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| Position Title | General Practitioner |
| Position Number | n/a |
| Unit | Clinical and Nursing Services |
| Reports to | Medical Practice Manager and/or Senior General Practitioner (Clinical) |
| Direct Reports | N/A |
| Mode of Employment | Ongoing |
| Hours of Work | As negotiated |
| Award / Agreement | Common Law Contract |
| Classification | Vocationally Registered with RACGP or ACRRM or working towards same under relevant government scheme. |
| Remuneration | As negotiated |
| Salary Packaging | <p>A range of salary packaging benefits are offered to part-time and full-time employees. Salary packaging results in a lower taxable income, meaning you pay less tax and increase your take home pay.</p> <p>Packaging options include living expenses up to \$15,900 per year (rent, mortgage, credit card payments); meal entertainment benefits up to \$2,650 per year; remote area housing; and novated leasing. More information is available on request.</p> |
| Other Benefits | <ul style="list-style-type: none"> • Options to purchase additional annual leave • Scholarship program for ongoing professional development • Access to our onsite gym (Lakes Entrance site) • Corporate memberships for the local council-run gyms • Employee Assistance Program • Flexible working arrangements by negotiation |
| Location | Primarily based in Lakes Entrance but may be required to work at other GLCH sites. |
| Probationary Period | N/A |

Gippsland Lakes Complete Health (GLCH) is a not-for-profit organisation that's been helping East Gippsland residents to live well for more than 40 years.

We're one of the region's most high-profile health and support service providers with more than 450 staff, 400 volunteers, and an annual budget in excess of \$34 million.

Our services are delivered through five locations in Lakes Entrance, Bairnsdale, Bruthen, Metung and Nowa Nowa, as well as via outreach to nearby and remote communities.



Our services fall into one of five departments, each of which boasts a strong multi-disciplinary approach. They are Aged and Disability Services; Clinical and Nursing Services; Support, Therapy, Education and Prevention; Family Youth and Children's Services; and Corporate Services.

GLCH is committed to inclusive practice, particularly for Aboriginal, LGBTQI+ and disability communities. We take a lead role in reconciliation, in social and service planning initiatives with local government and the primary care partnership, and in-service developments including chronic care, early year's development, and integrated health promotion.

We are a reputable, influential organisation that's committed to collaboration with other health providers for greater impact. We're passionate about ensuring we have the right people, capability and culture to deliver our promises, both now and in the future. More information about GLCH is available on our website glch.org.au.

Unit Overview

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

The Unit is primarily based in Lakes Entrance with GP and nursing outreach services provided to the surrounding communities of Lake Tyers Aboriginal Trust, Bruthen, Metung and Nowa Nowa, along with GP clinic at Bairnsdale and Swifts Creek Secondary Colleges. Selected specialist nursing services span the catchment of East Gippsland.

Position Summary

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 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 and is well supported by a team of Registered Nurses with expertise congruent with the general practice setting.

Position Responsibilities

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 Complete Health.
- Ensure documentation of clinical information is in a contemporaneous, concise and factual manner.
- Recognise, value and respect the diversity of our clients and staff and be inclusive to all members of our community.

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.
- Actively participate in annual performance review process
- Undertake organisational mandatory induction requirements and assist with the orientation and induction of new medical staff.
- Provide timely notification to the Medical Practice Manager of any educational or personal commitments that will impact on appointment schedules.

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, procedures and regulatory and legal requirements.
- Work proactively with all members of the Clinical and Nursing Services in supporting the Unit and its strategic aims.

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

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| Police Check required Note: GLCH will not discriminate on irrelevant criminal history. | Yes, upon initial appointment, then every three (3) years |
| Working with Children Check required | Not a requirement for this position |
| Medicare Registration provider number required | Yes, registration with Medicare will be required upon commencement and at renewal |
| Professional Registration required | Provision of Professional Registration Number required prior to finalisation of appointment and on renewal |
| Insurance | Evidence of currency of Professional Indemnity Insurance |
| Disability Worker Exclusion Scheme Check | Not a requirement for this position |
| Driver's Licence required | Yes - current Victorian driver's licence |

Key Selection Criteria

| Qualifications and Experience | | |
|----------------------------------|--|---|
| 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 |
| Skills, Knowledge and Attributes | | |
| 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

Additional Information

1. GLCH is an equal opportunity employer.
2. Aboriginal and Torres Strait Islander people, and those who speak languages other than English are encouraged to apply.
3. GLCH is a child safe organisation.

Relationship to Performance Development and Review Plan

This position description operates in conjunction with and forms part of the relevant individual Performance Development Review Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

GLCH Values

Our work is informed by our values which include:

- **Equity:** Providing equity of access to all community members.
- **Quality:** Aiming for excellence in everything the organisation does.
- **Integrity:** Treating all people in an ethical manner.
- **Respect:** Treating all people with dignity.
- **Collaboration:** Working in partnership with other service providers and communities to achieve positive outcomes.
- **Compassion:** Treating all people with compassion.

We require all employees to perform in a way that is in line with these principles.

Application Details

For further information please contact Cheryl Bush, Executive Manager on 5155 8300 or email: cheryl@glch.org.au

Applications are to include a covering letter, resume (including 2 professional referees) and responses to the key selection criteria.

Applications can be submitted online at <https://glch.mercury.com.au/> or emailed to Cheryl Bush – cheryl@glch.org.au



Privacy Notice:

Gippsland Lakes Complete Health respects your privacy. Any personal information collected during the recruitment process will be stored securely and only be used and shared for the purpose for which it was collected. Please contact the Human Resources Team if you require further information – humanresources@glch.org.au