



Position Description

Position Title:	General Practitioner
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Location: Gunditjmara Aboriginal Cooperative Limited
3 Banyan Street Warrnambool VIC 3280

Remuneration: Attractive salary package will be negotiated with the successful applicant

Reports To: Primary Health Care Services Manager

Hours of Work: Preferably full-time, part-time hours negotiable. Flexible work hours to cover an expanding service

Historical background

The Gunditjmara Nation starts at the South Australian border then goes to the foothills of the Grampians, to Pirron Yallock and Gellibrand; this covers the coastlines within these areas. There are many tribes within the Gunditjmara Nation; each tribe had their own identity, which was knowing where their boundary lines were on country. These were often recognised by creeks, rivers and small hills.

Gunditjmara people established permanent settlements thousands of years ago, revealing a deep, enduring connection to the land. The Gunditjmara people used the land's natural topography and features to establish permanent settlements and villages along the lava flow near creeks and lakes.

Gunditjmara people gathered food including eels from the rivers and shellfish from the ocean. Places such as Lake Condah, Tower Hill, Budj Bim, Deen Maar and the Framlingham Mission areas are all significant cultural sites for Gunditjmara people that tell the story of our ancestor's way of life, culture and history.

Organisational background

Incorporated in 1982 Gunditjmara Aboriginal Cooperative is an Aboriginal Community Controlled Organisation (ACCO) that provides a range of holistic community health and social support programs, principally to the Aboriginal community and other residents in Warrnambool and outlying areas. We work in close partnership with local government, other health service providers including other Aboriginal Community Controlled Organisations in the Western District of Victoria, liaising regularly on the provision of health service and social welfare and community support programs.

Gunditjmara Aboriginal Health Service is a general medical practice providing culturally sensitive care for Aboriginal families and other residents. Our medical practise is an accredited, community based health service with a multidisciplinary team, with Medicare bulk-billing. Onsite services also include dental, dietetics, psychology and optometry clinics. GPs are supported by a practice nurse and 3 Aboriginal Health Workers. Our health services include a number of regional programs such as South West Aboriginal Health Partnerships (SWAHP) and Koorie Maternity Services Program.

Overview of the Position

Working in a small General Practice within a multidisciplinary team of GPs and Allied Health, providing culturally safe best practice healthcare services to the Gunditjmara Community and non-Aboriginal patients in Warrnambool, South West Victoria and the wider region.

- GPs are supported by 3 Aboriginal Health Workers.
- Case management of patients with complex and chronic conditions.
- To participate in the development of expanded GP services
- Medicare bulk-billing service, with community midwife, dietetics, psychology, dentistry, maternity and optometry services onsite

Key Responsibilities

1. Primary / Clinical Health Care

- Provide culturally safe health care to patients taking into consideration clients beliefs, background, individual and cultural needs
- Improve health outcomes and experiences for patients through skilled medical assessment, diagnosis and treatment plans. This may be done through Aboriginal and Torres Strait Islander health assessments, mental health care plans, chronic disease care plans and appropriate referrals to allied health services and specialists both internally and externally. Promote and conduct adult and child health checks
- Demonstrate client focused holistic care in consultation and collaboration with the health service team.
- Order diagnostic testing as required and informing patients of results through consultations as per clinic policy.
- Maintain full and accurate medical records for patients on Communicare in accordance with the Australian Council of Health Care Standards, RACGP accreditation standards and Gunditjmara requirements.
- Undertake professional development including medical education and knowledge of legislation and standards of general practice.
- Work and refer to members of the multidisciplinary team including Aboriginal Health Workers Practice Nurses, and Allied Health members.
- Ensure documentation satisfies legal requirements and is Medicare compliant.
- Conduct assessment and referral to appropriate health care providers and other social support agencies, including Gunditjmara's social support services.
- Provide care off site (house calls) when this is in a patient's best interest or when this improves access for a patient or group of patients
- Prescribe and review medications to patients in line with the Quality Use of Medicine (QUM) program

2. Care Planning and Case Management

- Manage all patients with a chronic condition on a GPMP and TCA as clinically relevant and applicable
- Monitor progress of patients Care Plans / Management Plans in conjunction with Aboriginal Health Workers and relevant health professionals
- Conduct Patient Care Plan reviews in line with set review periods and annual cycles of care.
- Ensure asthma Action Plans are completed for all patients requiring support to manage asthma.

3. Reporting and Complaints

- Maintain current memberships and registrations as required for the position of a Qualified General Practitioner by law in the State of Victoria
- Maintain a current Prescriber Number and Provider Number entitling Medicare billing for engagement across the cooperative's Health Service.
- Immediately advise the Primary Health Care Manager in writing, of any complaints, hearings, sanctions and suspension of de-registration imposed or notified by any authoritative registering body applicable to your continued practice as a General Practitioner
- Notify the Primary Health Care Manager of any personal conflicts of interest arising during the course of your employment at Gunditjmarra
- Ensure data integrity in line with data and accreditation requirements for patient medical records including patient prescriptions.
- Collect documents and utilize patient data through the appropriate use of the Communicare clinical information system
- Complete all Medicare billing for medical services provided
- Adhere to and contribute to accreditation program and processes

4. Organising and Planning

- Participate in regular clinical meetings with staff involved in clinical care on weekly informal and formal monthly basis
- Stay abreast of all local health and wellbeing programs available through Gunditjmarra Aboriginal Cooperative and externally and consider when planning appropriate treatment for patients
- Participate in staff meetings
- Participate in the delivery of structured training for clinical staff including Aboriginal Health Workers as required
- In consultation and collaboration with other Gunditjmarra GP's, provide clinical supervision and mentoring to medical students and registrars in accordance with capacity, experience, skills and knowledge.

5. Health Promotion

- Understand and promote the philosophy of the Health Service
- Provide health education and promotion of relevant programs to patients
- Support Gunditjmarra's health programs at Banyan Street and Kepler Street sites
- Maximise opportunities to conduct health checks, including immunisation checks
- Conduct health assessments

Other Duties

- Participate in a six monthly post-employment, and then annual performance reviews with the Manager, which includes developing a work plan for the next twelve month period

- Participate in and attend organisational meetings as indicated by the Primary Healthcare Manager
- All staff are accountable for the effective and efficient achievement of the key responsibilities of their position
- Be familiar with and abide by the Gunditjmara Cooperative policies and procedures including Occupational Health and Safety, and the Code of Conduct
- Undertake professional development to increase skills and knowledge.
- Contribute material for Gunditjmara newsletters
- Provide regular reports on the activities and outcomes of work undertaken, including internal reporting
- Participate in the Continuous Quality Improvement process, RACGP accreditation and Risk Management programmes, and promote compliance with legislation and Gunditjmara policies
- Participate in Gunditjmara Aboriginal cultural awareness training
- Assist with and support internal and external audit processes
- Other duties as directed by the Primary Healthcare Manager

Essential Criteria

- Demonstrated understanding and commitment to Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control.
- A qualified medical practitioner, registered to practice in Victoria - must have General Registration or Specialist with Australian Health Practitioner Regulation Agency (AHPRA)
- Demonstrated ability to communicate effectively with patients including children, partners and families, and explain technical medical procedures competently and in language that is easily understood
- Demonstrated ability to work effectively as part of a multi-skilled team.
- Demonstrated ability to teach and impart knowledge to other health professionals including Aboriginal Health Workers
- Demonstrated understanding of current relevant legislation e.g. Medicare
- Understanding of accreditation processes and the requirements within the Standards for General Practice released and maintained by the Royal Australian College of General Practitioners
- Competence in information technology applications, including Microsoft Office Suite and database programs for General Practitioners
- Provision of services that are inclusive of Aboriginal Communities and people
- Willingness to engage in learning about Aboriginal culture, to better establish relationships and improve services
- Be eligible to apply for a Medicare provider number
- A current full Victorian Driver Licence
- A satisfactory Police check and Working with Children Check

Desirable knowledge, skills and aptitudes

- Knowledge of Aboriginal social and cultural history and the impacts of social determinants on health outcomes for Aboriginal clients
- Knowledge and understanding of national and state government Aboriginal health policies, strategies and initiatives

Child Safety

Gunditjmara is a Child Safe Organisation and is committed to the safety of children and protecting children from abuse. Pre-employment checks include:

- undergo and attain a satisfactory police check
- be in possession of a current Working With Children Check card
- be able to attain two satisfactory employment references including, attesting to your suitability to work with Aboriginal and non-Aboriginal children