 <p>Pangula Mannamurna Aboriginal Corporation Our Health In Our Hands</p>	<h1>HRJ-027</h1>		Area	Human Resources
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	Next Review Date	June 2022		
JOB AND PERSON SPECIFICATION General Practitioner				

JOB SPECIFICATION

1. Overview of Position Function


- Provide general practitioner services to Aboriginal and Torres Strait Islander people located in the catchment area of Mount Gambier, and to the outreach towns of Millicent, Bordertown, Naracoorte and Kingston depending on rosters.
- Participate in teaching and quality assurance activities, and undertake health promotion and community education activities. Contribute to the overall health outcomes as defined by the Board of Management.
- The service provides a culturally appropriate service to Aboriginal and Torres Strait Islander people, addressing prevention, promotion of good health and treatment of illness, and aims to achieve quality of life equal with all Australians.

2. Reporting / Working Relationships

- Responsible to the Clinical Services Manager for achieving outcomes in line with the core business of Pangula Mannamurna Aboriginal Corporation [PMAC], however is required to work with limited direction.
- Work as part of a team and attend designated meetings as required.
- Works with other team members and local Registrars.
- Provide supervision, training and direction to other allied health professionals as required.


3. Special Conditions

- Obtain and continue to hold, medicare provider numbers for each clinic site, including outreach clinics.
- Be eligible for and maintain MBS provider numbers
- Some out of hours work may be required, for which *Flexi* arrangements may apply.
- Must possess a current National Medical Registration.
- Must possess a current driver's license.
- The incumbent will be required to strictly observe the confidentiality of information received and given.
- Current Mandatory Reporting Certification.
- Satisfactory completion of a Child related employment screening document [prior to engagement].

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4. Statement of Key Responsibilities/Duties

- 4.1 Actively participate in supervision, appraisal and development sessions with the line manager.
- Work without direct supervision and adopt a flexible approach to work routines.
 - Maintain dress and personal presentation standards appropriate to the working environments and that reflect Organisational standards and regulations at all times.
 - Present professionally [confident, competent, demeanour and punctuality] and recognise own limitations and seek assistance/support as required.
 - Operate pro-actively rather than reactively.
 - Adhere to relevant professional codes of conduct, ethics and standards.
 - Comply with PMAC policies and procedures.
- 4.2 Contribute to your personal and professional development to meet the changing needs of your position, career and industry.
- Attend and being actively involved in all mandatory and other relevant training sessions including those that enhance clinical competency within required timeframes.
 - Actively participating in the performance development process including annual performance review, this assists to identify your professional and personal development requirements.
- 4.3 Contribute to the Organisation's occupational health safety and welfare responsibility by ensuring own safety and that of others in the workplace and assisting in the maintenance of incident reports and other documentation.
- Ensure proper Work Health Safety & Welfare principles and practices are maintained.
 - Report any hazards or incidents as soon as possible in accordance with the relevant procedures and instructions.
 - Maintain appropriate infection control during clinic sessions and whilst undertaking any procedures.
 - Using equipment provided and undertaking any reasonable instruction from persons with authority.
 - Assist with hazard identification, risk assessment and control measure processes.
 - Ensure that the appropriate documentation is completed, in conjunction with the manager/supervisor, following a work related incident/injury and/or the reporting of a hazard.

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- Assist with appropriate follow-up following the reporting of hazards and/or work related incidents/injuries.

4.4 The General Practitioner's scope of practice includes:

- Management of undifferentiated acute and chronic health problems across the patient's lifespan in an un-referred patient population
- Management of people with chronic conditions including the development and follow-up of MBS care plans with the primary health care team
- Prevention of illness and chronic disease through screening, immunisation and health education
- Response to emergencies that present in the primary care setting including stabilisation and definitive management and referral as indicated
- Undertaking a range of population health interventions at the practice and community level
- Mental health assessment and community based mental health care

4.5 The General Practitioner works in collaboration with the primary health care team, and provides clinical leadership in the primary health care setting.

The General Practitioner has a key role in teaching and quality assurance activities, supporting the primary health care team in the provision of high quality primary health care services, including team based assessment, and management and care plans implementation and follow-up.

The General Practitioner must record all patient care in the Communicare patient care and administrative systems to ensure high quality systematic management of patient care.


The General Practitioner attends and actively participates in regular staff meetings and clinic meetings.

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with staff, as necessary. Job Descriptions and staff performance will be reviewed regularly.

5. Performance Measures

The performance of the General Practitioner will include measurement against the following:

- Ability to be able to liaise effectively with other agencies.
- Well developed communication skills [interpersonal, verbal and written] in particular with Aboriginal and Torres Strait Islander communities.

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- Ability to work as a member of a multi-disciplinary team.
- Possess good time management skills.
- Ability to exercise a high degree of professional judgement and clinical competence in a multi-disciplinary setting.
- Well advanced in one or more fields of clinical medicine, management, teaching and / or research.

6. Work Health and Safety

- Responsible for reporting all incidents or 'near misses' that are witnessed.
- Responsible for reporting for work in a fit and healthy state to commence duties.
- Responsible for not putting self and/or others at risk as a result of your action, or inaction.
- Adhere to all WHS policies and procedures during the course of your work, and attend and participate in team meetings.


PERSONAL SPECIFICATIONS

• Educational / Vocational Qualifications

- Medical Degree recognised by the Australian Health Practitioner Regulation Agency [AHPRA]
- General or Specialist Registration with AHPRA.
- Medicare Australia Provider Number for all clinic locations.

• Personal Abilities/Aptitudes/Skills

- Demonstrated ability to work cohesively within a multi-disciplinary team and contribute to the attainment of team goals by being adaptable flexible and supportive of other team members
- Time management skills
- Ability to motivate individuals and groups to achieve positive health outcomes taking into account their social environment.
- Ability to report accurately and objectively reflecting the client circumstances in keeping with ethical principles and legislative provisions.
- Able to provide high quality clinical skill in rural general practice.
- Uses professional clinical judgment in the delivery of rural general practice

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- Evaluates and applies medical interventions consistent with evidence-based medicine
- Uses a range of patient record and recall systems and maintain comprehensive patient records.
- Able to recognise and manage deteriorating patients.
- Able to perform procedures safely and within their competence and defined scope of practice.
- Communicates effectively both verbally and in writing with patients and their families and other members of the health care team.
- Able to clearly document patient care and maintain complete and timely medical records/progress reports.
- Able to show compassion for patients and sensitivity to their culture, ethnicity and spiritual issues.
- Exhibits high standards of moral and ethical behavior towards patients, families and colleagues including an awareness of appropriate doctor/patient boundaries.
- Shows honesty at all times in their work, putting patient welfare ahead of personal consideration and accepting responsibility for their own actions.

• Experience & Knowledge

- Experience in Community Medicine.
- Knowledge of government legislation, policies and programs in the field of health.
- An understanding of Aboriginal and Torres Strait Islander people and culture, particularly in the areas of health and social welfare.
- Knowledge of Quality assurance practices and principles.
- An understanding of equal opportunity legislation and its application with the workplace.
- Infection control principles and safe practice in relation to blood borne infections in patient care.
- Common therapeutic agents, uses, dosages, adverse effects and potential drug interactions and ability to prescribe safely.
- Health issues prevalent within South Australian Aboriginal communities and current evidence-based approaches for managing these issues.

• Desirable Minimal Requirements

- Postgraduate qualification relevant to Aboriginal and Torres Strait Islander Health, Public Health or General Practice [RACGP, ACRRM or equivalent].
- Experience in rural or remote health service delivery.
- Experience in Aboriginal and Torres Strait Islander Health.

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AGREED & ACKNOWLEDGED

The incumbent agrees to undertake this position in accordance with the J&P Specification, understanding that it may be reviewed from time to time as required.

SIGNED BY:

Incumbent: _____ Date: _____

Immediate Manager: _____ Date: _____

Filing Instruction:
Make TWO copies of signed J&PS – ORIGINAL to HR Office for employee’s file; 1 copy to employee; 1 copy for Manager.

~ CORPORATE SERVICES USE ONLY ~	
TEMPLATE APPROVED BY: CHIEF EXECUTIVE – PANGULA MANNAMURNA ABORIGINAL CORPORATION	DATE: _____
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