

POSITION DESCRIPTION

Position Title	General Practitioner
Location	Townsville and Region including Outreach Clinics
Work Unit	Primary Health Care
Employment Status	Full Time/Part-time/Casual/Locum
Position Reports To	Director of Medical Services
Positions Responsible For	Nil unless designated and qualified to supervise a Registrar
Award Reference	Medical Practitioners Award 2010 (Cth) - As negotiated and applicable to qualifications and experience
Date of Approval	December 2020

TAIHS is an Aboriginal and Torres Strait Islander community controlled and managed health corporation. With approximately 250 employees and an operating income of \$30m generated from Commonwealth and State funding bodies, the organisation supports communities in the Townsville, Ingham/ Abergowrie, Burdekin, Palm Island and Charters Towers/Hughenden area.

TAIHS provides a holistic primary health care service incorporating a bulk-billing general practice medical clinic, a dental clinic, an individual support and advice service, mental health counseling, community health screening and health promotion activities. TAIHS also provides a range of community services, including crisis accommodation, child safety and early family intervention programs, and a specialist service for young people.

In addition to the operation of comprehensive primary health services and the provision of a range of community services, TAIHS seeks to improve health and social outcomes for the community through; strategic partnerships, advocacy for needs, promotion of awareness and education in improved health and social practices, promotion of knowledge and understanding of underlying issues and unique needs and development of the evidence base.

Our Vision – “TAIHS ... More than a Health Service”

To “strive to provide a truly comprehensive model of care that responds to the physical, social, emotional, cultural and spiritual needs of our people”.

Our Mission

Excellence in the delivery of culturally appropriate service to support Aboriginal and Torres Strait Islander people to achieve better health and wellbeing outcomes.

Our Values

TAIHS is committed to working in accordance with the following values to achieve our strategic vision:

- Working in partnership with our community to support empowerment and self-determination.
- Adopting a culturally appropriate and holistic approach to addressing the health and wellbeing needs of our clients.
- Providing high quality, evidence-based care to achieve the best outcomes for our clients.
- Striving for levels of excellence that meet and exceed community expectations.
- Being accountable to our stakeholders by delivering on our commitments and maintaining the highest professional standards in service delivery and ethical practice.
- Developing a learning organisation that supports the development of staff, teamwork and embraces positive change.
- Upholding our organisational integrity– we value honesty, professionalism and respect in all that we do.

Purpose of Position

To provide medical skill and expertise in the delivery of comprehensive primary health care services as a member of the TAIHS multidisciplinary health care team, demonstrating leadership in clinical quality and safety and fostering a culture of organisational reflection and continuous quality improvement.

Key Responsibilities and Performance Indicators

AREA OF RESPONSIBILITY	RESPONSIBILITIES	KPIs
GP Accreditation	Maintain Registration with AHPRA and RACGP and ensure CPD requirements are met (GP is eligible to renew triennial registration in accordance with Accreditation standards).	Provide evidence of relevant documentation.
Quality Assurance (Medical Care)	Provide high quality medical care for patients under care as per role of GP offering continuity of care. Refer to RACGP web site https://www.racgp.org.au/ <ul style="list-style-type: none"> • Ongoing medical care, holistic ongoing cradle to grave medicine all age groups, irrespective of age or gender, disability, sexual orientation, or race. Assessment of walk in presentations, management of acute and emergency presentations as well as: <ul style="list-style-type: none"> • Chronic care. • Palliative care. • Reproductive and sexual Health 	<ul style="list-style-type: none"> • Percentage of walk in patients seen and dealt with appropriately evidenced by random audits of electronic records and Practsoft with Supervisor.

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	<ul style="list-style-type: none"> • Home visits. • Administrative duties <p>(This is not an exhaustive list of responsibilities of a General Practitioner but an indication of the depth and comprehensiveness of role)</p>	
	Collaborate with other physicians, nurses, indigenous health professionals, allied health practitioners, reception, and administration staff to form a high performing medical team.	<ul style="list-style-type: none"> • Feedback from colleagues. • Performance Review.
	Support Indigenous Health Screening	GP is performing >1 Indigenous Health Checks (715) per full day worked.
	Perform Quality Chronic Disease Care	GP is performing >60% Care Plans (721) and >60% Care Plan Reviews (732) for active regular patients with chronic disease (Diabetes Mellitus, Chronic Respiratory, Cardiovascular, Musculo-skeletal and Renal disease).
	Perform Preventative Medical Care	<ul style="list-style-type: none"> • GP is performing Flu vaccines for >50% of active patients with chronic diseases. <p>GP is performing sexual health screening checks for >50% of active patients aged 15-35years old.</p>
eHealth	Support eHealth Initiatives (PIP)	GP to upload number of eHealth summaries in accordance with PIP requirements.
	Maintain adequate electronic clinical records.	Evidenced by random audits
	Maintain TAIHS Recall system and endeavour that all Recalls, and actions are addressed within a timely manner as per practice procedure.	<ul style="list-style-type: none"> • Evidenced by regular checks by GP supervisor.
	Check all results in inbox daily where this is not possible due to nature of work or leave substitute arrangement made remote access	<ul style="list-style-type: none"> • Random audit with supervisor
	Participate in TAHS clinical governance meetings.	<ul style="list-style-type: none"> • List of attendance 90%
	Participate in JCU training Programme or alternative training pathway or provider.	Evidence of participation in programme 90%
	Weekly sessions with Supervisor maintained throughout period of GP Registrar at TAIHS record of attendance.	<ul style="list-style-type: none"> • Keep attendance record. • > 90% attendance.

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	Attendance at extra training sessions that are provided for TAIHS GPs.	<ul style="list-style-type: none"> > 90% attendance
	Contribute to quality improvements	Evidence by participation and responsibility for audits and improvement participation in TAIHS research activities.
	Meet with Cultural Mentor	<ul style="list-style-type: none"> Monthly 90% attendance
	<p>Demonstrate successful completion of RACGP resources.</p> <ul style="list-style-type: none"> National Guide Lifecycle chart (child) (PDF 555 KB) National Guide Lifecycle chart (young) (PDF 1 MB) National Guide Lifecycle chart (adult) (PDF 1 MB) Discussion paper for project reference group - Literature review one (PDF 209KB) Discussion paper for project reference group - Literature review two (PDF 174KB) <p>Cultural safety module - JCU</p>	<ul style="list-style-type: none"> Evidence of understanding by discussion with supervisor. Mutual signing of completion to put on LOGIQC
Quality & Compliance	<ul style="list-style-type: none"> Complete all LOGIQC tasks by the required date in line with quality management procedures. 	<ul style="list-style-type: none"> Less than 10% of tasks overdue in LOGIQC.
	<ul style="list-style-type: none"> All staff share the authority and responsibility of identifying non-compliances or possible improvements and recording these instances such that corrective or preventive action can be taken, to rectify the immediate situation and to prevent recurrence. 	<ul style="list-style-type: none"> Evidenced by at least one improvement put forward and recorded in LOGIQC per annum.
	<ul style="list-style-type: none"> Comply with all legal, ethical and regulatory requirements. 	<ul style="list-style-type: none"> Evidenced by actions recorded in LOGIQC.
	<ul style="list-style-type: none"> Participate in the performance review process (PP&R). 	<ul style="list-style-type: none"> Draft document provided to the Manager within a minimum of 2 weeks of due date. Monitored through LOGIQC.
Risk Management / WHS	<ul style="list-style-type: none"> Report any incidents in line with TAIHS reporting procedures. 	<ul style="list-style-type: none"> Evidence reported in LOGIQC.
	<ul style="list-style-type: none"> Follow all safety procedures and contribute to a safe work environment. 	<ul style="list-style-type: none"> Compliance with all policies and procedures (reviewed at PP&R). Follow all safety procedures and

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		contribute to a safe work environment.
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CLONTARF FOUNDATION SCHOOL PROGRAMME

AREA OF RESPONSIBILITY	RESPONSIBILITIES	KPIs
GP Accreditation	Maintain Registration with AHPRA and RACGP and ensure CPD requirements are met (GP is eligible to renew triennial registration in accordance with Accreditation standards).	Provide evidence of relevant documentation.
Quality Assurance (Medical Care)	Provide ongoing referrals to TAIHS GP as appropriate	Documentation of referral email or letter
	Health checks for young men in Clontarf Health programs	Evidence of health checks performed 80% of eligible boys in programme in combination with other GP
	Maintain accurate clinical electronic records that can be understood by other professionals involved in boys' care Refer to appropriate services as indicated Maintain recall system to allow follow up of results investigations etc.	Evidence of appropriate documentation Evidence of recall Evidence of referrals in place
eHealth	Support eHealth Initiatives (PIP)	GP to upload number of eHealth summaries in accordance with PIP requirements.
Quality & Compliance	Complete all LOGIQC tasks by the required date in line with quality management procedures.	Less than 10% of tasks overdue in LOGIQC
	All staff share the authority and responsibility of identifying non-compliances or possible improvements and recording these instances such that corrective or preventive action can be taken, to rectify the immediate situation and to prevent recurrence.	Evidenced by at least one improvement put forward and recorded in LOGIQC per annum
	Comply with all legal, ethical and regulatory requirements.	Evidenced by actions recorded in LOGIQC
	Participate in the performance review process (PP&R).	Draft document provided to the Manager within a minimum of 2 weeks of due date. Monitored through LOGIQC
Risk management / WHS	Report any incidents in line with TAIHS reporting procedures.	Evidence reported in LOGIQC

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	Follow all safety procedures and contribute to a safe work environment.	Compliance with all policies and procedures (reviewed at PP&R). Follow all safety procedures and contribute to a safe work environment
	Promote and contribute to a safe, secure environment for staff, clients, and visitors	Evidence demonstrates that: <ul style="list-style-type: none"> all staff are inducted to the clinics where they work, and staff have completed WH&S training specific to clinic and location. Infection Control Procedures are monitored and documented.
	Ensure compliance to Covid Safe Environment Policies and Procedures	<ul style="list-style-type: none"> Maintain own compliance and those of staff reporting to this position (compliance loaded into LOGIQC where applicable): <ol style="list-style-type: none"> Current Covid Policy Current Covid Safe Environment Policy is monitored and documented. Input into Covid Safe Plans including updated sterilisation procedures.

Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. TAIHS can direct you to carry out duties which it considers are within your level of skill, competence and training.

Required Qualifications and Experience

- A highly qualified professional and a compassionate individual with a Medical Degree equivalent to Fellowship of RACGP or Fellow of ACCRM Australian college of rural and remote medicine.
- Must be vocational registered as a GP
- Registered with Australian Health Practitioner Regulation Agency (APHRA).
- Critical thinking skills as well as good oral and written communication skills.
- Ability to assess, evaluate and determine clinical decisions.
- Maintain accurate and detailed medical records about each patient.
- Ability to work as part of a multi-disciplinary team when a patient requires referral to another medical professional for specialist treatment or diagnostic tests.
- Collaborate with other physicians and nurses to form a high performing medical team.
- Strong understanding of examination methodologies, diagnostics, various medical treatments, and pharmaceutical solutions.
- In-depth knowledge of legal medical guidelines and medicine best practices.
- Remain up-to-speed with developments and best practices in medicine by attending conferences and seminars
- High level of computer literacy
- High level of verbal and written communication skills
- Previous experience with MD and Practsoft at GP level, Pencil and Logic would be advantageous.

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- Participate in ongoing quality improvement activities, clinical governance meetings and inhouse continuing medical education.
- Participate in school programmes, outreach, etc. as directed.

Practical Requirements

- Current Blue Card (working with children and young people)
- Satisfactory Police Check – no Serious/Criminal/Court Record
- Ability to perform the physical requirements of the role in a safe manner.
- Ability to obtain LCS Child Safety & Personal History Screening (if required)
- Current C Class Drivers Licence (Qld)
- Work out of normal hours of duty may be required
- Travel across Region may be required

Selection Criteria

- Sound clinical knowledge in assessment and management of patients and a commitment to provide appropriate high-quality service
- Excellent interpersonal, oral, and written communication skills, and ability to interact positively in a cross-cultural work environment, as a team member
- An interest in and a commitment to improving Indigenous health
- An ability to interact effectively with people from diverse cultures
- Knowledge of the issues affecting the health of Aboriginal and/or Torres Strait Islander people