



Position Description

Position Title Senior GP
Division / Team Operations/Medical Services
Reports to Chief Operating Officer
Agreement / Award As per contract of employment
Classification As per contract of employment
EFT / Term Negotiable EFT – ongoing role
Work Location Hybrid / Various sites + remote working
Date Approved September 2024

About Ballarat Community Health Ballarat Community Health (BCH) provides a wide range of community health and wellbeing services across Ballarat and Western Victoria. We are passionate about improving the health and wellbeing of the communities we support and addressing health and social inequality. We strive for safe, effective, connected, person centred quality services, and advocate to improve systems to bring about positive outcomes for the broader community. Our work is guided by our core values. These values inform how we work with each other, the partnerships we develop, as well as how we collaborate with and support our community. At BCH we believe our people are our greatest asset. We know that developing and retaining a skilled workforce is fundamental to our success. We are committed to nurturing an inclusive, capable and diverse workforce, and creating environments where our people thrive and excel.

Our Purpose Creating healthy communities through the provision of accessible, affordable and quality health and wellbeing services.

Our Leading Principles Address health inequity and inequality
 Improve the health and wellbeing of our community
 Have impact and be sustainable

Values

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| Respect Valuing other points of view and treating people with respect | Integrity Acting with sincerity and honesty | Courage Strength in the face of challenges |
| Resilience The ability to be strong in adversity, and bounce back with renewed hope | Responsibility Being reliable and accountable to others | Optimism Focusing on potential and abilities |

Diversity Statement Ballarat Community Health recognises and celebrates the diversity of the community within which we work. We acknowledge the first peoples of Australia and their unique contribution. We welcome and work with people of all ages and health status, of all races, abilities, gender identities, sexual orientations, religious, cultural, and linguistic backgrounds, and financial status.

Position Summary This position contributes to the success of BCH by providing exceptional clinical leadership to assist BCH Medical Services to deliver high quality, safe and effective patient services.

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| Team Environment | <p>A fast-paced service operating over several sites, our medical services and customer support teams are vital parts of our community health service. Comprising multi-disciplinary teams of GP's, Nurses, Specialists, Customer Service Officers, and administrators, we work closely with our allied health, mental health and alcohol and other drugs to deliver integrated primary care services to our community. We operate within a highly regulated environment where client outcomes are always the primary focus. We continually strive for excellence in integrated, efficient, sustainable, and outcome focused clinical practices.</p> |
| Principal Areas of Responsibility | <ul style="list-style-type: none">• Provide professional leadership and supervision to GPs that promotes best practice, continuous improvement, and a collegiate approach to patient care.• Ensure appropriate clinical governance across medical services to ensure safe, effective, connected and person-centred care |
| Scope | <ul style="list-style-type: none">• 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• Continuing education to keep abreast of changes |
| Leadership and GP Workforce Development | <ul style="list-style-type: none">• Regularly monitor and meet with GPs to review performance against both short term and strategic team goals and targets.• Convene regular team meetings and provide regular clinical supervision and support to GPs.• In consultation with People and Culture, coordinate and develop staff training plans,• Work together with the People and Culture on team recruitment and retention.• Ensure appropriate credentialing and scope of practice for the medical workforce.• Where necessary, implement disciplinary, grievance or performance management procedures in consultation with the People and Culture Department and Chief Operating Officer• Ensure staff and contractors are working in a safe environment that complies with OH&S requirements and respond promptly to any injury, incident or near miss.• Drive a culture of effective teamwork, communication and consistently high-quality service provision• In collaboration with People & Culture and GPs, develop and implement a framework that supports medical undergraduate teaching, registrar training in conjunction with educational organisations and Universities• Demonstrate behaviours aligned with BCH Values and Code of Conduct |
| Clinical Governance and Reporting | <ul style="list-style-type: none">• Ensure team members complete and maintain appropriate clinical records in accordance with BCH policy and professional standards.• Undertake clinical audits and work with GPs to continually improve the quality of care delivered.• Support the timely review of clinical incidents and complaints within the Medical Services program as required.• Manage medico-legal issues as required.• Support accreditation activities, particularly related to the provision of information needed from GPs to demonstrate evidence to accreditation agencies.• Provide written reports to the CEO and COO as required |

Organisational Responsibilities

- Be aware of and perform all duties in accordance with the organisation's stated policies and procedures
 - Understand practice frameworks relating to the Multi Agency Risk Assessment and Management (MARAM) framework and Information Sharing Schemes
 - Establish and maintain cooperative working relationships with staff and always ensure alignment with the BCH values
 - Work within professional boundaries and relevant scope of practise at all times
 - Maintain relevant professional registration
 - 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
 - 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
 - Participate in the organisation's continuous quality improvement programs and activities
 - All leaders of the organisation have an obligation to be aware of BCH's Fraud and Corruption Control systems and report any actual or suspected fraud or corruption as per approved processes.
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Qualification and Immunisation requirements

- Bachelor of Medicine
 - Current Registration with Australian Health Practitioner Registration Authority
 - Fellowship of relevant professional body
 - Covid 19 Vaccination and Boosters as required
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Key Selection Criteria**1. Experience:**

- Proven ability to lead medical staff to continually improve service provision including clinical governance and risk management.
- Demonstrated experience working as a General Practitioner in a medical clinic (ideally one providing a multi-disciplinary care approach)

2. Management experience

- Well-developed people management, leadership and communication skills, including the capacity to successfully manage difficult situations.
- Energetic and flexible leadership style and the ability to successfully manage change

Interpersonal Skills:

- Effective oral and verbal communication skills, including the ability to show empathy and patience towards clients and staff

3. Written Communication:

- Strong written communication and report writing skills

4. Computer Skills:

- Strong knowledge of and ability to use the Microsoft Office Suite and Windows based programs and Best Practice

5. Organisational Skills:

- Ability to prioritise workloads and conflicting tasks and manage deadlines
 - Proven ability to use initiative to solve problems
 - High attention to detail
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6. Alignment with BCH values:

- Ability to align with the BCH values in all areas of work
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Conditions of Employment and other relevant information

- The successful applicant will be required to maintain a current driver's licence.
 - 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.
 - 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.
 - BCH reserves the right to vary the location of the position according to the needs of BCH and its clients and any future changes to the BCH's areas 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 BCH's ongoing Fringe Benefits Tax exempt status.
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