



GENERAL PRACTITIONER

Wirra Maya Health Service Aboriginal Corporation

Position Description

POSITION CONTEXT

The General Practitioner is part of the Clinical Services Team of Wirra Maya Health Service Aboriginal Corporation. The Service objective is to provide holistic, primary health care services to the Aboriginal people in Port Hedland, South Hedland and surrounding areas of the Pilbara region.

LOCATION

17 Hamilton Road, South Hedland WA 6722.

LINE MANAGER

Direct Line Manager: Senior Medical Officer.

CONDITIONS OF EMPLOYMENT

Refer to the employment contract for further conditions of employment.

All Wirra Maya Health Service Aboriginal Corporation employees are required to comply with all policies in force at the time of employment, and those implemented during the period of employment.

As part of the orientation program, employees are required to sign declarations and agreements pursuant to the policies of the Health Service.

POSITION OBJECTIVE

The role of the General Practitioner is to, in collaboration with the Senior Medical Officer, other managers and staff, implement the relevant objectives of the organisation by ensuring that the clinical services deliver a supportive, culturally appropriate, effective and efficient service in order that the health needs of clients and the community are met.

SKILLS, EXPERIENCE AND ATTRIBUTES

- Ability to work independently and in a team environment.
- Motivation to provide service excellence.
- Ability to negotiate complex social and health issues with clients.
- Good interpersonal and communication skills (written and verbal).
- Ability to problem solve effectively on a day-to-day basis and in a crisis situation.
- A demonstrated capacity to work effectively and collaboratively within a multi-disciplinary team.
- A commitment to ongoing participation in education, professional development, evidence based research and quality assurance.
- Ability to prioritise workload and demonstrated organisational skills.

DUTIES

1. Provide clinical care:
 - Provide an excellent standard of clinical services based on evidence based best practice standards.
 - Provide education and health promotion to clients during consultations.



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- Provide clients with a high level of care appropriate to their needs; that includes health screening and early detection activities such as well person checks, care planning, mental health screening, PIP enrolments, referral for screening activities, health promotion and opportunistic activities such as education and advice on Practise Incentives Program elements, smoking cessation and healthy lifestyle activities.
 - Ensure all clinical services are correctly claimed under the online Medicare system.
 - Ensure that all care and follow-up care is documented in a timely manner, consistent with organisation policies and such that a current history and patient summary can be quickly accessed at any time.
 - Assist the Clinic Coordinator to ensure that all recalls and medication / medical reviews for patients are up-to-date at all times.
2. Infection control:
- Maintain infection control principles, policies and procedures at all times and demonstrate leadership in same.
 - Provide formal and opportunistic education to all staff on the principles, policies and procedures of infection control.
3. Integrity of immunisations:
- Ensure all vaccines used at Wirra Maya Health Service have been stored in the correct manner to maintain their integrity prior to being administered to a client.
4. Education and health promotion:
- Work in collaboration with other staff at Wirra Maya Health Service on implementing education and health promotion activities for clients and the community.
 - Provide education and training to other health service staff on clinical issues and treatments.
 - Provide advice, education and referrals to clients as necessary.
5. Participate in and collaborate on the management of quality improvement activities relevant to the clinic and in particular RACGP accreditation:
- Ensure proper procedures are in place for the appropriate referral of clients to other health services internal and external.
 - Ensure all standards are maintained for the purpose of RACGP Accreditation and take responsibility for coordinating RACGP Accreditation processes in collaboration with the Health Services Manager and Senior Medical Officer.
6. Documentation
- Ensure that all documentation is consistent with best practice standards for documentation in health care.
 - Ensure that all Medicare documentation is complete and submitted appropriately and assist staff with same.
7. Professional responsibilities:
- Collaborate with the Senior Medical Officer and Health Services Manager on quality improvement activities and opportunities as they relate to clinical care and client management.
 - Collaborate effectively within the multidisciplinary team, taking account of the varying skills, educational levels and contributions of different team members.
 - Maintain all relevant criteria for the purpose of professional registration and certification as a General Practitioner.
 - Maintain the highest standards of professional conduct.



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- Participate in and contribute to the fulfilment of operational needs of the organisation as they arise.
- Participate in research activities within the services as required.
- Demonstrate an understanding of and compliance with all Wirraka Maya Health Service policies and procedures.
- Participate in team meetings and all-of-service staff meetings as required.
- Participate in maintaining a safe working environment.
- Participate in all quality improvement activities of the organisation as required.
- All other relevant duties as required.

EDUCATION

Should be registered with APHRA.

Selection Criteria

ESSENTIAL

- Registration as a General Practitioner and current practising certificate
- Minimum 5 years' experience as a medical officer
- Current CPR certificate
- Ability to work in a multi-disciplinary team environment that is respectful of the contribution of all team members

DESIRABLE

- An understanding of the unique issues impacting on the health of Aboriginal people living in a remote area
- Previous experience working in an Aboriginal community controlled organisation.

OTHER RELEVANT INFORMATION

Attend and participate in the professional development program and relevant external seminars and conferences, as approved.

Performance will be appraised on an on-going basis, formally at the first 6 months and annually thereafter.

Possession of a current Working with Children Check or the ability to apply for one if required. A current National Police Clearance will be required as a condition of employment.

Position Currently Occupied By:	Employee Signature:
Reporting To Senior Medical Officer:	Date:
Authorised by: Stephen Magwenzi COO	Signature: