



## POSITION PROFILE

**POSITION TITLE:** Registered Aboriginal Health Practitioner (RAHP) – ORVAC Study

<b>Position Title</b>	Registered Aboriginal Health Practitioner (RAHP) – ORVAC Study	<b>Program / Funding Stream</b>	ORVAC
<b>Position Classification</b>	AHP – Level 2	<b>Finance Funding Code</b>	MEN15
<b>Reports To</b>	Child Health Team Leader	<b>Direct Reports</b>	Nil
<b>Program / Role Description</b>	<p>Wurli-Wurlinjang Health Service (WWHS) is an Aboriginal Community Controlled Organisation that prides itself on delivering a range of health services to the community in a style and manner that makes clients feel welcome and comfortable.</p> <p>WWHS operates a range of clinics and provides a range of primary health care and other services which include our Main Clinic (acute and general care), Gudbinji Chronic Disease Clinic, Binjari Health Centre, Women and Children's Health, Men's Health and a Dental Clinic.</p> <p>We also deliver Community Service programs which aim to achieve better outcomes in early intervention, treatment and management through an integrated approach in a primary health care setting like our Alcohol and Other Drugs Program, Social and Emotional Wellbeing program, Katherine Individual Support Program and our Strong Indigenous Families program.</p> <p>Menzies School of Health Research is one of Australia's leading medical research institutes dedicated to improving the health and wellbeing of Aboriginal and Torres Strait Islander peoples. Menzies seeks to partner with local communities and Aboriginal Community Controlled Health Organizations to address and improve local health priorities.</p> <p>All RAHP's bring cultural authority into the organisation, they are able to provide cultural brokerage between patients and non-Indigenous staff, to provide culturally safe and appropriate advice and support in order to contribute to better health outcomes for Aboriginal and Torres Strait Islander people.</p> <p>The ORVAC RAHP role is a combined research and clinical administration role. The ORVAC study is an adaptive clinical trial</p>		

	<p>evaluating the immunological and clinical effects of administering a third (booster) dose of oral rotavirus vaccine to Northern Territory Aboriginal children 6 to 11 months old. At Wurli, the research component of the ORVAC RACHP role includes pre-screening activities – confirming contact details and eligibility for potential ORVAC participants as per the study protocol; and medical record review for enrolled ORVAC participants – providing details of clinic presentations with gastroenteritis (study outcome data).</p> <p>The clinical administration role has a focus on improving timeliness of early childhood immunisations, particularly focused on 0-18 months of age.</p>
<b>Qualifications</b>	<p><b>Essential:</b> Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care</p>
	<p><b>Desired:</b> Working towards specialist qualification in addition to the Certificate IV, such as but not limited to: ear health, eye health, child health, women’s health, men’s health, chronic disease, sexual health, mental health, and /or pharmaceutical.</p>
<b>Experience</b>	<p><b>Essential:</b> Broad understanding of the health system in the Northern Territory; Previous experience in regional remote services or similar environment; Previous experience in Aboriginal Community Controlled Organisation/s.</p>
	<p><b>Desired:</b> Demonstrated knowledge of current issues, standards and trends and relevant legislation guiding clinical practice in the delivery of mental health and social and emotional wellbeing services to Aboriginal and Torres Strait Islander people</p>
<b>Prerequisites</b>	<p>Fully Registered as ATSI Primary Health Practitioner with Australian Health Practitioners Regulation Agency (AHPRA)</p> <p>National Police Records Check and Working with Children’s Clearance</p> <p>Current Northern Territory Driver’s License</p> <p>Vaccinated against COVID-19</p> <p>Current First Aid Certificate</p>

Key Result Area	Responsibilities / Activities	Standard Measure
<b>SERVICE DELIVERY</b>	<p>The role includes:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> maintaining up to date immunisation information in Communicare for Wurli-Wurlinjang clients by cross-checking with the Australian Immunisation Register and NT Immunisation Register</li> </ul>	<ul style="list-style-type: none"> <li>• Provide culturally appropriate health care to meet the needs of the community within the scope of this position.</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> proactively contacting families when immunisations are due</li> <li><input type="checkbox"/> following up children whose immunisations are overdue.</li> <li><input type="checkbox"/> contributing to health promotion to encourage timeliness of early childhood immunisations</li> <li><input type="checkbox"/> working with the Child Health Team Leader and W&amp;C Clinical Lead to produce accurate data relating to NT and National KPIs for childhood immunisations</li> <li><input type="checkbox"/> Work with Connected Beginnings</li> <li><input type="checkbox"/> Children's clinicians to support clients in target group to access other preventative health activities (including health and developmental checks) as needed.</li> <li><input type="checkbox"/> Develop productive, co-operative working relationships with members of the visiting ORVAC research team and provide Wurli-Wurlinjang related guidance and support where required.</li> <li><input type="checkbox"/> Undertake training relevant to the research with the Principal Investigator and other members of the research team.</li> <li><input type="checkbox"/> Regularly liaise with ORVAC research team to review pre-screening lists of potential participants; for example updating contact information, reviewing rotavirus vaccination status (number &amp; dates of previous doses), identifying other potentially eligible Wurli clients (children 6 to 11 months old) who have not been identified on the ORVAC screening log.</li> <li><input type="checkbox"/> At the request of ORVAC research team members, review medical records of consented participants to identify episodes of gastroenteritis including dates of presentation, pathology results (if applicable) and if rehydration was given (including route, i.e. oral, nasogastric, intravenous). This will require completion of a case report form (CRF) provided by the research team for each participant review and copies of de-identified medical reports to accompany the completed CRF.</li> <li><input type="checkbox"/> At the request of the ORVAC research team, medical record review for</li> </ul>	<ul style="list-style-type: none"> <li>• Services delivered meets the stated objectives in accordance with the funding agreement, Wurli's Continuous Quality Improvement Program and related policies and procedures:-</li> <li>• Confidentiality and privacy principles adhered to</li> <li>• Delivery of services in a culturally safe and appropriate manner</li> <li>• Delivery in accordance with clinical standards / governance</li> <li>• Complete service tasks in a timely manner to standard and within standard time frames</li> <li>• Participate in professional development including self-directed learning and required training</li> </ul>
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	<p>any adverse events enrolled participants may have had in the first 14 days after randomization/ administration of vaccine or placebo</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Comply with policy and procedures in the delivery of services.</li> </ul>	
<b>PROGRAM DEVELOPMENT, NETWORKING &amp; LIAISON</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Liaise with other Indigenous agencies, health clinics, hospitals, and welfare providers, and other staff members (particularly the Program Team) to ensure clients have access to information and are referred to relevant services and programs as required</li> <li><input type="checkbox"/> Actively encourage client/family/community to engage in practices conducive to optimizing health</li> </ul>	<ul style="list-style-type: none"> <li>• Active involvement and contribution to networking, advocacy, monitoring and evaluation of the service / program</li> <li>• Participate in relevant local community groups that aim to increase general awareness of childhood immunisations.</li> </ul>
<b>TEAM SUPPORT / SUPERVISION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Work to foster productive relationships with all Clinic, Program and Support staff</li> <li><input type="checkbox"/> Actively participate and contribute to team meetings and clinical education as appropriate to role</li> <li><input type="checkbox"/> Participate in clinical governance, work health and safety, quality and accreditation processes and other activities and processes as appropriate.</li> <li><input type="checkbox"/> Participate in the performance review process, commit to own self development and maintain professional competencies</li> </ul>	<ul style="list-style-type: none"> <li>• Co-operative and professional working relationships are developed and maintained.</li> <li>• Communicate effectively and openly in the workplace.</li> <li>• Commits to professional development activities relevant to work</li> </ul>
<b>ADMINISTRATION &amp; REPORTING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Accurate and timely entry of client data into Communicare (Health data management system)</li> <li><input type="checkbox"/> Recording of statistics and maintaining computer systems required for efficient and effective management of clients.</li> <li><input type="checkbox"/> Perform other administration duties as required within both a clinical environment and office environment.</li> <li><input type="checkbox"/> Provide briefings and reports to the clinic or program Coordinator as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative functions such as client referrals and case records are entered into the health information system are actively undertaken, accurate, timely and in accordance with record keeping</li> <li>• Maintaining appropriate and adequate documentation in accordance with established guidelines</li> </ul>

<b>WORKPLACE HEALTH &amp; SAFETY</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain a work environment that is hygienic, tidy and free of hazards Ensure your personal health and safety, and that of others in the workplace</li> <li><input type="checkbox"/> Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety</li> <li><input type="checkbox"/> Promote and deliver in accordance with Wurli's risk management framework</li> <li><input type="checkbox"/> Report all accidents, incidents, near misses and hazards immediately</li> </ul>	<ul style="list-style-type: none"> <li>• Adheres to risk management and WH&amp;S Policy and Procedures at all times.</li> </ul>
<b>CORPORATE IDENTITY</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Promotes and embodies Wurli's vision and values Act as a role model for staff and clients</li> <li><input type="checkbox"/> Act in accordance with Wurli's Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>• Acts in a professional manner / leads by example and maintains the reputation of the organisation and profession / service.</li> </ul>

Personal Characteristics / Qualities	Job Competencies (Skills and Knowledge)
<ul style="list-style-type: none"> <li>• Presents a personal image and demeanor that promotes credibility and is appropriate to work setting and role.</li> <li>• Treats others with dignity &amp; respect</li> <li>• Is proactive and self-motivated.</li> <li>• Sound time management skills with a pro-active approach to timely follow up and completion of tasks.</li> <li>• Encourages and cooperates with others to achieve common goals Able to work within a legal and ethical framework.</li> <li>• Understands discretion and confidentiality.</li> <li>• Passionate about improving the wellbeing outcomes for Indigenous communities</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to work within Wurli's values and vision and adhere to quality improvement practices, policies and procedures.</li> <li>• Demonstrated knowledge in the principles of primary health and the associated skills to perform assessments, plan and implement health care strategies.</li> <li>• Demonstrated interpersonal skills in dealing with the community, patients and staff members.</li> <li>• Knowledge and understanding of Aboriginal, Torres Strait Islander societies and cultures and an understanding of the issues, particularly in the health area which are affecting Aboriginal &amp; Torres Strait Islander people.</li> <li>• Demonstrated ability to communicate sensitively and effectively with patient from a vast cultural background.</li> <li>• Ability to develop professional relationships.</li> <li>• Respects boundaries and limits of own role and capabilities</li> <li>• Maintains awareness of own skills strengths and gaps</li> <li>• Basic computer skills including the ability to use MS Office Suite (including Outlook) and Communicare or equivalent systems.</li> <li>• Sound written, communication (bilingual preferred) and listening skills</li> </ul>