



**HEALTH SERVICE**  
ABORIGINAL CORPORATION

## POSITION DESCRIPTION

### **Aboriginal Health Practitioner**

Job Title	Aboriginal Health Practitioner
Reports to	Clinic Manager
Date Reviewed	July 2021
Direct Reports	Nil

### **Position Objective**

The role of the Aboriginal Health Practitioner is to enhance the clinical services provided to clients of Wirraka Maya with the aim of improving health outcomes for Aboriginal people of the area.

**1. Position Responsibilities**

Key Result Area (KRA)	Key Performance Indicators (KPI)	Measures
Clinical Duties	<ul style="list-style-type: none"> <li>• Provide and initiate primary health care services for clients in a professional, confidential and culturally safe manner in accordance with clinical practice guidelines and standards; This may include but is not limited to:               <ul style="list-style-type: none"> <li>○ Health screening;</li> <li>○ Immunisations;</li> <li>○ Eye health care;</li> <li>○ Ear health care;</li> <li>○ Child health care;</li> <li>○ Adult health care;</li> <li>○ Preventative health care;</li> <li>○ Oral health care;</li> <li>○ Social support; and</li> <li>○ Sexual health.</li> </ul> </li> <li>• Provide support in identifying signs that clients' conditions may require further assistance from a health professional;</li> <li>• Protocols for the medical screening of clients are conducted prior to referral to a GP;</li> <li>• Contribute to the effective development and management of patient care plans. This includes but is not limited to assisting General Practitioners in initiating patient care plans and follow ups as required;</li> <li>• Ensure wound management is conducted in accordance with clinical guidelines;</li> </ul>	<ul style="list-style-type: none"> <li>• Nil breaches of clinical practice guidelines and standards;</li> <li>• Evidence of clients being referred to other specialists and health professionals as required;</li> <li>• Clinical protocols for screening of patients are followed every time;</li> <li>• Patient care plans in place for all patients;</li> <li>• Wound management guidelines followed 100% of the time;</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist the GPs with procedures as required and follow up on medications, treatments or other procedures under the direction of the treating GP in accordance with clinical guidelines and protocols;</li> <li>• Assist visiting Specialists on care of clients in accordance with clinical guidelines and protocols;</li> <li>• Assist in recalling of patients for treatments within their respective teams according to clinical guidelines and protocols;</li> <li>• Provide treatment in accordance with CARPA protocols;</li> <li>• Comply with policy and procedures in the delivery of services;</li> <li>• Maintain treatment/consulting room being used and ensure it is fully stocked, checked and tidied after each client;</li> <li>• Work collaboratively with other staff including medical staff, nursing staff, receptionists, other Aboriginal Health Workers/Practitioners and the Social Emotional Wellbeing Team on client care.</li> </ul>	<ul style="list-style-type: none"> <li>• 100% compliance with GP directions, medications, treatments and follow ups;</li> <li>• Zero breaches of clinical guidelines and protocols;</li> <li>• Zero breaches of clinical policies and procedures;</li> <li>• Recalls completed;</li>   <li>• Treatment/Consulting room is stocked and maintained to standard;</li> <li>• Positive feedback from Medical Staff, Nursing, reception, Aboriginal Health Workers/Practitioners and Social and Emotional Well Being team;</li> <li>• Zero substantiated complaints.</li> </ul>
Education and Health Promotion	<ul style="list-style-type: none"> <li>• Work in collaboration with other staff at Wirraka Maya in implementing education and health promotion for clients and the community;</li> <li>• Provide education and training to other health service staff on the health needs of clients of the service;</li> <li>• Provide information to clients regarding their health condition and how to self-manage their condition;</li> </ul>	<ul style="list-style-type: none"> <li>• Number of training and education sessions conducted;</li> <li>• Documentation available to show medical information provided to clients and self-management guidelines;</li> <li>• Attendance at health conferences and forums approved by WMHSAC;</li> <li>• Clinical guidelines and protocols followed;</li> <li>• Nil breaches of guidelines and protocols.</li> </ul>

	<ul style="list-style-type: none"> <li>• Facilitate and participate in networking activities/conferences applicable to health;</li> <li>• Provide advice, education and referrals for clients in accordance with clinical guidelines and protocols;</li> <li>• Support and advocate for clients' needs.</li> </ul>	
Infection control	<ul style="list-style-type: none"> <li>• Demonstrate adherence to infection control principles at all times;</li> <li>• Adhere to all policies and procedures in regards to infection control management;</li> <li>• Assist in educating staff on the policies and procedures of infection control;</li> <li>• Participate in ongoing training on infection control practises.</li> </ul>	<ul style="list-style-type: none"> <li>• Zero breaches of infection control guidelines, policies and procedures;</li> <li>• Training sessions conducted on infection control.</li> </ul>
Administrative duties	<ul style="list-style-type: none"> <li>• Ensure all care provided to a client is entered into Communicare and that notes are accurate and completed within 24 hours for each client;</li> <li>• Use Communicare to identify care needs;</li> <li>• Ensure statistics and all data is accurate and up-to-date;</li> <li>• Prepare and present regular reports as required;</li> <li>• Ensure that all information and requirements for Medicare billing are complete and accurate at all times;</li> <li>• Ensure knowledge of Medicare billing is kept up to date.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicare notes and statistics are accurate and up to date;</li> <li>• Reports are completed on time and accurate;</li> <li>• 100% accuracy on Medicare billing information.</li> </ul>
Quality improvement activities	<ul style="list-style-type: none"> <li>• Participate in continual quality improvement in the delivery of client services;</li> <li>• Ensure all standards are maintained consistent with evidence based best practice standards as applicable to the role of Aboriginal Health Practitioner.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality processes are followed at all times;</li> <li>• Nil breaches of practice standards.</li> </ul>

Professional responsibilities	<ul style="list-style-type: none"> <li>• Work in collaboration with the Clinic Coordinator, Registered and Enrolled Nurses and/or the Clinical Manager on all relevant issues;</li> <li>• Work in accordance with the scope of practice for an Aboriginal Health Practitioner;</li> <li>• Maintain the highest standards of professional conduct;</li> <li>• Participate in and contribute to the successful outcomes of the organisation;</li> <li>• Participate in research activities within the service as required;</li> <li>• Participate in team meetings and all-of-service staff meetings as required;</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates positive relationships with key stakeholders including Clinic Coordinator, Nurses and Clinical Manager through positive feedback received;</li> <li>• Zero substantiated breaches of standards and conduct;</li> <li>• Attend staff meetings as required;</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Ensures compliance with health and safety policies and procedures which reduces risk, employee incidents and injuries.</li> </ul>	<ul style="list-style-type: none"> <li>• No breaches of health and safety policies and procedures.</li> </ul>
Commitment to Values and Behaviours	<ul style="list-style-type: none"> <li>• <b>Respect:</b> We treat everyone with courtesy and have regard for their dignity;</li> <li>• <b>Integrity:</b> We always act with honesty and are accountable for our actions.</li> <li>• <b>Leadership:</b> We display and model positive influence towards others.</li> <li>• <b>Innovation:</b> We encourage new and better ways of doing things.</li> <li>• <b>Customer Focus:</b> Our Stakeholders are at the core of everything we do.</li> <li>• <b>Teamwork:</b> We develop relationships which enable us to help one another</li> </ul>	<ul style="list-style-type: none"> <li>• Positive feedback regarding demonstration of values and behaviours;</li> <li>• Nil negative feedback regarding failure to demonstrate values.</li> </ul>

Other duties	<ul style="list-style-type: none"> <li>Other duties as requested by Line or Senior Manager.</li> </ul>	<ul style="list-style-type: none"> <li>Other duties completed to deadlines.</li> </ul>
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**Work Related Requirements/Selection Criteria:**

**Essential**

- Aboriginality is a genuine requirement of this position;
- Certificate IV in Aboriginal and Torres Strait Islander Primary Health Care;
- Hold current registration with Australian Health Practitioner Regulation Agency (APHRA);
- Demonstrated understanding of relevant clinical and social issues affecting Aboriginal and Torres Strait Islander people;
- Ability to communicate and liaise with a broad range of people including adults, children, and clinicians;
- Ability to take initiative and to work independently;
- Ability to provide ongoing education on health promotion to clients;
- Ability to give medications, injections, take blood samples and explain tests that are required for a client;
- Basic computer skills for entering data and e-mail communication;
- Current & valid driver’s licence;
- National police clearance;
- Current & valid working with children check card (Western Australia).

**Desirable**

- Previous experience working in an Aboriginal community controlled organisation;

<b>Employee Name:</b>		<b>Senior Manager Name:</b>	
<b>Employee Signature:</b>		<b>Senior Manager Signature:</b>	
<b>Date:</b>		<b>Date:</b>	