

## JOB AND PERSON SPECIFICATION

### Position Summary

<b>Title Position</b>	Community Medical Practitioner
<b>Classification Code</b>	Community Medical Practitioner pay point 6
<b>Type of Appointment</b>	*Contract to 2025 (*subject to funding)
<b>FTE</b>	1 FTE
<b>Position Created</b>	January 2020
<b>Reviewed Date</b>	October 2022
<b>Responsible To</b>	Accountable to the Board of Management via CEO

### Performance Monitoring

The incumbent is required to participate in the organisations Performance Development Review which will include a regular review of employee's performance against the responsibilities and performance outcome measures associated with the position, and demonstrate appropriate behaviours which reflect a commitment to the Nunyara Aboriginal Health Service Inc and the clients we provide care to. The monitoring of performance for this position will be facilitated by the CEO with an Independent External Peer Reviewer (AHCSA Medical Practitioner). The Community Medical Practitioner will maintain their Continuing Professional Development (CPD) to meet the Medical Board of Australia's registration standard.

**Last PDR Date:**

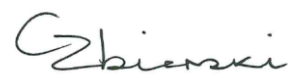
**Next PDR Date:**

### Qualifications

<b>Essential</b>	<ul style="list-style-type: none"> <li>Unconditional (VR) registration with APHRA / Medical Board of Australia</li> <li>4 -6 years prior experience in an Aboriginal Health / General Practice setting</li> <li>Medical Indemnity Insurance to 20M</li> <li>Medicare Australia Provider Number and Maintain a PRODA Account</li> <li>Fellow of the RACGP or ACCRM</li> <li>Must be up to date with COVID-19 vaccinations, including booster vaccinations, according to ATAGI Standards,</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>Credentialed with SA Health to provide inpatient care</li> </ul>
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>Some Intra/Interstate travel may be required necessitating overnight absences and out of hours work</li> <li>The incumbent will be required to strictly observe the confidentiality of information received and given</li> <li>Employment is conditional subject to a satisfactory Police &amp; DSCI check</li> </ul>
<b>Award</b>	Medical Practitioners Award 2020 <a href="https://www.fwc.gov.au/documents/documents/modern_awards/pdf/ma000031.pdf">https://www.fwc.gov.au/documents/documents/modern_awards/pdf/ma000031.pdf</a>
<b>Salary</b>	Paid at above award hourly rate at Pay Point 8 at Public Holiday rate <a href="http://www.fairwork.gov.au/">http://www.fairwork.gov.au/</a>

## JOB AND PERSON SPECIFICATION APPROVAL

All excluding senior positions

<b>Date:</b> 15/01/2020	<b>Reviewed Date:</b> 27/10/2022
<b>Chairperson, Nunyara Aboriginal Health Service Inc</b>	<b>CEO Nunyara Aboriginal Health Service Inc</b>

## POSITION INFORMATION DOCUMENT

### Level Characteristics

This position is classified at the Community Medical Practitioner classification by virtue of the following requirements:

- a) completed not less than four years of post-graduate experience
- b) employed to practise in community health centres or in general medical practice

Additionally, Nunyara Aboriginal Health Services expects the incumbent to demonstrate the following attributes:

- c) Aboriginal knowledge and cultural skills level 2 meaning:

**Aboriginal knowledge and cultural skills—level 2** means:

Aboriginal knowledge and cultural skills—level 1 (below) plus a thorough knowledge of the history and role of Aboriginal organisations in the region, including an understanding of the organisations and their goals and knowledge of the political and economic environment in which the organisations operate

**Aboriginal knowledge and cultural skills—level 1** means:

- (a) An understanding, awareness and sensitivity to Aboriginal culture and lore, kinship and skin relationships, local cultural values, the ability to conduct oneself in a culturally appropriate manner and an understanding that Aboriginal culture is not homogenous throughout Australia;
- (b) Where relevant, a knowledge of one or more relevant Australian Aboriginal language groups;
- (c) An ability to deliver or assist in the delivery of effective and appropriate services to an Aboriginal clientele through knowledge of the relevant Australian Aboriginal community, the ability to effectively communicate with Aboriginal people, and a knowledge of cultural conventions and appropriate behaviour;
- (d) An awareness of the history and role of Aboriginal organisations in the relevant region, an understanding of the organisations and their goals and the environment in which the organisations operate;
- (e) The ability to function effectively at work in an Aboriginal organisation; and
- (f) An understanding and/or awareness of the concepts of Aboriginal self-determination and Aboriginal identity

### Position Summary

The Community Medical Practitioner will be working from Nunyara Aboriginal Health Service in Whyalla South Australia. Nunyara provides comprehensive primary health care to between 1200 and 1400 Aboriginal and Torres Strait Islander clients. The Community Medical Practitioner is an integral member of the Primary Health Care Team and works within a multi-disciplinary setting that includes other (FIFO) General Practitioners, Nurses, Aboriginal Health Practitioners, Allied Health, and Specialist staff.

This role involves direct provision of Primary Health Care and general practice services, support for and sharing skills with other team members, and participation in primary health care initiatives and activities.

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## Organisation

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Supervisor reports to:	Nunyara Board
Supervisor's position:	CEO Nunyara Aboriginal Health Service Inc
Subject's position:	Community Medical Practitioner
Staff Supervised /	GP Registrars, Medical Students, Nursing Staff, Aboriginal Health
Mentored:	Practitioners and Aboriginal Health Workers

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## Other positions within the Organisation

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CEO	Aboriginal Health Practitioners
Clerical & Reception Officers	Aboriginal Health Workers
Clinical Co-ordinator	Transport Officers
Aboriginal Maternal Infant Care Workers	General Practitioners
Practice Coordinator	Visiting specialists & Health Professionals including:
Pathways to Preschool Co-ordinator	<ul style="list-style-type: none"> <li>• Respiratory Nurse</li> <li>• Optometrist</li> <li>• Diabetes Educator</li> <li>• Dietician</li> <li>• Podiatrist</li> <li>• ENT</li> <li>• Audiologists</li> <li>• Endocrinologist</li> <li>• Midwives</li> <li>• Paediatrician</li> <li>• Respiratory Physician</li> </ul>
Finance Co-ordinator	
HR / Payroll Officer	
Tackling Aboriginal Smoking Project Officer	
GP Registrars	
Students	
Medical Students	
Disability Business Development Manager	
Support Co-ordinator	
Aboriginal Disability Liaison Officer (s)	

## KEY PERFORMANCE INDICATORS

### Summary

The Community Medical Practitioner will use the Key Performance Indicator Section of this Job and Person Specification to continually assess their performance against the key tasks, and update and add to these indicators at regular intervals. The Key Performance Indicators are an integral element of measuring the achievements of the position and should be utilised as an ongoing tool in order to evaluate the position and service provided.

### Key responsibilities, outcomes, and measures

KPI	RESPONSIBILITIES / KEY TASKS	(expected) OUTCOME
Provide high quality direct patient care	Collaborate with the multi-disciplinary team	Actively support and encourage the roles of Aboriginal Health Workers, Aboriginal Health Practitioners, Nurses, and other staff as primary health care providers and leaders within the organisation
	Provide clinical consultations to a diverse range of people	Best practice guidelines and policies and procedures are followed, and / or, recommendations for change or implementation of new policy and procedure is negotiated
Co-facilitate the quarterly GP Forum	Address clinical risk and patient safety topics	Revision of, or implementation of new policies and procedures that enhance service provision or client safety
Improving quality of service delivery across the primary health care continuum	Participate in the collection, collation and reporting of health-related data	Demonstrated continuous improvement in the National Key Performance Indicator data set on the prior reporting period
	Utilise the Communicare patient record system to accurately document patient consultations	Patient data is accurate, up to date, and measurable
	Participate and support health screening, surveillance programs and other public health activities including health promotion programs	Screening rates and health promotion activities demonstrate an increase on the prior data
	Promote professional standards which include audits, quality improvement and participation in accreditation activity	Participation in a successful accreditation cycle (2021) and other quality improvement activities

## SCOPE OF WORK

### 1. Organisational management, planning and service coordination

- Provide leadership to the Nunyara clinic team by modelling good behaviours and practice
- Assist in the development of policies for the service and assist in the policy review process
- Familiarise yourself with policies and procedures
- Network with other primary health care service providers and non government agencies
- Participate in team meetings, staff meetings, and other health service meetings and committees as required

### 2. Human resource management

- If required, participate in the recruitment process for Nunyara clinic staff
- Participate in the induction of new staff to the Nunyara clinic as required
- Complete performance development reviews
- Support staff with debriefing when required

### 3. Premises, equipment and supplies

- Maintain standards of cleaning and hygiene throughout the building
- Take responsibility for security and safety, namely: awareness of other staff, patients, building security, case notes, vehicle keys, mobile phones, and public amenities
- Maintain common equipment e.g. staff room, sanitary facilities etc

### 4. Medicare

- Have a robust knowledge of the Medicare systems and keep abreast of changes in Medicare requirements
- Provide education to staff in the correct MBS items to claim for service activities

### 5. Customer services

- Assist with management of complaints about the clinic received from clients or other service providers
- Ensure efficient internal and external communication including being a point of contact for the Nunyara clinic in conjunction with the CEO.

### 6. Information management and Technology

- Maintain patient confidentiality through the application of relevant policies and procedures
- Promote and use new technologies – digital health

### 7. Compliance

- Assist with the review Health and Safety policies and procedures and keep abreast of current legislation
- Assist with the monitoring of legislative compliance requirements for the clinic in relation to OH&S and privacy legislation
- Undertake audits to ensure compliance with legislative requirements

### 8. Quality improvement

- Assist to maintain RACGP accreditation standards in the Nunyara clinic
- Support strategies implemented to prepare for and maintain QIC accreditation

- Alert other team members to issues of quality and risk
- Undertake audits to check compliance with policies and procedures

**GENERAL**

Employees have a responsibility and obligation to comply with statutory and organisational requirements, procedures and rules that are introduced to ensure a safe and healthy work environment, free of discrimination by:

- Complying with workplace policies and procedures
- Participating in all activities associated with the management of workplace health and safety including correctly utilising appropriate personal protective equipment and Identifying and reporting all health and safety risks, accidents, incidents, injuries, property damage and near misses in the workplace
- Comply with and have a working knowledge and understanding of Infection Control policies and procedures
- Promoting awareness and compliance with Equal Employment Opportunity principles
- Regularly participate in personal performance development reviews
- Comply with the Principles of the Code of Fair Information Practice, which regulate the collection, use, disclosure, storage and transfer of all personal patient/client information
- Ensuring cultural sensitivity is maintained by attending and contributing to learning in diversity of cultural awareness and cross cultural training, with a frequency to be determined as appropriate by the organisation
- All staff will actively support and contribute to risk management by maintaining an awareness of the risks relating to their area of responsibility and accountability including the identification and reporting of such risks
- It is the responsibility of every employee to ensure that no official record created or received (in any format) is destroyed without following prescribed retention procedures and subsequent authorisation. It is further the responsibility of every employee to ensure they gain an understanding of what constitutes an official record. It is a requirement that all employees will adhere to the prescribed Policy, Procedures & Practices of this organisation in relation to records management
- Contributing to the development and implementation of organisational strategic directions and action plans
- Ensure a safe work environment by maintaining safe work practices and adopt procedures and practices that comply with current legislation and take reasonable care to protect own health and safety and that of others and participate in training and updates as required by the organisation.

*This Position Description will be reviewed regularly, at least every 12 months, and when necessary during the course of the 12 months, by the Supervisor together with the incumbent. This regular review will ensure the Position Description is up to date and accurately reflects the duties carried out by the incumbent.*

**Acknowledge by Occupant:**

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**Date:** / /

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**Please print Name**

## PERSON SPECIFICATION

## SELECTION CRITERIA

### **Essential Minimum Requirements** [including qualifications, skills, experience and knowledge]

- Eligible for, or registered as a General Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA)
- 4-6 years post graduate experience in Aboriginal Health / General Practice, and experience in delivering comprehensive primary health care
- Demonstrated ability to work within a multi-disciplinary team, including the ability to share tasks and knowledge and delegate to other health practitioners
- Demonstrated ability to build and maintain effective interpersonal relationships, including communication, presentation and negotiation skills with people from a diverse range of backgrounds, professions and organisations, particularly those people's representative of the local Whyalla Aboriginal community.
- Understanding and commitment to the concepts of the Aboriginal Community Controlled philosophy and a proven ability to work successfully in a sensitive and culturally respectful manner
- A high standard of written and oral presentation skills particularly an ability to communicate clearly in plain English to clients and other health professionals
- Demonstrated self care and stress management skills
- Ability to support and participate in change processes
- Demonstrate a knowledge and understanding of the principles of Equal Employment legislation, Occupational Health, Safety and Welfare legislation, Continuous Quality Improvement principles, Universal precautions and Infection Control
- Experience in the use of Clinical Software and other electronic applications and willingness to undertake training

### **Desirable Characteristics** (to distinguish between applicants who have met all essential requirements)

- Post graduate training in public health