



## Position Description.

<b>POSITION TITLE:</b>	<b>General Practitioner (FRACGP)</b>
<b>AWARD:</b>	<b>Medical Practitioners Award 2020</b>
<b>CLASSIFICATION LEVEL:</b>	Not applicable to this position.
<b>STATUS</b>	Maybe full or part-time.
<b>DEPARTMENT:</b>	Primary Health
<b>LOCATION:</b>	3 Banyan Street, Warrnambool (or where required).
<b>CURRENT INCUMBENT</b>	VACANT
<b>REPORTS TO:</b>	Coordinator Clinical Services
<b>OTHER POSITIONS THAT REPORT TO THIS POSITION:</b>	Will be required to mentor less-senior doctors.
<b>KEY RELATIONSHIPS:</b>	Other Doctors & Associates, other health professionals and reception/administrative staff throughout GAC. Community and secondary service providers, Local Hospitals, Nursing Homes, etc.
<b>DATE PREPARED:</b>	2 August 2021

### **ABOUT GUNDITJMARA ABORIGINAL COOPERATIVE**

Incorporated in 1982, Gunditjmara Aboriginal Cooperative is an Aboriginal Community Controlled Organisation (ACCO) that provides a range of holistic community health and social support programs, principally to the Aboriginal community and other residents in Warrnambool and outlying areas.

We work in close partnership with local government, other health service providers including other Aboriginal Community Controlled Organisations in the Western District of Victoria, liaising regularly on the provision of health service and social welfare and community support programs.

To read more about the rich history of the Gunditjmara peoples, please refer to our website: [www.gunditjmara.org.au](http://www.gunditjmara.org.au).

### **PRIMARY OBJECTIVES OF THE POSITION**

To provide competent patient-centred care that addresses health needs and promotes wellness in a culturally safe environment. Such care is based on latest evidence and guidelines and meets legislative requirements.

### **DUTIES & RESPONSIBILITIES**

#### **Primary / Clinical Health Care**

- Provide culturally safe health care to patients taking into consideration clients beliefs, background, individual and cultural needs.



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- Improve health outcomes and experiences for patients through skilled medical assessment, diagnosis, and treatment plans. This may be done through Aboriginal and Torres Strait Islander health assessments, mental health care plans, chronic disease care plans and appropriate referrals to allied health services and specialists both internally and externally. Promote and conduct adult and child health checks.
- Demonstrate client focused holistic care in consultation and collaboration with the health service team.
- Order diagnostic testing as required and informing patients of results through consultations as per clinic policy.
- Maintain full and accurate medical records for patients on Practice Hub in accordance with the Australian Council of Health Care Standards, RACGP accreditation standards and Gunditjmarra requirements.
- Undertake professional development including medical education and knowledge of legislation and standards of general practice.
- Work with and refer to members of the multidisciplinary team including Aboriginal Health Workers Practice Nurses, and Allied Health members.
- Ensure documentation satisfies legal requirements and is Medicare compliant.
- Conduct assessment and referral to appropriate health care providers and other social support agencies, including Gunditjmarra's social support services.
- Provide care off site (house calls) when this is in a patient's best interest or when this improves access for a patient or group of patients.
- Prescribe and review medications to patients in line with the Quality Use of Medicine (QUM) program.

### Care Planning and Case Management

- Manage all patients with a chronic condition on a GPMP and TCA as clinically relevant and applicable.
- Monitor progress of patients Care Plans / Management Plans in conjunction with Aboriginal Health Workers and relevant health professionals.
- Conduct Patient Care Plan reviews in line with set review periods and annual cycles of care.



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- Ensure asthma Action Plans are completed for all patients requiring support to manage asthma.

### Reporting and Complaints

- Maintain current memberships and registrations as required for the position of a Qualified General Practitioner by law in the State of Victoria.
- Maintain a current Prescriber Number and Provider Number entitling Medicare billing for engagement across the cooperative's Health Service.
- Immediately advise the Primary Health Care Manager in writing, of any complaints, hearings, sanctions, and suspension of de-registration imposed or notified by any authoritative registering body applicable to your continued practice as a General Practitioner.
- Notify the Primary Health Care Manager of any personal conflicts of interest arising during employment at Gunditjmarra.
- Ensure data integrity in line with data and accreditation requirements for patient medical records including patient prescriptions.
- Collect documents and utilise patient data through the appropriate use of the Practice Hub clinical information system.
- Complete all Medicare billing for medical services provided.
- Adhere to and contribute to accreditation program and processes.
- Provide required data to the 'Communicare' system, Gunditjmarra's client information system daily.

### Organise and Plan

- Participate in regular clinical meetings with staff involved in clinical care on weekly informal and formal monthly basis.
- Stay abreast of all local health and wellbeing programs available through Gunditjmarra Aboriginal Cooperative and externally and consider when planning appropriate treatment for patients.
- Participate in staff meetings.
- Participate in the delivery of structured training for clinical staff including Aboriginal Health Workers as required.



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- In consultation and collaboration with other Gunditjmara GP's, provide clinical supervision, training and mentoring to medical students and registrars in accordance with capacity, experience, skills, and knowledge.
- Ensure immunisation status is kept up to date.

### Health Promotion

- Understand and promote the philosophy of the GAC Health Service.
- Provide health education and promotion of relevant programs to patients.
- Support Gunditjmara's health programs.
- Maximise opportunities to conduct health checks, including immunisation checks.
- Conduct health assessments.

### APPLICABLE TO ALL GAC EMPLOYEES

#### Leadership

- Be a positive role model for GAC, utilising training and experience to enhance employee satisfaction levels, leading to greater productivity.

#### Effective delegation/Time Management

- Manages own time and where applicable effectively delegates.

#### Financial

- Where required, budgets are maintained or input provided, costs are minimised through intelligent spending, and reported on as required.

#### Confidentiality & Privacy

- Confidentiality and privacy of all information obtained is maintained.

#### Behaviours

- At all times adhere to GAC's Code of Ethics and Professional Conduct and Equal Employment Opportunity policies and have a zero tolerance to discrimination, bullying and harassment.

#### Quality control



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- Work in accordance with all relevant GAC's Quality systems.

### Safety

- Be a positive role model for other employees in the matter of Occupational Health & Safety.

### Environmental

- Commitment to and active promotion of GAC's Sustainable Business Growth (Environmental) Policy.

### CULTURAL SAFETY

Gunditjmara Aboriginal Cooperative Limited is a culturally safe workplace. This means that any person who works for, on behalf of, or visits our organisation can expect:

- Shared respect, shared meaning, and shared knowledge.
- The experience of learning together with dignity and truly listening.
- Strategic and institutional reform to remove barriers to optimal health, wellbeing, and safety outcomes for Aboriginal people. This includes addressing unconscious bias, racism and discrimination, and the ability to support Aboriginal self-determination.
- We take responsibility for ensuring their own cultural values do not negatively impact on Aboriginal peoples, including a responsibility to address their potential for unconscious bias, racism, and discrimination.
- We take responsibility to support self-determination for Aboriginal peoples – this includes sharing power (decision making and governance) and resources with Aboriginal communities, and is especially relevant for the design, delivery, and evaluation of services for Aboriginal peoples.

### CHILD SAFETY

Gunditjmara is a Child Safe Organisation and is committed to the safety of children and protecting children from abuse. Pre-employment checks include:

- Undergo and attain a satisfactory police check.
- Be in possession of a current Victorian Employees Working with Children Check card (or a clearance, whilst awaiting delivery of the card).
- Be able to attain two satisfactory employment references that attest to the incumbent's suitability to work with Aboriginal and non-Aboriginal children.



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### KEY SELECTION CRITERIA:

<p>Qualifications, Knowledge, Skills and Experience</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Registration as a medical practitioner with Medical Board.</li> <li>• Current Medical Indemnity.</li> <li>• Must be an Australian Citizen or Permanent Resident.</li> <li>• Must have Full AHPRA Registration as a Medical Practitioner (Specialist Registration).</li> <li>• Fellowship with the Royal Australian College of General Practitioners (FRACGP), College of Rural and Remote Medicine (FACRRM) or Vocational Registration (VR).</li> <li>• Patient focused.</li> <li>• Demonstrated understanding and commitment to Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control.</li> <li>• Demonstrated ability to communicate effectively with patients including children, partners and families, and explain technical medical procedures competently and in language that is easily understood.</li> <li>• Demonstrated ability to work effectively as part of a multi-skilled team.</li> <li>• Demonstrated ability to teach and impart knowledge to other health professionals including Aboriginal Health Workers.</li> <li>• Demonstrated understanding of current relevant legislation e.g. Medicare.</li> <li>• Understanding of accreditation processes and the requirements within the Standards for General Practice released and maintained by the Royal Australian College of General Practitioners.</li> <li>• Competence in information technology applications, including Microsoft Office Suite and database programs for General Practitioners.</li> <li>• Provision of services that are inclusive of Aboriginal Communities and people.</li> <li>• Willingness to engage in learning about Aboriginal culture, to better establish relationships and improve services.</li> <li>• Be eligible to apply for a Medicare provider number</li> <li>• A current full Victorian Driver Licence.</li> </ul> <p><b>Desirable</b></p>
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	<ul style="list-style-type: none"> <li>• Knowledge of Aboriginal social and cultural history and the impacts of social determinants on health outcomes for Aboriginal clients.</li> <li>• Knowledge and understanding of national and state government Aboriginal health policies, strategies, and initiatives.</li> </ul>
Management skills	<ul style="list-style-type: none"> <li>• Self-managing in both time and project deadlines.</li> <li>• Specific and set objectives are to be achieved in the most efficient and cost-effective manner within a set timetable with available resources.</li> <li>• Understanding of personnel policies and practices applicable to the work performed and supervised employees.</li> </ul>
Communication skills	<ul style="list-style-type: none"> <li>• Able to communicate with clients, management, and employees in an effective manner.</li> <li>• Ability to act cooperatively, friendly, and reasonably to promote workplace harmony and team effectiveness.</li> <li>• Write reports and correspondence in field of expertise that can involve legal precedent.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Self-motivated.</li> <li>• Innovative, forward thinking.</li> <li>• Prepared to learn and develop.</li> <li>• Team orientated.</li> <li>• Customer focused.</li> <li>• Able to present themselves and their work in a way that enhances the public image of GAC.</li> <li>• Willing to try new ideas and participate in change.</li> <li>• Focused on health and safety in their work.</li> <li>• Able to be self-managing.</li> </ul>
Specific Conditions/Restrictions	<ul style="list-style-type: none"> <li>• Must comply with reference and qualification checks prior to employment (and present originals of qualification updates for copying and updating of training registers).</li> <li>• Must be physically and mentally capable of carrying out duties of the position.</li> <li>• Able to pass a National Police check (at the organisation's expense).</li> <li>• Able to pass a Victorian Employee Working with Children Check (at the organisation's expense).</li> <li>• Current Victorian Driver's License.</li> <li>• This role may require some out-of-hours' work.</li> </ul>



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Sign here x	Sign here x
<b>Ashley Couzens</b> CEO	Incumbent (Print name)
<b>Date:</b>	<b>Date:</b>





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### Pre-employment Health Declaration Form

#### PART A: The job

The following is indicative of the inherent requirements of the position. Insofar as it will not have any negative effects on the individual's or their work colleague's safety or where not practical, reasonable accommodations will be considered. This form should be signed off by the will be relied upon for assessing claims made for workplace injury.

<b>Job title</b>			
<b>List of machinery/equipment to be operated/used.</b>			
<b>Physical component of the job is:</b>	<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
<b>Mental component of the job is:</b>	<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
<b>List any special requirements:</b>	<ul style="list-style-type: none"> <li>Fast-paced environment.</li> <li>Competing demands.</li> <li>High level of resilience.</li> </ul>		

	Hourly	Daily	Monthly	Infrequently	None
<b>Physical demands</b>					
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending neck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting neck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending waist (forward or sideways)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting waist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting (crouch or sit on one's heels)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive arm/wrist use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive foot use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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	Hourly	Daily	Monthly	Infrequently	None
Reaching below shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Vision</b>					
Colour matching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Depth perception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eyesight (short/long)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using computer screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Mental demands

In each category below are examples of possible demands for a job's essential functions. The scale is by degree of complexity, not the frequency of the task (remember: this is the job requirements, not the person):

**1 = Not applicable**

**5 = Very applicable**

#### A. Comprehend & follow instructions:

(Eg: Must understand & follow a set of clear oral and/or written procedures).	1	2	3	4	5	(Eg: Works with little need for guidance or reliance on oral written requirements).
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#### B. Perform assigned tasks:

(Eg: Performs repetitive tasks).	1	2	3	4	5	(Eg: Performs a wide range of tasks as dictated by variable demands and changing conditions).
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#### C. Maintain an appropriate work pace:

(Eg: Must adhere to a provided work schedule to meet a set of qualitative production standards).	1	2	3	4	5	(Eg: Is free to plan work assignments & schedule to meet long-term goals & objectives).
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#### D. Perform complex or varied tasks:

(Eg: Performs simple tasks that vary little from day to day).	1	2	3	4	5	(Eg: Performs a wide range of complex tasks with little predictability as to their occurrence).
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#### E. Relate to others:

(Eg: Has little interaction with co-workers).	1	2	3	4	5	(Eg: Relates sensitive information to diverse groups).
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### F. Influence people:

(Eg: Does not need to obtain cooperation from co-workers to accomplish assigned tasks).	1	2	3	4	5	(Eg: Must work with diverse groups to obtain consensus on complex issues).
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### G. Make decisions:

(Eg: Implements others' decisions/procedures with little judgement required).	1	2	3	4	5	(Eg: Must independently apply abstract principles to solve complex conceptual issues).
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### H. Direct, control & plan:

(Eg: Does not manage or supervise projects of people).	1	2	3	4	5	(Eg: Must independently manage a large group performing varied tasks).
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### I. Interact with public or business in written form:

(Eg: May write simple memo's to co-workers).	1	2	3	4	5	(Eg: Must write letters to explain complex issues or persuade managers/employees).
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### J. Communicate orally:

(Eg: Must relay simple information orally).	1	2	3	4	5	(Eg: Must write letters to explain complex issues or persuade managers/employees).
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## PART B: Employee Declaration

<p>Are you aware of any circumstances regarding your health or capacity to work that would interfere with your ability to perform the duties of the position? In answering this question "Yes" or "No" you are also covering factors such as: existing or exposure to infectious diseases, taking of medication/treatment on a regular basis (daily, weekly, monthly). If yes, what adjustments do you need to perform the genuine and reasonable requirements of the employment (if any)?</p>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>If yes, please provide details:</p>
<p>Do you have an existing injury or condition or pre-existing injury or condition that could be affected by the nature of the proposed employment? "Existing" is a condition for which treatment is still being received. Pre-existing is where an injury or condition/s is present, but treatment is not required. If yes, please provide details of the injury or condition(s). If yes, what adjustments do you need to perform the genuine and reasonable requirements of the employment (if any)?</p>	
<input type="checkbox"/> Yes	<p>If yes, please provide details:</p>



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<input type="checkbox"/> No	
Have you ever worked with any substances or in any conditions which may have been hazardous to your health (e.g. asbestos exposure, toxic chemicals, stressful or noisy environments) and for which you need a modified workplace? If yes, what specific adjustments or modifications can be made (if any) to ensure your workplace is safe and without further risk to your health?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details:

In understanding the above job requirements, I declare that I am physically and mentally capable of carrying out the duties of the position and in accordance with our Alcohol & Other Drugs policy (that requires zero tolerance to employees presenting with alcohol or drugs in their system) that I may be required to undertake drug and/or alcohol testing at any time.

In understanding the job requirements, should I not disclose to Lead Advisory Group any medical condition that I subsequently claim to be work related, Lead Advisory Group reserves the right to reject any claim for workers compensation and terminate my services.

Section 41 the *Workplace Injury Rehabilitation and Compensation Act 2013* (Victoria) provides that failure to make such a disclosure or the making of a false or misleading disclosure “...any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with the employer does not entitle the worker to compensation...”

### Signatures

Employee	
Print name	
Signature	
Date	

### Office use only

Checked and approved by:	
Print name	
Signature	
Position title	
Date	