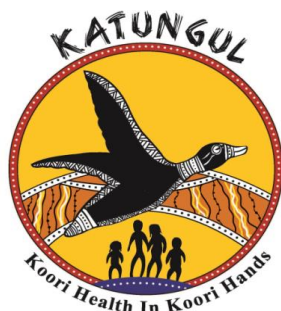


POSITION DESCRIPTION



POSITION :	Medical Practitioner
REPORTS TO:	Branch Manager
DIRECT REPORTS:	Nil
HOURS:	38 hours per week between 8:54am and 5:00pm
AWARD/CLASSIFICATION:	Medical Practitioners Award 2010 MA000031- negotiated salary

POSITION CONTEXT: Katungul Aboriginal Corporation Community and Medical Services is a not for profit organisation providing culturally attuned, integrated health and community services on the Far South Coast of New South Wales. Katungul is managed by the CEO reporting to an elected Board of Directors.

Katungul uses a holistic model of care to ensure clients receive appropriate pro active treatment of chronic diseases and social and emotional needs.

The Medical Practitioner provides clinical services to ensure the highest standards of Medical care for Aboriginal clients. This role includes the provision of culturally appropriate clinical care, oversight of clinical conditions and requirements, and community health promotion and health education activities to improve health status.

KATUNGUL'S VALUES

1. TRUST

- Open and honest communication within our team and our community
- Creating a safe and supportive environment for all our staff and our people
- Remaining true to ourselves – our team, and the people we serve

2. LEADERSHIP

- Acting as role models for ourselves and for our entire community
- Leading by example and demonstrating unity in our decision-making
- Willingness to listen & encouraging others to achieve their goals & aims

3. RESPECT

- Showing tolerance, and treating one another with dignity and support
- Holding ourselves in high esteem and accepting the difference in others
- Exhibiting loyalty and pride in our values, and in our Aboriginal culture

4. PROFESSIONALISM

- Maintaining a strong work ethic, with passion and belief in what we do
- Persistently evaluating, reflecting, and improving ourselves and our service
- Displaying honesty, fairness and equality in all our interactions

POSITION DESCRIPTION

5. COMMITMENT

- Showing true dedication and dependability in all our communication & actions
- Having confidence in one another, and in our ability to embrace new ideas
- Accepting responsibility for our actions and learning from our mistakes.

DUTIES

Clinical

- Work within your own level of competency and understanding, and seek advice from the other Clinicians, as required.
- Provide clinical care in a culturally sensitive and safe manner.
- Deliver primary health care, including treatment of acute illness and treatment and monitoring of chronic conditions.
- Provide health education to clients to assist them in understanding and managing their health condition and treatment requirements.
- Perform remote area medical clinics as directed by the Clinic Manager or CEO.
- Deliver clinical care in clinics run 'out of hours' on some occasions.
- Undertake home visits, where necessary, after discussion with the Clinic Manager.
- Report notifiable diseases in accordance with statutory requirements.
- Request and interpret appropriate pathology results and radiology results, and follow up results.
- Undertake prescription and review of medications, including preparation of medication charts.
- Assessment and referral of social welfare issues, including provision of support letters for housing etc., where appropriate.
- Coordination and referral to services locally and elsewhere as clinically indicated, and completion of PATS forms.
- Ensure that approaches to clinical care are consistent with contemporary, locally-informed, evidence-based practice by incorporating into clinical practice, Katungul clinical standards, including, but not limited to, the Standard Drug List and the Chronic Disease Protocols.
- Deliver preventative health care, as outlined in the "National guide to a preventive health assessment in Aboriginal and Torres Strait Islander peoples", including Adult and Child Health Checks. The goal is 100% of clients having up to date health checks.
- Develop management plans for patients with chronic diseases, in partnership with the patient, and in conjunction with other team members. The goal is 100% of patients with a chronic disease having a management plan.
- Be readily available for consultation and back up to other team members.
- Ensure provision is made to facilitate ongoing care by other GP's, by documenting all patient consultations to standard, and by handover of clinical care of patients to another GP when going on leave.
- Communicate to staff the rationale for clinical tasks
- Participate in the development, presentation and monitoring of health programs as requested.
- Work with the Social & Emotional Support Unit by informing clients of the services available and initiating referrals.
- Involvement with local health promotion activities, as directed.
- Submit Medicare claims for all clinical activities attracting Medicare benefits.

Professional

- Report any concern promptly to the Clinic Manager or CEO
- Maintain clinical competency, currency of certification, and VR-required levels of participation

POSITION DESCRIPTION

in QA and CPD activities.

- Maintain registration with the Australian Health Practitioner Registration Agency.
- Comply with the Policies of the Australian Health Practitioner Registration Agency.
- Maintain a level of Medical Indemnity Insurance appropriate to job role.
- Participate in the development and maintenance of policies and procedures.
- Participate in strategic planning and goal setting at a clinical level.
- Participate in performance management of self and others.
- Support Katungul's goals for electronic medical records, with utilisation of computerised systems, such as PracSoft and Medical Director, in keeping with Policies and Procedures.
- Ensure that all internal and external communications, including referral letters, are to the appropriate standard as per the Katungul Policy and Procedure Manual.
- Attend and participate in staff meetings.
- Support management in the implementation of change
- Participate in ongoing training by Katungul and other agencies as required.
- Participate in clinical risk management activities.
- Participate in quality improvement activities.
- Participate in attainment and maintenance of practice accreditation, with a commitment to achieving and exceeding the RACGP Standards for General Practice.
- Reflection and analysis on job performance, and active pursuit of improvement.
- Undertake designated clinical teaching activities, including supervision of registrars, medical students, and others as required.

GENERAL RESPONSIBILITIES AS AN EMPLOYEE OF KATUNGUL

- Work in accord with the agreed values of Katungul
- Work within Katungul's policies and procedures
- Commitment to culturally appropriate service provision
- Provide services in a way that recognises the many factors that affect a person's health status
- Commitment to client-centred care, integrated service provision and trauma informed practice
- Be a positive role model to clients, staff and visitors
- Work as part of the team
- Participate in continuous improvement and accreditation activities
- Maintain any professional qualifications/registrations required as part of the position
- Keep records and client notes in a professional way
- To perform any other appropriate duties as required by the immediate supervisor or the CEO

SELECTION CRITERIA

Essential

- Hold full, current Specialist APHRA registration – FRACGP or FACRRM or be working to attain FRACGP or FACRRM.
- Practice within clinical standards and quality of care, which is effective, efficient and in accordance with best practice and agreed standards and policies.
- Knowledge and understanding of the issues pertaining to the health of Aboriginal Australians in rural and remote areas.
- Demonstrated knowledge of Aboriginal Community Controlled Health Organisations.
- Be an Australian citizen or hold permanent residency.

POSITION DESCRIPTION

- Exhibit solid clinical experience – min 3-5 years.
- Display exceptional communication and interpersonal skills.
- Willingness to provide remote services to all Katungul clinics and outreach location as required.

Desirable

- Teaching skills and interest in helping the next generation of health professionals.
- A role model in their own health behaviour.
- Desire to improve the health and welfare of Aboriginal Australians.

NOTE: This position will require the appointee to hold a current Driver licence.

GENERAL INFORMATION

All appointees to positions at Katungul ACCMS are required to obtain a National Police Records Check or where applicable, a Working with Children Check (for work involving face to face or physical contact with under 18 year olds). The cost of NPRC and WWC Check will be reimbursed by Katungul.

A NPRC may be obtained by providing a completed application form and identification documents to Human Resources.

Applications for a Working With Children Check may be made on line at the following web address <https://www.service.nsw.gov.au/transaction/apply-working-children-check>