

## Position Summary

<b>Position Title</b>
General Practitioner
<b>Organisational Background</b>
<p>Ramahyuck District Aboriginal Corporation (RDAC) was established as an Aboriginal Community Controlled organisation in 1992 to improve the social, health and economic outcomes for Aboriginal people. RDAC is a leading provider of primary health care and related social and family support services to Aboriginal people and communities across Gippsland. RDAC's services are provided at the following locations: Sale, Morwell and Drouin. RDAC's services include: general practice; health assessment and education; dental, audiology; chronic disease management; drug and alcohol counselling; child and family services; child and maternal health; home and community care; immunisation and vaccinations; social and emotional wellbeing support and counselling; allied health; client transport and corporate services; child care service and Aboriginal Best Start program.</p>
<b>Scope of the Position</b>
<p>The position of General Practitioner has no delegated authority. The General Practitioner is accountable to:</p> <ul style="list-style-type: none"><li>▪ The General Manager Primary Health Care for operational matters and to the Chief Executive Officer, the Board of Directors and the wider community for practice according to the philosophy, policies and goals of the centre</li><li>▪ The Practice Nurse for a high standard of work practice</li><li>▪ The health team for effective communication and work relationships including shared work responsibilities</li></ul>
<b>Position Purpose</b>
<p>The role of General Practitioners working for our clinics is to provide primary healthcare to our patients. This care may be provided in the surgery or in the patient's home, which may include Hostel or Nursing Home.</p> <p>This care is to be conducted in accordance with generally accepted practices and procedures as determined by appropriate authorities from time to time, for example, but not limited to, the Royal Australian College of General Practitioners, the National Health and Medical Research Council.</p> <p>All patients will be treated in accordance with the guidelines contained in the Practice Policy and Procedures Manual, which encompasses administrative procedures adopted by RDAC.</p> <p>RDAC strongly encourages a team approach to patient management. This encompasses mutual respect of all those involved in patient care, including reception, nursing and management staff who all contribute to the welfare of our patients.</p>

## Position Functions

Primary Duties and Responsibilities	
1	<ul style="list-style-type: none"> <li>▪ Maintain vocational registration through continued participation in Quality Assurance and Continuing Professional Development</li> <li>▪ Contribute to the Practice Incentives Programmes</li> <li>▪ Participate in regular staff meetings including clinical</li> </ul>
2	Sustain general practice by contributing to better management of human and material resources by: <ul style="list-style-type: none"> <li>▪ Consulting and collaborating with colleagues to provide optimal care</li> <li>▪ Building the practice base</li> <li>▪ Maximising financial efficiency</li> </ul>
3	Improve health outcomes by contributing to and enhancing the management and prevention of ill health through: <ul style="list-style-type: none"> <li>▪ Health screening</li> <li>▪ Immunisation</li> <li>▪ Recall</li> <li>▪ Patient education</li> <li>▪ Outreach services</li> <li>▪ Systems management</li> <li>▪ Home Visits</li> <li>▪ Acute and chronic disease management</li> </ul>
Standards of Practice	
1	Have a sound understanding of the requirements of relevant standards, legislation, policies and procedures.
2	Practice within an evidence-based approach.
3	Participate in ongoing professional development of self and others.
Other responsibility areas (All staff)	
<b>Quality and Risk Management</b> Actively participate and incorporate continuous quality improvement and sound risk management principles to all aspects of the role and in accordance with RDAC policies	
<b>Professional Development &amp; Education</b> Actively participate in relevant continuing professional development as required. Participate in educational activities relevant to the role within RDAC	
<b>Occupational Health and Safety</b> Ensure a safe working environment is maintained to RDAC staff and clients.	
<b>Cultural Diversity</b> Actively participate in a continuous process of developing cultural competence by broadening knowledge of and respect for diverse individuals and communities with particular emphasis on the local	

East Gippsland demographic.

**Teamwork**

Work proactively with all members of the Health Services Team in supporting the unit and its strategic aims.

## Position Requirements

Qualifications	
1	<p>Mandatory Qualifications and Other Requirements</p> <ul style="list-style-type: none"><li>▪ Medical Practitioner Registered to practice in Victoria</li><li>▪ Medical Defence Insurance appropriate for employment in General Practice within Victoria</li><li>▪ Familiarity with computerised medical records</li><li>▪ Employment will be subject to the following:<ul style="list-style-type: none"><li>- Completion of Pre Employment Medical</li><li>- Police Check Clearance</li></ul></li></ul>
2	<p>Desirable Qualifications and Other Requirements</p> <ul style="list-style-type: none"><li>▪ Vocational Registration</li><li>▪ Post Graduate Qualifications in areas consistent with General Practice</li></ul>
3	Current Victorian Working With Children Check
4	Must pass drug and alcohol testing
5	Satisfactory National Police Check

Key Selection Criteria	
1	Bachelor of Medicine or recognised equivalent
2	A sound knowledge and understanding of the local Aboriginal community and related health issues
3	Demonstrated ability to provide highly professional GP services
4	Previous work experience within a health care system or within aboriginal communities
5	Demonstrated knowledge of quality improvement activities
6	Demonstrated knowledge and understanding of Occupational Health and Safety requirements