



Position Description

Position Title:	General Practitioner	Department:	Clinic	Primary Work Location:	271 Edward St. Wagga Wagga
Position Supervisor:	Clinical Manager	Position Context:	The General Practitioner is part of the clinical team of Riverina Medical and Dental Aboriginal Corporation. The Service objective is to provide holistic, primary health care to the Aboriginal and Torres Strait Islander people of the Riverina.		
Supervises:					
Position Objective:	<p>This position is responsible for providing Aboriginal people with routine health care and medical service to improve the health and wellbeing of the Aboriginal community. The key objectives of the role include:</p> <ol style="list-style-type: none"> Provide health care and medical service to the Aboriginal community; Provide appropriate assessment and treatment programs to improve health care and medical service to RivMed patients; and Maximise Medicare revenue and ensure compliance with MBS schedule; and Assist in health promotion and education activities to ensure the effective promotion of health issues in the Aboriginal community. 				
Key Relationships:	Category	Purpose	Frequency		
	Senior Medical Officer	Direction and achievement of accountabilities	Daily		
	Patients and community	Providing help and advice on health-related matters	As needed		
	Allied Health Professionals	Source specialised advice and consultation and arrange referrals to other health services	As needed		
	All RivMed staff	Support where appropriate	As needed		
Duties & Responsibilities:	Clinical Care and Service Delivery				
	<ul style="list-style-type: none"> Work as part of a multi-disciplinary team to provide appropriate, quality health care and medical service to the Aboriginal community ensuring organisational objectives and standards of care are met. Ensure Medicare income is maximised and is compliant with MBS schedule and under the applicable Health Act/s. Support the achievement and maintenance of AGPAL accreditation. Prescribe medications in accordance with medical standards and organisations policies and procedures. Undertake assessments of patients, determine needs and interventions required and evaluate patient progress to maximise outcomes for patients. Work collaboratively with clinical staff to source specialised advice and consultation, and arrange referrals to other health services where needed Maintain knowledge of the Aboriginal National KPIs and achieve targets as required. Assist in monitoring local Aboriginal health matters and needs to provide advice and action plans where appropriate. Participate in the planning of Allied Health Services as well as contributing in the delivery of relevant programs. Participate in the development of health promotion and educational strategies ensuring feedback from the community is incorporated into planning. Communicate with patients and family/support persons ensuring they have appropriate information to make informed decisions. 				



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	<ul style="list-style-type: none"> Assist patients to develop formal and informal networks to advocate on their own behalf with community groups and government agencies. Provide supervision for clinical students on placement including Aboriginal Health Practitioners, Nursing and Medical students. <p>Other duties as consistent with the position where required and/or requested by the SMO or RivMed management.</p>	
	Teamwork and Collaboration	
	<ul style="list-style-type: none"> Effectively collaborate with team members to ensure that the practice is operating effectively and efficiently, while maintaining a harmonious team environment. Ensure that all employees are complying with relevant WH&S legislation and that any issues are identified and resolved appropriately. 	
	Compliance	
	<ul style="list-style-type: none"> Comply with all relevant legislation and regulatory standards. Obtain and record accurate health histories and information to ensure compliance to all organisational policies, procedures and legislative requirements. Comply with RivMed policies, procedures and the Code of Conduct. Ensure patient and community confidentiality is maintained to build and maintain trust within key stakeholder groups. Ensure compliance with relevant WH&S policies and procedures. Ensure WH&S hazards are identified and actioned in line with policy and procedures. Compliance with and understanding of EEO legislation. Demonstrate ongoing continuous professional development (CPD) / continuing medical education activities. 	
	Reporting	
	Provide statistical and management reports to meet organisational and statutory requirements where required.	
	Policy and Procedures	
	<ul style="list-style-type: none"> Assist in the development of clinical policies and procedures. Attend all mandatory training requirements and participate in staff performance reviews. 	
Success Indicators:	Achievement of Program KPIs	
	Feedback from colleagues	
	Near miss analysis	
	Adverse event reviews	
	Accuracy and timeliness of statistical and qualitative reports	
	Provision of consistently high standards of compliance and best practice	
Authority:	Without referral to manager – <ul style="list-style-type: none"> Routine clinical enquiries from patients and the community Complex patient health matters 	Referred to Manager <ul style="list-style-type: none"> Actions outside policies and procedures Operational and Capital Expenditure Complex Clients
Key Challenges:	<ul style="list-style-type: none"> Improving the health of Aboriginal people within the region Working as an effective member of a multi-disciplinary team in providing health care to Aboriginal people. 	



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<p>Eligibility for appointment:</p>	<p>Qualifications & Experience – Essential</p> <ul style="list-style-type: none"> • Tertiary qualification in Medicine. • Unconditional registration with the NSW Medical Board • Appropriate experience to practice as a Medical Practitioner • Demonstrated experience in the assessment and treatment of patients • Sound knowledge in the areas of community health, public health and Aboriginal Health including preventative and holistic health, social and emotional wellbeing, chronic disease etc. • Ability to build and maintain strong relationships with the local community. • Sound understanding of AGPAL accreditation requirements and Medicare MBS. • Demonstration of continuously developing professional competencies and qualifications • Ability to hold all relevant security clearances including the National Police Check and Working with Children clearances <p>Desirable</p> <ul style="list-style-type: none"> • Relevant post-graduate qualifications – FRACGP , FACCRM , MPH • Accreditation as a GP supervisor, with ACCRM or RACGP • Experience working with health service agencies, non-government organisations, community groups and medical professionals at all levels • Experience in working in Aboriginal Health • Current valid Driver’s license, minimum of Class “C” or equivalent
<p>Eligibility to remain in position:</p>	<p>On-time submission of employee screening checks including but not limited to Police / Criminal, Working With Children (paid employee) as relevant to the position.</p> <p>Full adherence to RivMed policies and procedures including but not limited to:</p> <ul style="list-style-type: none"> ➤ Bullying and Harassment; ➤ Vehicle and Mobile Phone use; ➤ Equal Employment Opportunities; ➤ Work, Health and Safety. <p>Honest and genuine participation in RivMed’s ongoing performance planning, learning and development and appraisal processes.</p> <p>Achievement of required hours / range of CPD activities.</p> <p>Continued registration and accreditation.</p>

The employee and the supervisor have read, understand and commit to achieving the above as indicated by signatures below.

Employee Name:		Employee signature:		Date:	
Supervisor Name:		Supervisor signature:		Date:	

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