

## Position Details

<b>Position Title</b>	<b>General Practitioner</b>
<b>Position Number</b>	n/a
<b>Mode of Employment</b>	Ongoing
<b>Time Fraction</b>	As negotiated and detailed in employment contract
<b>Award/EBA</b>	Common Law
<b>Classification</b>	Vocationally Registered with RACGP or ACRRM or working towards same under relevant government scheme.
<b>Remuneration</b>	As negotiated and detailed in employment contract
<b>Salary Packaging</b>	Up to \$15,899 per annum is available, prior to tax, along with other pre-tax packaging as fits GLCH's PBI status.
<b>Other Benefits</b>	N/A
<b>Unit</b>	Clinical and Nursing Services
<b>Location</b>	Primarily Lakes Entrance, but may be required to work at other locations
<b>Reports to</b>	Executive Manager, Clinical and Nursing Services and/or Senior Medical Practitioner (Clinical)
<b>Direct Reports</b>	Nil
<b>Probationary Period</b>	NA
<b>Working with Children Check required</b>	Yes
<b>Medicare Registration provider number required</b>	Yes, registration with Medicare will be required upon commencement
<b>Professional Registration required</b>	Provision of Professional Registration Number required prior to finalisation of appointment
<b>Insurance</b>	Evidence of currency of Professional Indemnity Insurance
<b>Police Check required</b>	Yes, upon initial appointment - then every three years.  <i>It should be noted that the Gippsland Lakes Community Health Discrimination Policy identifies that the organisation will not discriminate on irrelevant criminal history.</i>
<b>Drivers Licence required</b>	Yes - current Victorian drivers licence

## Position Summary

### Organisation Background

Gippsland Lakes Community Health (GLCH) is a high profile service provider in East Gippsland that is noted for its extensive range of health and community services, its ability to relate to and provide services to the most disadvantaged communities, and its championing of the social model of health.

GLCH's service sites are in Lakes Entrance (2), Bairnsdale, Bruthen, Metung and Nowa Nowa. It provides outreach services throughout East Gippsland through its network of partnerships, extensive travel and use of information technology. Its partnerships with Aboriginal controlled organisations are particularly strong. It provides management, administration and outreach health services to many of these organisations in a way that builds capacity and empowers their Boards and communities.

Services are divided into five units with a strong multi-disciplinary approach. The Units are Aged Care Services; Clinical and Nursing Services; Community Health Services; Corporate Services; and Family Youth & Children's Services.

GLCH values and promotes excellence of service and prides itself on delivering coordinated and accessible services and health promotion programs. There is a focus on the health of populations as well as the health of individuals.

GLCH has an annual budget of \$20.5 million, over 350 staff and 550 volunteers who deliver a range of family, children and youth services, home care, allied health, nursing, medical and counselling services.

### Clinical & Nursing Services Unit

The Clinical and Nursing Services Unit offers a broad range of nursing services (including specialist nursing roles) along with a Medical Practice (including visiting medical specialists), and is supported by an administration and customer service team.

The Medical Practice is primarily based in Lakes Entrance, with outreach services provided to Lake Tyers Aboriginal Trust, Lakes Entrance Aboriginal Health Association, Bruthen, Metung and Nowa Nowa communities along with two secondary colleges during the week.

### Position Purpose

The principal function of this position is being responsible for the provision of quality primary care to clients across the life span, incorporating the philosophy and values of the organisation.

The spectrum of General Practice encompasses first line emergency care, preventative health care and chronic disease management, palliative care and relevant specialties specific to the individual General Practitioner

The practice is an accredited teaching facility and make provisions for placement of medical students, interns and GP Registrars.

# Position Functions

## Key areas of accountabilities

### 1. Clinical Responsibilities

Provide and coordinate client care in accordance with the evidence based practice guidelines, scope of practice and the individual needs of the client.

Consult with other members of the health care team as required with respect to patient management and related issues.

Practice in accordance with legislative requirements, the code of conduct for Australian doctors, individual scope of practice and within the policies, practices and philosophies that guide and govern Gippsland Lakes Community Health.

Ensure documentation of clinical information is in a contemporaneous, concise and factual manner.

### 2. Education Development and Research

Deliver and participate in appropriate educational activities for clinical staff including peers, GP registrars, interns and students, as well as community groups.

Maintain personal professional knowledge, skills and registrations including relevant CME accreditation requirements and contribute to the training and development program of the practice.

Contribute to the activities of professional associations as deemed appropriate.

Demonstrate a preparedness to participate in relevant research activities.

Actively participate and promote 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.

### 3. Service Planning, Development and Review

Contribute to the strategic planning of the General Practice including clinical aspects and overall functioning to ensure medical services are provided in an efficient and effective manner.

Participate in team or service reviews of practice performance in aspects of clinical care including formulating and implementing action plans.

### 4. Human Resource Functions

Participate in a team approach to meeting staffing needs of the practice regarding roster coverage and taking leave.

Participate in the development and maintenance of appropriate performance standards and accountability requirements for clinical services.

Assist with the orientation and induction of new medical staff.

### 5. Quality and Risk Management

Participate in quality improvement initiatives including clinical audits, staff development and research activities as appropriate.

Initiate and participate in quality improvement initiatives including clinical reviews/audits and accreditation processes.

Actively participate and incorporate continuous improvement and risk management principles to all aspects of the role and in accordance with GLCH policies.

## 6. Occupational Health and Safety

Ensure a safe working environment is maintained for self, other GLCH staff and clients by adhering to relevant policy, procedures and guidelines including identifying and reporting actual or potential problems or hazards.

Report, using relevant documentation, all accidents, incidents or mishaps as well as symptoms that may be related to workplace health and safety risks.

Adhere to the correct use of safety and protective equipment and prescribed safe working arrangements in all work related activities.

## Position Requirements

Key Selection Criteria		
1	Current Registration with the Australian Health Practitioner Regulation Agency as Medical Practitioner.	M
2	Vocational Registration with RACGP or ACRMM.	M
3	Demonstrated experience working in General Practice or a similar setting.	M
4	Excellent general practice skills commensurate with requirements of the role and contemporaneous practice guidelines.	M
5	Demonstrated excellent communication skills along with proven ability to maintain positive lines of communication with others in the healthcare team as well as relate to individuals from a broad cross-section of the community	M
6	Proven ability to work cooperatively as part of an effective team with a considerate, supportive and respectful attitude towards all clients and members of the service	M
7	Willingness to work within the philosophy and values of the organisation	M
8	Intermediate level computer skills with good keyboard skills, ability to access and work within specific software packages (Medial Director and Pracsoft), produce basic documents and be proficient in email and internet usage.	M

M = Mandatory

D = Desirable

**Application Details****For further information contact:**

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**Submission of Applications:**

To apply online visit our Career Centre at [www.glch.org.au/employment](http://www.glch.org.au/employment)