Position Description

Position Title | General Practitioner
Reports to | Business Manager (GP Clinics)
Team | GP Clinics
Employment Conditions | Medical Practitioners Award 2010
National Employment Standards (NES)
Employment Contract
EFT | Full time
Employment Mode | On going
Period of Employment | On going
Document Version | V3
Date Last Reviewed | September 2016

Organisational Context
Ballarat Community Health (BCH) strives for high quality, flexible and responsive service delivery and health promotion through a focus on service monitoring, review and evaluation. BCH provides a broad range of services to the community of Ballarat, with outreach services delivered in the Central Highlands region and beyond, with a primary emphasis in all service delivery on health promotion and illness prevention. BCH is committed to operating as a values-based organisation and has adopted the following values as key to our work. We seek to demonstrate these values in the way we choose to behave and interact with each other, our clients, partners and the community. Compassion, empathy and empowerment are important behaviours in demonstrating these values.

Vision
That the people of the communities we serve achieve the best possible health and wellbeing.

Mission
In partnership with the community, to create opportunities and supportive environments which empower people to develop healthy lifestyles and prevent or manage illness.

Values
Respect
- Valuing each other’s points of view, accepting and giving feedback in a non-judgmental manner.
- Treating people in a way that is right or reasonable without prejudice.

Integrity
- Adherence to moral and ethical principles: honesty, sincerity, truthfulness, trustworthy, honourable, fair and genuine.

Responsibility
- Being trustworthy, accountable and reliable.
- Thoughtfully acting in the way that is needed, suitable or right for a particular situation.

Optimism
- Having an affirmative outlook, focusing on potential and abilities.

Courage
- The quality of mind or spirit that enables a person to face difficulties and challenges.

Resilience
- The strength and determination to overcome episodes of difficulty and hardship despite potential frequency.
Position Summary

The General Medical Practitioner will provide health care to patients in a Community Health setting. The medical practitioner’s role will be to diagnose physical and mental illnesses, disorders and injuries, and prescribe medications and treatment to promote or restore good health as well as to case-manage and refer patients to internal and external services as appropriate. The GP will also be required to engage with other BCH staff regarding referral pathways within Community Health, and support clients with managing a holistic approach to their personal health & well-being. The GP will be required to participate in Health Promotion activities and attend staff meetings and training days as required.

Qualifications

VR General Practitioner

Key Tasks and Responsibilities

Service Delivery

The medical practitioner will perform consultations, attend to emergencies, and perform minor operations, arranging medical investigations as detailed in the following tasks:

- Examine the patient to determine the nature of the disorder or illness, and record the patient's medical information
- Order, perform and analyse laboratory tests, X-rays and other diagnostic images and procedures
- Provide overall care for patients, prescribe and administer treatments, medications and other remedial measures
- Aid in the prevention of diseases and disorders by advising patients on diet, exercise, hygiene and general health
- Prescribe and administer medication and inoculate patients to prevent infectious or contagious diseases
- Provide pre- and post-natal care
- Report births, deaths and notifiable diseases to relevant government authorities
- Arrange for patients to be admitted to hospital
- Arrange for patients to receive other services and supports as required
- Maintain accurate and up-to-date records
- Other practice related duties within RACGP guidelines as required
- Focus on self management principles
- Service Coordination including: initial needs identification, assessment and referrals and care planning for clients
- Respond to After Hours notifications provided by West Vic After Hours Advice.

The General Medical Practitioner shall also:

- Provide high quality medical and health promotion services to all patients within the community health setting to meet the vision and mission of Ballarat Community Health
- Provide service in accordance with AMA Code of Ethics, the Trade Practices Act and the Health Insurance Act (1973)
- Maintain Vocational Registration as defined by the RACGP
- Maintain registration and good standing with Medical Board of Victoria
- Assist BCH and the practice to meet accreditation standards
- Comply with all policies and procedures (including relevant AGPAL & QIP standards) of the practice
- Be flexible according to the needs of the practice
- Work with the BCH management team to facilitate business sustainability and growth
- Ensure completion of all forms necessary for the practice to receive payments relating to or on behalf of the doctor
- Contributes to the identification of service gaps
- Attend practice, and relevant BCH, meetings
- Establish and co-ordinate integrated care plans for patients where indicated, incorporating the referral to specialist or allied health services as needed

Scope of Practice

- To follow leadership and management direction and seek advice on all matters outside usual scope of practice
• Practice in a manner consistent with the requirements of the relevant professional registration requirements and relevant Registration Board
• To follow and work within the AMA code of ethics and standards at all times

Reporting
• Ensure appropriate client records are maintained and statistical reports are completed to relevant standards

Organisational Responsibilities
(Governance, Quality, Risk, Training, Professional Obligations, Credentials)
• Establish and maintain cooperative working relationships with staff and ensure alignment with the BCH values at all times
• Work within professional boundaries and relevant scope of practise at all times
• Support student placements and participate in supervising students and/or volunteers as required
• Writing reports for students with regard to clinical placement outcomes
• Adhere to Infection Control and Poison Control Plans where relevant and applicable
• Ensure focus on and adherence to clinical governance guidelines and procedures
• Maintain relevant professional registration
• Participate in health promotion activities in line with the Health Promotion Plan as required
• Work cooperatively across the teams to provide a comprehensive coordinated health promotion service
• Attend approved professional development sessions and keep up to date with current developments, theories and practises in the field
• Participate in compulsory BCH training programs which may include Cultural and Diversity Training, All Staff Training Days, GLBTI Training, Aboriginal Cultural Training, First Aid and CPR, Smoking Cessation, NSP, Elder Abuse, Case Note Training, Act@Work Training etc
• Ensure that client and staff confidentiality is respected and upheld at all times
• Attend and actively participate in meetings as required
• Represent and promote Ballarat Community Health appropriately, taking into consideration BCH advocacy statements and values
• Participate in performance development plans and supervision
• Be aware of and perform all duties in accordance with the organisation’s stated policies and procedures
• Participate in the organisations continuous quality improvement programs and activities
• Assist with the identification and analysis of risks within your department and the organisation

Computer - Use of the following packages
• Microsoft Office – Word, Excel, Power Point, Access, Publisher
• ZedMed
• TCM
• VHIMS

Occupational Health & Safety
All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced into the workplace to improve OH&S. Staff are also expected to take responsibility to ensure the health, safety and well-being of self, colleagues and clients. Staff must report near misses and incidents promptly, participate in occupational health and safety activities and observe any lawful instructions regarding health and safety.

This role requires the incumbent to:
• Use a computer within the context of appropriate OH&S regulations
• Drive a motor vehicle between sites and other agencies
• Use and move diagnostic equipment
• Perform minor operations within the scope of practice
Key Selection Criteria

Qualifications & Experience
1. VR General Practitioner
2. Experience as a general practitioner
3. Understanding of and commitment to Social Model of Health
4. Solid understanding of Medicare items including enhanced primary care items and previous experience with accreditation standards is strongly preferred
High level of computer literacy

Skills & Attributes
1. Excellent interpersonal and both oral and written communication skills
2. Proven capacity to work effectively within a multidisciplinary team
3. An interest in and ability to support relevant health promotion activities at BCH
4. Ability to align with the BCH values in all areas of work

Conditions of Employment and other relevant information
- BCH strongly supports Equal Opportunity and Access to Services, and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation
- The successful applicant will be required to undertake a police records check. Appointment is subject to the outcome of this check.
- The successful applicant will be required to obtain and maintain a valid employment Working With Children Check whilst employed in this position.
- The successful applicant will be required to hold a current driver’s licence.
- Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position.
- The position is located in Sebastopol and Lucas but the Service reserves the right to vary the location of the position according to the needs of the Service and its clients and any future changes to the Service’s area of operation.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s). Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Salary sacrifice arrangements are available to all staff subject to Ballarat Community Health’s ongoing Fringe Benefits Tax exempt status.

This position description is approved by:

______________________________   _________________________   ______________
CEO’s (or representative) Name    CEO’s Signature   Date

Employee – I have read, understood and accept the following position description:

______________________________   _________________________   ______________
Employee’s Name (please print)   Employee’s Signature   Date