

## General Practitioner

### EMPLOYMENT DETAILS

<b>Role type</b>	Fixed Term	<b>Award</b>	Medical Practitioners Award 2020
<b>Hours per week</b>	Part time	<b>Classification</b>	As per contract
<b>Reports to</b>	Practice Manager	<b>Secondary Report</b>	Director of Community Health & Wellbeing
<b>Additional Benefits</b>	Access to Salary Packaging		

### ORGANISATIONAL CONTEXT



Bendigo & District Aboriginal Cooperative (BDAC) is an ACCO (Aboriginal Community Controlled Organisation) registered as a member under the umbrella of VACCHO (Victorian Aboriginal Community Controlled Health Organisation) represented nationally through NACCHO (National Aboriginal Community Controlled

Health Organisation).

BDAC was founded to represent and provide services to Aboriginal and Torres Strait Islander people living on Djaara Country.



BDAC has a responsibility to ensure growth of services, development of our Aboriginal and Torres Strait Islander community, better and improved health outcomes for our people, improved quality of life and be a lead agency in providing self-determination employment and career pathways for Aboriginal people.

### LOCAL WORK ENVIRONMENT

Bendigo and District Aboriginal Co-operative provides a range of specialist services for Community living on Djaara Country including a Medical Clinic, Health and Wellbeing, Family and Community Services, and Kindergarten.

### POSITION OBJECTIVE

The purpose of this position is to assist in improving the health and wellbeing of patients by addressing health and medical needs as well as promoting wellness and good health practices.

The care and service offered by the GP Registrar is based on the latest evidence, guidelines, and legislative requirements through diagnose, treatment and ongoing monitoring.

As a GP Registrar of an Aboriginal Health Service, you will be working within a team of nurses, support staff, other GP's and Specialists, as well as Health Workers. Your role is to ensure that all services delivered is culturally appropriate and welcoming to Aboriginal and Torres Strait Islander members.

## BDAC'S VISION AND CORE VALUES

***“Empowered generations belonging to strong families, culture and community”.***

Our Lore refers to the stories, customs, beliefs, and spirituality of our People. Our Lore guides our work and has been passed down through generations by our ancestors and knowledge holders. Our five LORE principles are:

- We keep our focus on Community priorities.
- We are brave.
- We think outside the box.
- We create a safe, caring, and supportive environment.
- We are accountable.

Please refer to our <https://www.bdac.com.au/our-strategy> for further information about our underlying principles within the BDAC Strategy.

## KEY POSITION RESPONSIBILITIES

### Primary Responsibilities

To provide good clinical care within scope of practice:

- Providing skilled health assessments, diagnosis, and treatment services to patients.
- Ordering diagnostic tests as needed checking and informing patients of results as per clinic's procedures.
- Referring patients appropriately to other providers if their needs exceed the range of care you can provide.
- Consulting and collaborating with colleagues to provide optimal care.
- Documenting all care provided and education/information given to patients within their health record, as per clinic procedure.

To maintain good medical practice:

- Maintaining professional knowledge and standards through continuing medical education and personal professional development and be able to provide evidence of this.
- Having a working knowledge of legislation and standards of General Practice.
- Maintaining a current resuscitation certificate.
- Practicing medicine in a way that reflects the company's values and mission statement.

Maintaining trust (professional relationships and with patients):

- Providing services courteously and respectfully, with regards to the cultural beliefs and needs of patients.
- Responding openly and following up on complaints and feedback.
- Working collaboratively with colleagues.
- Collaborating regarding rosters and providing cover to ensure patients' needs are met.
- Working constructively and harmoniously with all staff to ensure patients receive optimal care.

### Response to Family Violence

This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Identification and Screening (Tier 4) level

	which requires mandated MARAM Family Violence Identification and Screening training and responsibilities.
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• Model and abide by BDAC Values, Code of Conduct, Policy, and Procedures.</li> <li>• Participate actively in and facilitate supervision and professional development activities.</li> <li>• Ensure that you participate in team meetings, staff meetings and other community activities as requested.</li> <li>• Ensure that you adhere to legislative requirements.</li> <li>• Ensure that you report any risks identified immediately to your line manager.</li> <li>• Participate within the team to ensure performance against expectations including performance management and staff development, in accordance with BDAC's policies and procedures.</li> <li>• Ensure that all staff are provided with and operate in a safe environment in accordance with BDAC'S OHS policies and procedures.</li> <li>• Participate in Continuous Quality Improvement (CQI) activities.</li> </ul>

### COMMITMENT TO SAFETY

- All children have the right to be children and live free of abuse and neglect, so they can grow, learn, and develop. Everyone within BDAC is responsible for ensuring a culture of child safety, preventing child abuse, and abiding by the Child Safe Standards.
- BDAC is committed to the health and wellbeing of its employees and stakeholders.
- BDAC has a zero tolerance to all forms of violence.

### KEY SELECTION CRITERIA

- Demonstrate understanding and commitment to Aboriginal health, Aboriginal culture, and the philosophy and practice of an Aboriginal Community Controlled Health Organisation.
- Demonstrated ability to work with Aboriginal organisations and communities as well as mainstream organisations.
- Demonstrate a knowledge of and compliance with all relevant legislation and common law obligations.
- Discharge of duty of care during practice including meeting practice standards, and accountability.
- Identify and respond to unsafe practice, for example, implement interventions to prevent unsafe practice and/or contravention of law.
- Demonstrated patient-focused approach in service provision with genuine empathy and interest in their needs.
- Maintain absolute confidentiality regarding patient and practice information.
- Ability to effectively and efficiently plan and organise own workload. Work cooperatively within a team as well as be able to work independently.
- Effective and professional interpersonal skills including verbal and written communication.

### Education, Training and/or Competencies

#### Mandatory

- Registration as a medical practitioner with Medical Board (AHPRA).

#### Preferred / Desired

- Previous Cultural Awareness training, or willingness to undertake course.
- Local connections to the Aboriginal and Torres Strait Islander community.

### CONDITIONS OF EMPLOYMENT

- Must pass a Criminal Police Record Check.
- Must pass and provide copy of Working with Children's Check (*or Teachers Registration if applicable*).
- Must hold current full Victorian Drivers Licence and provide a copy.
- Must have the right to work in Australia.
- Must pass an Employment History check; and
- Must have and maintain a commitment to child safety, equity, inclusion, and cultural safety.
- **Vaccination Policy:** all staff are encouraged to be vaccinated against whooping cough, measles, mumps, and rubella (MMR) (*if not immune*), influenza (*annually*), hepatitis A and B, chicken pox (*if not immune*); shingles (*for eligible people*), and COVID-19. It is expected that Clinic, aged care, and djimbaya staff will be vaccinated against the above diseases and will be required to complete a **Vaccination Consent Form**. It is also expected that Clinic staff will be vaccinated against diphtheria, tetanus, and pertussis (DTP).

### EMPLOYEE STATEMENT

**I have read, understood, and accepted the above position description of the General Practitioner**

**EMPLOYEE NAME:** .....

**SIGNATURE:** .....

**DATE:** ...../...../.....