



POSITION PROFILE

POSITION TITLE: General Practitioner

Position Title	General Practitioner	Program / Funding Stream	DOH CNAB
Position Classification	General Practitioner (GP Level 1 – 3)	Finance Funding Code	DOC 50
Reports To	Senior Medical Officer	Direct Reports	Nil
Program / Role Description	<p>Wurli-Wurlinjang Health Service is an Aboriginal Community Controlled Organisation delivering primary and clinical 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 makes 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, Binjari Health Centre, Women and Children’s Health and Men’s Health.</p> <p>The role of a General Practitioner is to provide 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 CARPA standard treatment manual and applicable legislation and regulations and to ensure standards are met in accordance with the Australian General Practice Accreditation Limited (AGPAL).</p>		
Qualifications	Essential: Medical Degree / Vocationally Registered General Practitioner (VRGP)		
	Desired: Accredited GP Registrar Supervisor		
Experience	Essential: Minimum of three (3) years’ experience in general practice (inclusive of GPR training)		
	Desired: Previous experience in working in a cross cultural service environment, particularly in Australian Aboriginal and Torres Strait islander health care		

Prerequisites	Fully Registered as a Medical Practitioner with Australian Health Practitioners Regulation Agency (AHPRA) - General and Specialist (General Practice) National Police Record Check Working with Children’s Clearance Current Northern Territory Driver’s License	
Key Result Area	Responsibilities / Activities	Standard Measure
SERVICE DELIVERY	<ul style="list-style-type: none"> □ 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:- <ul style="list-style-type: none"> • Providing health assessment, diagnosis and treatment services (respond to health problems presented by our clients) • Developing management plans around acute and chronic illness • Ordering diagnostic test as needed, checking and informing clients of results 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 education to clients • Provide high quality emergency care as required • Documenting all care provided, education and information given to patients within their health record as per professional and company standards • Prescribe medication □ 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 	<ul style="list-style-type: none"> • Services delivered meets the stated objectives in accordance with the funding agreement, Wurli’s Continuous Quality Improvement Program, legislative requirements and related policies and procedures:- <ul style="list-style-type: none"> ○ Adherence to treatment protocols ○ Patient interactions maintained in accordance with Wurli needs ○ Adherence to guidelines for patient recall ○ Accurate Medicare billing ○ Provision of culturally appropriate, client driven care

	<p>Maintain professional practice by:-</p> <ul style="list-style-type: none"> • Maintaining your own professional knowledge and standards through continuing medical education and 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 CAPRA treatment protocols, within the parameters of your profession 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) <p><input type="checkbox"/> Maintain your duty of care in patient protection by:-</p> <ul style="list-style-type: none"> • Adhering to the requirements of privacy legislation and client confidentiality • Recognising when you are unwell or “overburdened” and taking appropriate action • Reporting, as required by legislation • Actioning of client recall systems <p><input type="checkbox"/> Contribute to the ongoing improvements in Wurli service delivery by maximise Medicare billing in accordance with the services you deliver and the standard set by MBS.</p> <p><input type="checkbox"/> Assist with the overall maintenance and presentation of the clinic environment by ensuring that:-</p> <ul style="list-style-type: none"> ○ AGPAL accreditation standards are maintained as relevant ○ Clinic areas are clean, tidy and presentable at all times 	
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<p>PROGRAM DEVELOPMENT, NETWORKING & LIAISON</p>	<p>Liaise with regional Aboriginal agencies, community health clinics, hospitals, relevant government agencies and other appropriate staff to ensure clients have access to relevant services and programs as required</p> <ul style="list-style-type: none"> □ Actively encourage client/family/community to engage in practices conducive to optimising health. Participate in committees and working groups to support the integration of acute care. □ Promote and support:- <ul style="list-style-type: none"> • the employment and training of local Aboriginal people, to be Aboriginal Health Practitioners, and: • Aboriginal Health Practitioners to be in charge of the delivery of health programs • The development of Aboriginal Health Practitioners to a maximum degree of skill in health care 	<ul style="list-style-type: none"> • Acts in a professional manner and maintains the reputation of the organisation and profession. • Acts in a professional manner at meetings and forums. • Positively promotes the image of the organisation in discussions with external and internal stakeholders.
<p>TEAM SUPPORT</p>	<p>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</p> <ul style="list-style-type: none"> □ 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 agreed approach to Health care □ Supervise, support and advise beginner and developing practitioners, GP registrars and medical students to develop confident and independent practice □ Collaboration in regard to rosters, work allocation and clinic allocation to ensure patients' needs are met 	<ul style="list-style-type: none"> • Co-operative and professional working relationships are developed and maintained • Actively contributes to the supervision and training of team members as required • Work collaboratively with SMO and other GP's to provide the GP coverage required by the service • Involvement in health service program planning and enhancement
<p>ADMINISTRATION & REPORTING</p>	<p>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.</p>	<ul style="list-style-type: none"> • All administrative functions are actively undertaken, accurate and timely <ul style="list-style-type: none"> ○ Client records ○ Medicare funding optimized

	<p>Ensure client files, data collection systems and service documentation are up to date; produce quality internal and external client and service reports as required.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete and ensure Medicare claiming is accurate and processed in a timely manner <input type="checkbox"/> Complete all associated administrative functions such as; incoming documents, discharge summaries, pathology results etc. and ensure documents are reviewed and actioned in a timely fashion <input type="checkbox"/> Complete all reporting requirements to standard as required and within the required time frames. <input type="checkbox"/> Assist with clinical audits as requested 	<ul style="list-style-type: none"> ○ Pathology and imaging reports ○ Discharge summaries ○ Specialist letters
WORKPLACE HEALTH & SAFETY	<p>Ensure your personal health and safety, and that of others in the workplace</p> <ul style="list-style-type: none"> <input type="checkbox"/> Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety <input type="checkbox"/> Promote and deliver in accordance with Wurli's risk management framework <input type="checkbox"/> Report all accidents, incidents, near misses and hazards immediately <input type="checkbox"/> Respond in line with risk management, incident management, reporting and escalation requirements in times of crisis, emergency or following a complaint. 	<ul style="list-style-type: none"> ● Adheres to Risk Management and WH&S Policy and Procedures at all times
CORPORATE IDENTITY	<p>Actively participate in maintaining the service culture in line with Wurli vision and values.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Act as a role model for other staff and clients <input type="checkbox"/> Maintain professional networks that allow for good service delivery and continuity of care for patients <input type="checkbox"/> Act in accordance with Wurli's Code of Conduct 	<ul style="list-style-type: none"> ● Leads by example and promotes Wurli's Values and image of the organisation and program. ● Acts in a professional manner and maintains the reputation of the organisation and profession / service
Personal Characteristics / Qualities		Job Competencies (Skills and Knowledge)

<ul style="list-style-type: none"> • Collaborative: Exceptional ability to collaborate, communicate, and execute outcomes across functions and all levels of employees and stakeholders; Encourages and cooperates with others to achieve common goals • Service –user focused: Committed to and acts for the well-being of internal and external service users, ensures needs of service users remain a key focus • Demonstrates ethical principles and boundaries of clinical practice, specifically those of the medical profession • Excellent organisational and time management skills • High level of discretion and sound judgment • Passionate about improving the health and wellbeing of Aboriginal and Torres Strait Islander people 	<ul style="list-style-type: none"> • Willingness to work within Wurli’s values and vision and adhere to quality improvement practices, policies and procedures • Demonstrates knowledge of Primary health care / CARPA standards/ RACGP/ISO 9001. • Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander societies and culture, including issues affecting Aboriginal and Torres Strait Islander people in contemporary Australian Society • Demonstrated knowledge and currency of AHPRA codes of conduct • Clinical experience in chronic disease management, child health, men’s health, women’s health and emergency care • Be able to demonstrate an understanding of rural and remote medicine • High level communication skills and a demonstrated willingness and ability to represent the organisation externally, including managing and developing essential stakeholder relationships and partnerships. • Excellent computer skills including the ability to use health system database (Communicare) MS Office Suite, MS Outlook or equivalent. • Excellent written, communication and listening skills
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