



POSITION DESCRIPTION

Position Title	General Practitioner
Reporting To	Practice Manager

PURPOSE OF THE POSITION

The General Practitioner will provide medical services to the Aboriginal and Torres Strait Islander population served by SCMSAC. 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, Practitioners, Dental Services and visiting allied health/Specialists.

KEY RESPONSIBILITIES & DUTIES

- Ensure provision of general practice services to patients attending the SCMSAC and home visits where necessary
- Delivery of comprehensive primary health care that involves assessment, prevention, early detection, appropriate referral including review and follow-up of patients with ongoing conditions.
- Active participation in clinical and health promotion routines
- Provide information and support to patients and their family members that will assist them to take responsibility for their own health and focuses on the rights of the family and individuals
- Supervise the work of the Registrars and medical students that are placed at SCMSAC from time to time
- Participate in rostered clinics and outreach services, including visits to nursing/aged care facilities.
- Participate in targeted general practice activities to maximise KPI performance, OSR performance, MBS billings, PIP, QI, PNIP and other revenue streams.
- Participate in cultural awareness activities to ensure culturally safe delivery of services
- In conjunction with the Practice Manager, Executive Officer and Chief Executive Officer, keep informed of local health issues/needs that could be addressed by developing appropriate health education programs and assist in the development of plans for health services and education programs
- Provide assistance in the training and supervision of health workers where appropriate
- Provide an avenue for the exchange of information between patients and mainstream services by advocating with and on behalf of the patients and family members when necessary
- Work with range of local services, organisations and network with Aboriginal and non-Aboriginal services that would benefit clients
- Actively uphold the services philosophy, vision, policies and procedures
- Ensure maintenance and provision of a safe, clean environment for clients, staff and visitors
- Maintain confidentiality regarding all affairs of the organisation

- Use clinical information system (Communicare) to identify care needs, initiate recalls and care plans, and document patient consultation and care
- Ensure the maintenance and responsible use of all equipment
- Accept personal responsibility and be accountable for professional practice
- Maintain professional skills and knowledge via appropriate staff and professional development
- Participate in the development, implementation and maintenance of ongoing quality assurance activities
- Participate in team work activities such as staff meetings and staff development activities and the provision of reports as and when required
- Ensure honest and optimal claims for services provided to Medicare and other service funders, including liaising with admin staff to follow up rejected claims
- Undertake Quality Improvement and Continuing Professional Development (QI&CPD) activities in order to maintain Medical registration.
- Participate in employee Performance Agreement and Review processes.
- Provide guidance to the medical team and other staff on relevant matters as they arise
- Understanding of and capacity to implement EEO, WH&S, ethical practice and principles of a culturally diverse society
- Comply with all SCMSAC Policies and Procedures
- Other duties as reasonably directed by the CEO, Executive Officer - Health and Wellbeing, Practice Manager or delegate

KEY PERFORMANCE AREAS

- Care parameters
- Organisation performance relating to KPI and OSR targets
- MBS Item number maximisation
- PIP, QI, PNIP revenues

KEY COMPETENCIES

Qualifications, Knowledge and Experience

Essential

- Relevant and recognised Medical Degree including experience in General Practice
- Current Medical Practitioner Registration (RACGP Fellowship, Medical Board of Australia and AHPRA)
- A 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 outcomes
- Accreditation with or eligibility for accreditation with GP Synergy as a GP Supervisor
- Demonstrated skills and ability to communicate sensitively with Aboriginal and Torres Strait Islander people from different cultural backgrounds
- A commitment to improving Aboriginal health through primary care
- Current Medicare provider number or eligible to obtain

- Vocationally Registered
- Medical Indemnity insurance
- Demonstrated previous experience in a community or Clinical and Primary Health Care service
- Demonstrated computer proficiency, including the use of Microsoft Office applications and client record and data management systems
- High level of integrity in respect to maintaining the confidentiality of the service and client matters
- An ability to function as a member of a multidisciplinary team
- Clear Working with Children Check and National Police History Check
- Current NSW Drivers Licence

Desirable

- Aboriginality*
- Demonstrated experience in Aboriginal Health

PERSONAL QUALITIES AND ATTRIBUTES

- A patient centred care focus
- Highly developed organisational skills including time management
- Excellent interpersonal skills with the ability to work with a broad range of people from a variety of backgrounds and experiences as well as highly developed verbal and written communication
- Demonstrates flexibility and initiative in the workplace

RELATIONSHIPS

With	Purpose
SCMSAC CEO	The CEO may make day to day requests for support and information from the General Practitioner.
SCMSAC Executive Officer – Health and Wellbeing	The Executive Officer – Health and Wellbeing may make day to day requests for support and information from the General Practitioner and may provide support to the General Practitioner.
SCMSAC Practice Manager	The Practice Manager is the first point of contact for the overall direction of work and will provide support and supervision to the General Practitioner.
SCMSAC Claims Administration and System Support Officer	The General Practitioner interacts closely with the Claims Administration and System Support Officer to ensure appropriate system use, guidance and administration of Medicare claims.
SCMSAC Executive Officers, Managers, Team Leaders and Employees	The General Practitioner interact closely with Executive Officers, Managers, Team Leaders and other Employees to develop and maintain effective working relationships, collaborate on matters, exchange information and provide advice and feedback in order to meet organisational goals.

External Stakeholders	Under the direction of the Practice Manager, the General Practitioner will develop and maintain strong links with external stakeholders including but not limited to funding bodies, Government departments, service providers and Aboriginal Communities in the Shoalhaven region.
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EMPLOYEE'S ACKNOWLEDGEMENT AND ACCEPTANCE OF POSITION DESCRIPTION

I have read and confirm my understanding of the above position description that will apply to my employment with South Coast Medical Service Aboriginal Corporation.

Employee signature

Date

Signed and approved on behalf of SCMSAC

Date

**Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.*