



Puntukurnu Aboriginal Medical Service Job Description Form (JDF)

Position Title:	General Practitioner
Reporting To:	Primary Health Care Manager – Newman Hub
Award:	Medical Practitioners Award 2010 (Cth)
Award Classification:	Community Medical Practitioner
Hours:	1.0 FTE 75 Hours per Fortnight
Direct Reports:	Nil
Effective Date :	13 th February 2020
Review Date:	13 th February 2021

Position Overview

The General Practitioner provides culturally safe GP services within a comprehensive primary health care framework to the community of Newman in the Pilbara region of Western Australia. The General Practitioner will report to the Primary Health Care Manager – Newman Hub and is accountable to the Chief Executive Officer. The successful applicant will be responsible for implementing the relevant objectives of the organisation by undertaking a multidisciplinary and integrated approach to manage illness, promote well-being, maintain health systems, provide education and training and encourage community health action. With substantial supports and collegiate networks available including visiting specialists, this role is integral to ensuring clinical leadership, cultural integrity and high standards of clinical care.

Context Statement:

Puntukurnu Aboriginal Medical Service (PAMS) provides comprehensive primary health care services to the remote Aboriginal communities of Jigalong, Parnngurr, Punmu and Kunawarritji as well as through a clinic based in the town of Newman, Western Australian. Puntukurnu Aboriginal Medical Service values its people and are committed to providing culturally respectful holistic health programs blending traditional healing practices with current evidence-based practice to address physical, social, emotional and cultural well-being.

Position Responsibilities

Clinical Care:

- In collaboration with the multidisciplinary team provide, high quality, culturally appropriate and comprehensive primary health care to individuals, families and the community based on evidence based best practice standards.

- Provide clients with a high level of care appropriate to their needs and that includes health screening and early detection activities such as well person checks, care planning, mental health screening, referral for screening activities, health promotion and opportunistic activities such as education and advice on quit smoking and healthy lifestyle activities.
- Participate in screening, recall, follow up and referral processes.
- Complete health checks on all eligible clients (Medicare item number 715).
- Complete care plans (Medicare item number 721) and participate in team care arrangements (Medicare item number 723) on all eligible clients including regular reviews (Medicare item number 732) of clients with a chronic disease.
- Align clinical practice with the goals and targets set in the PAMS Strategic Plan and relevant action plans.
- Assist the Clinic Manager in ensuring that all recalls for patients are up-to-date at all times
- Undertake any other duties at the request of the Primary Health Care Manager – Newman Hub which are considered relevant to the position and the level of classification for the position.

Infection Control:

- Maintain infection control principles, policies and procedures at all times and demonstrate leadership in same.
- Provide formal and opportunistic education to all staff on the principles, policies and procedures of infection control.

Integrity of Immunisations:

- Ensure all vaccines used have been stored in the correct manner to maintain their integrity prior to being administered to a client and in a manner consistent with the NHMRC Guidelines.

Work effectively in a multidisciplinary /inter-professional team:

- Understand the various roles and qualifications of all team members.
- Promote and lead team care arrangements and ensure optimal use of the team's skill mix.
- Build team work through respect, team meetings and close collaboration.
- Understand the efficiencies that can be realised through effective referral to other team members.
- Properly and in a timely manner, refer clients to other members for care and assessment.
- Participate in Registrar, Aboriginal Health Worker and medical student supervision, education and staff development sessions.
- Promote a positive workplace culture through exemplary supportive practices and role modelling behaviour.

Education and health promotion:

- Provide education and health promotion to clients during consultations.

- Work in collaboration with other staff at PAMS on implementing education and health promotion activities for clients and the community.
- Provide education and training to other health service staff on clinical issues and treatments.
- Provide advice, education and referrals to clients as necessary.

Participate in and collaborate on the management of quality improvement activities relevant to the clinic and in particular AGPAL accreditation:

- Ensure proper procedures are in place for the appropriate referral of clients to other health services internal and external.
- Ensure all standards are maintained for the purpose of AGPAL Accreditation and take responsibility for assisting in all AGPAL Accreditation processes in collaboration with other team members.

Medicare billing:

- Ensure that clients and PAMS benefit from all Medicare approved opportunities, including through active participation in Adult Health Checks, Health Assessments and Care Plans.
- Be effective and efficient in ensuring timely billing for Medicare and other related payments, ensuring all clinical services are correctly claimed under the Medicare system.
- Ensure an up to date understanding of the Medicare billing options available within primary health care and an Aboriginal health service.
- Maximise all legitimate Medicare billing and ensure accuracy of data and full benefits of the system including new opportunities, are being utilised as comprehensively as possible.
- Work with others in the clinic and the Clinic Manager to educate staff on Medicare billing.

Documentation:

- Utilise the electronic patient information system (Communicare) to ensure that client records are maintained accurately and meet all legal obligations.
- Ensure that all care and follow-up care is documented in a timely manner, consistent with organisation policies and such that a current history and patient summary can be quickly accessed at any time.
- Partake in clinical audits and other continuous quality improvement initiatives including contributing to operational system reviews and improvements.
- Ensure that all documentation is consistent with best practice standards for documentation in health care.
- Ensure that all Medicare documentation is completed and submitted appropriately and assist staff with same.

Planning:

- Contribute to the development and implementation of PAMS Strategic and individual Program Action Plan.
- Recommend and contribute to the updates of evidence based discussion and evidenced based arrangements.

- Aid in the accreditation process, where applicable for PAMS to maintain full AGPAL Accreditation.
- Explore opportunities to improve client and community satisfaction with PAMS' services.

Professional responsibilities:

- Collaborate with the other GPs, the Senior Medical Officer and the Clinic Manager on quality improvement activities and opportunities as they relate to clinical care and client management.
- Collaborate effectively within the multidisciplinary team, taking account of the varying skills, educational levels and contributions of different team members.
- Maintain all relevant criteria for the purpose of professional registration and certification as a General Practitioner (including professional indemnity insurance).
- Participate in and contribute to the fulfilment of operational needs of the organisation as they arise.
- Participate in research activities within the services as required
- Other duties as required by management.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

General Responsibilities

1. Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.
2. Comply with all organisational policies and procedures.
3. Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
4. Attend and participate in professional development activities including workshops and training as required.
5. Actively participate in continual quality improvement and the organisation's quality management system.
6. Comply with all applicable legislation including duty of care laws, professional standards, anti-discrimination, bullying and sexual harassment legislation
7. Attend and participate in Employee Development Days.
8. Participate and comply with all Work Health & Safety responsibilities as per the Occupational Health and Safety Act (WA) 1984.
9. Identify and assist to reduce Work Health & Safety hazards and risks.
10. Follow the reasonable direction of Work Health & Safety representatives.

SELECTION CRITERIA

ESSENTIAL:

- Registration with the Australian Health Practitioner Regulation Agency as a General Practitioner
- Possess at least 5 years postgraduate medical experience
- If not vocationally registered as a General Practitioner, hold relevant vocational Registration, or hold a Fellowship, FRACGP, FACRRM or be part of a GP training scheme
- Demonstrated understanding of the principles of comprehensive primary health care and Aboriginal Community Controlled Health Services as well as an understanding of the issues affecting the health and wellbeing of Aboriginal people, including social determinants of health.
- Relevant client case load management experience.
- Demonstrated clinical and procedural experience.
- Highly developed communication and interpersonal skills with the ability to liaise with people from a wide range of cultural and social backgrounds.
- A demonstrated capacity to work effectively and collaboratively within a multidisciplinary team.
- Understanding of family medicine, primary health care and preventative health care practice.
- The ability to maintain a high level of professionalism and confidentiality.
- Ability to work with minimal supervision and to work to deadlines.
- A demonstrated knowledge of Medicare billing framework and Practice Incentive Scheme and application in primary health care and a demonstrated willingness to appropriately maximize Medicare billing.
- A demonstrated understanding of applicable accreditation standards including AGPAL accreditation standards and a willingness to provide leadership in continual quality improvement in clinical practice.
- Excellent working knowledge of software packages, including Medical Director 3, MMEX or Communicare.
- Good time management skills with the ability to effectively plan, organise and coordinate own workload.
- Willingness to incorporate Aboriginal values into clinical practice.

DESIRABLE:

- The person is of Aboriginal and/or Torres Strait Islander descent and is acknowledged as such by their community.
- Previous experience working in an Aboriginal Primary Health Care setting.
- Previous experience working with Communicare.
- Understanding of and previous experience working within a framework of continuous quality improvement.

APPOINTMENT FACTORS

Location: Based in Newman	Accommodation: Provided
Allowances/Conditions: <ul style="list-style-type: none">• Employment is conditional pending the outcome of the Federal Police Clearance, and where required comply with legislative checks• Unencumbered 'C' class Manual Driver's Licence	Specialised Equipment Operated: <ul style="list-style-type: none">• Ability and willingness to drive 4WD vehicles• Communicare• Doctors Equipment e.g.: ECG, Spirometer,• Digital BP monitors, Doppler etc.

ACKNOWLEDGEMENT

As occupant of the position I have noted the statement of duties and responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date