collaborate regarding rosters to ensure client needs are met
- Work constructively and harmoniously with all staff to ensure clients receive optimal care
- Support the provision of services that are safe and high quality
- Record incidences and near missed as per Kirrae Health Service procedures
- Practice duty of care by meeting medical practice standards and protocols
- Follow correct policy and procedure directions at all times
- All other duties as directed by the Practice Manager

3. Compliance/Administration

- Comply with legislation, regulations, codes, and training requirements applicable to general practitioners
- Contribute to and support the organisation's systems and processes for managing safety, quality and risk
- Comply with Kirrae Health Services' policies and procedures.
- Participate in the creation and review of individual work plan

4. Continuous Quality Improvement

- Participate in and contribute to continuous quality improvement initiatives and other organisational activities to meet Quality Improvement Council Standards
- Work in conjunction with the Quality and Administration Coordinator to meet all Risk Assessment and RACGP Accreditation criteria
- Participate in Kirrae Health Service quality improvement policies and programs
- Play an active role in the KHS Risk Management Framework

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- Play an active role in the KHS Clinical Governance Framework

5. Workplace Occupational Health & Safety (OH&S)

- Comply with occupational health and safety policies and procedures
- Report potential health and safety hazards and risks including near misses
- Comply with workplace housekeeping requirements and maintain workspace in a clean and tidy state
- Knowledge and commitment to occupational health & safety legislation

6. Key Performance Indicators

- Demonstrate a National KPI focus including:
 - 715 Aboriginal Health Assessments each week
 - Undertake new born baby checks including recording of weight & birth weight as low, medium, or high and gestational age for all Aboriginal babies as per National KPI's
 - 6 monthly HBA1C for all diabetic clients as per National KPI's
 - Completed Chronic disease management plans and 3 monthly reviews for all Kirrae Chronic disease clients, 20 GPCCMP per year and 3 monthly reviews (Aim for 80 reviews per year)
 - Participation in vaccination and annual flu vaccination program
 - EGFR and ACR tested and recorded 12 monthly for all diabetic clients as per National KPI's
 - 12 monthly EGFR for Aboriginal clients with CVD as per National KPI's
 - Increase number of heart health checks for all clients aged 30+ years
- Support Kirrae health workforce and staff vaccination programs
- Client satisfaction as demonstrated by positive results in client satisfaction survey
- Model and abide by Kirrae Health Service Code of Conduct and all policies and procedures
- Ensure a culture of child safety; preventing child abuse and abiding by the Child Safety Principles
- Discharge of duty of care during practice including meeting practice standards, and accountability
- Identify and respond to unsafe practice, for example, implement interventions to prevent unsafe practice and/or contravention of law
- A commitment to improving Aboriginal health through primary care
- Participate in and contribute to Continuous Quality Improvement Activities
- Meet all requirements of the Kirrae Health Service Clinical Governance Framework
- Interactions with clients and staff are kind, caring and respectful of each client's identity, culture and diversity

7. Reporting Relationships

Internal

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- This position reports to the Practice Manager
- Board members
- This position is required to interact with all team members on a regular basis

External

- AHPRA

8. Professional Development

- Participate in meetings, training, supervision and in-service education authorised and as directed by the Practice Manager (CEO). Participation can be expected as part of the role, however these activities are unpaid and external training costs are not covered by the organisation
- Participate in annual performance appraisals

9. Minimum Qualifications / Skills Required / Requirements

- Registered to practice in Victoria as medical practitioner with AHPRA (without limitations)
- Medical Indemnity insurance
- Current unrestricted drivers licence
- Ability to build rapport with clients and community
- Demonstrate commitment to ongoing professional development and fulfil requirements as set out for CPD by RACGP
- Previous Cultural Awareness training, or willingness to undertake
- Ability to effectively and efficiently plan and organise own workload
- Work cooperatively within a team as well as be able to work independently
- Demonstrated ability to work with Aboriginal organisations and communities as well as mainstream organisations
- Effective and professional interpersonal skills including verbal and written communication
- Ability to communicate effectively and sensitively with Kirrae Health Service clients in a supportive, culturally appropriate and caring manner
- Ability to work autonomously, exhibit a high level of initiative, and exercise tact and diplomacy as required
- Ability to work collaboratively as a member of a diverse team and in partnership with other agencies
- Skills in advocacy, negotiation and the ability to deal with conflict constructively
- Good organisational and time management skills
- Ability to balance administrative and client work in an environment of competing priorities
- Well developed written and verbal communication skills
- Ability to keep clear and concise client records
- Ability to analyse issues/problems and propose solutions
- Ability to competently use computing software including knowledge of Microsoft Office

EXPERIENCE:

- Experience working in General Practice

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- Demonstrated ability to work collaboratively within a multidisciplinary team to achieve good health outcomes
- Knowledge of Communicare and ZedMed software
- Excellent verbal and written communication skills and report writing
- Confidence and ability to interact with a wide range of people
- Professional telephone communication experience

KNOWLEDGE:

- Comprehensive understanding of the health and wellbeing issues impacting the lives of Aboriginal and Torres Strait Islander people with a strong commitment to improving health
- Demonstrate understanding and commitment to Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control
- Knowledge and understanding of service models that support Aboriginal people to live independently in the community
- Understanding and knowledge of the principles and practices of Workplace Participation, Workplace Diversity and Occupational Health & Safety
- Demonstrate a knowledge of and compliance with all relevant legislation and common law obligations

ATTITUDE:

- Appreciate, respect and value differences within the Kirrae Health Service staff
- Contribute to and support positive staff morale.
- Show sensitivity to the needs of Health Service clients
- Promote and present a positive image of Kirrae Health Service to other staff, clients and the community in general
- A willingness to work with Aboriginal people and Aboriginal communities

10. Other

Employment is subject to a satisfactory Police Check and an Employee Working with Children's Check.

Any Vaccination Certificate in accordance with the government guidelines and Kirrae Health Service Policies

Kirrae Health Service is committed to the health, safety and wellbeing of its staff. Kirrae Health Service and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. Kirrae Health Service expects staff to comply with its policy and procedures which relate to statutory requirements and our ways of working.

I have read and understood the requirements of this role, as outlined in this Position Description.

Name: _____ Signed: _____ Date: ____ / ____ / ____

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