



Position Description

Position Title:	General Practitioner
Position Classification:	General Practitioner Level 1 – 3
Direct Reports:	Nil Reports
Reports To:	Chief Medical Officer

PROGRAM / ROLE DESCRIPTION

Wurli-Wurlinjang Health Service is an Aboriginal Community Controlled Organisation delivering primary health care services to the Aboriginal people in Katherine and surrounding communities. Wurli prides itself on delivering a range of health services to the community in a style and manner that make clients feel welcome and comfortable. Wurli operates a range of clinics and provides a range of primary health care and other services which include main clinic (acute and general care), Gudbinji Chronic Disease Clinic, Women and Children's Health and Men's Health.

The role of a General Practitioner provides medical services to clients of the Wurli Wurlinjang Health Service and to contribute to the development and sustained operation of a multidisciplinary primary health care team. General Practitioners are expected to deliver medical services in accordance with Wurli policies and procedures, guided by evidence-based national guidelines, applicable legislation and regulations, and general practice accreditation standards.

KEY AREAS OF RESPONSIBILITY

Service Delivery

- Provide culturally appropriate, evidence-based clinical care to clients in collaboration with a team that includes Registered Aboriginal Health Practitioners, Registered Nurses and other allied health professionals which includes, but is not limited to: -
 - Providing clinical assessment, diagnosis and treatment services
 - Developing management plans around acute and chronic illness
 - Ordering appropriate diagnostic tests, and follow up with clients in a timely manner
 - Referring patients appropriately to other providers if their needs exceed the range of care within your GP scope of practice, including referrals to other services within Wurli
 - Provide health education to clients
 - Provide high quality emergency care as required
 - Provide care onsite or offsite using telehealth as per best-practice guidelines

- Documenting all care, education and information provided to patients within their health record as per professional and company standards
- Prescribe medication and lifestyle scripts as appropriate
- Provide education and clinical support to other team members
- Deliver services in a manner that respect and honour clients as central decision makers in their health care
- Complete community, home care, aged care and school educational visits as required
- Maintain professional practice by: -
 - Maintaining your own professional knowledge and skills through continuing professional development
 - Active involvement in clinical governance, peer review, trainee teaching and CQI activities
 - Currency of working knowledge in legislation that affects medical practice
 - Ensure safe clinical practices are observed and adhered to when treating clients and in accordance with the appropriate local, jurisdictional and national treatment protocols, within the parameters of your professional scope and Wurli policy and procedure
 - Participate in the annual performance appraisal process and setting work and personal goals for the coming year (Individual Performance Plan)
- Maintain your duty of care by: -
 - Adhering to the requirements of privacy legislation and client confidentiality
 - Recognising when your personal wellbeing is at risk and taking appropriate action
 - Reporting, as required by legislation
 - Actioning of client recall systems
- Contribute to the ongoing improvements in Wurli service delivery and maximising Medicare billing for the services you deliver in accordance with MBS guidelines.
- Assist with the overall maintenance and presentation of the clinic environment by ensuring that: -
 - AGPAL accreditation standards are maintained as relevant
 - Clinic areas are clean, tidy and presentable always

Program Development, Networking and Liaison

- Liaise with Indigenous agencies, health clinics, hospitals, and welfare providers, and other staff members to ensure clients have access to information and are referred to relevant services and programs as required
- Actively encourage client/family/community to engage in practices conducive to optimising health.
- Participate in committees and working groups to support the integration of care.
- Promote and support: -
 - the employment and training of local Aboriginal people, to be Aboriginal Health Practitioners, and:
 - Aboriginal Health Practitioners to lead the delivery of health programs
 - The development of Aboriginal Health Practitioners to a maximum degree of skill in health care

Team Support

- Accept education, guidance and other support from other members of the multidisciplinary team, particularly Registered Aboriginal Health Practitioner's and particularly in areas of cross-cultural relevance
- Participate as a member of a multi-disciplinary team in the development, implementation and review of the health care and case management plans to ensure provision of a consistent and culturally appropriate approach to Health care

- Supervise, support and advise beginner and developing practitioners, GP registrars and medical students to develop confidence and independent practice
- Collaboration regarding rosters, work allocation and clinic allocation to ensure patients' needs are met

Administration and Reporting

- Ensure quality service delivery is maintained through continuous improvement activities including client reviews, staff meetings, planning forums, service reviews and the integration of client feedback.
- Ensure client files, data collection systems and service documentation are up to date; produce quality internal and external client and service reports as required.
- Complete and ensure Medicare claiming is accurate and processed in a timely manner
- Complete all associated administrative functions such as timely review and action on incoming documents, discharge summaries, pathology results
- Complete all reporting requirements to standard as required and within the required time frames.
- Assist with clinical audits as requested

Workplace Health and Safety

- Ensure your personal health and safety, and that of others in the workplace
- Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety
- Promote and deliver in accordance with Wurli's risk management framework
- Report all accidents, incidents, near misses and hazards immediately
- Respond in line with risk management, incident management, always reporting and escalation requirements, and particularly at times of crisis, emergency or following a complaint.

Corporate Identity

- Actively participate in maintaining the service culture in line with Wurli vision and values.
- Act as a role model for other staff and clients
- Maintain professional networks that allow for good service delivery and continuity of care for patients
- Act in accordance with Wurli's Code of Conduct

POSITION REQUIREMENTS

Qualifications / Prerequisites:

- Medical Degree / Vocationally Registered General Practitioner (VRGP)
- Eligible to be an accredited GP Registrar Supervisor
- Satisfactory National Police Records Check and Working with Children's Clearance
- Current Northern Territory Driver's License

Acknowledgement

I have read and understand the requirements of the role; responsibilities and accountabilities as outlined within this Position Description.

Employee name: _____

Signature: _____

Date: _____