



POSITION DESCRIPTION

POSITION TITLE	Medical Practitioner
PROGRAM AREA	Medical Services
AWARD AND CLASSIFICATION	Medical Practitioners Award 2010 Remuneration Package based on qualification and experience
LOCATION	The position is principally based at Banyule Community Health (BCH), West Heidelberg. However, the position will also be required to service other clients at other locations as part of its employment responsibilities and duties to BCH. In essence, all these organisations at differing locations will come under the auspices of BCH for the purposes of this role.
REPORTS TO	Manager, Clinical Services
PERSONNEL SUPERVISED	Nil.
ORGANISATIONAL CONTEXT	Banyule Community Health provides a comprehensive range of health, welfare and social support services from sites at Greensborough and West Heidelberg. The organization has a Board of Directors which is partially appointed by the Directors and partially elected by the members. The community makes decisions about the health service through the community elected Directors and through consumer participation strategies. BCH is a smoke-free work environment.
LOCAL WORK ENVIRONMENT	The provision of GP services is one of a number of services provided by BCH. This involves providing a comprehensive a quality general medical practice that takes a holistic approach to health for clients of the service and one that is sensitive to the needs of people who may have difficulty accessing services for a range of reasons. We have a high expectation that staff operate as a co-operative team. Our emphasis is on having staff that are flexible, multi-skilled and are able to work with a diverse range of

	<p>individuals, groups and community agencies. We look for people who are prepared to learn and take on new skills, responsibilities and challenges. Staff are expected, when required, to rotate with, and back-up other staff. In addition, there may be occasions when staff are asked to work at other sites. Generally, we are looking for staff to have a good working knowledge of areas other than their own.</p>
<p>KEY RESPONSIBILITIES</p>	<p>Key Result Areas</p> <ol style="list-style-type: none"> 1. Clinical Practice 2. Clinical Governance 3. Professional Development 4. Team Work <p>1. Clinical Practice</p> <ul style="list-style-type: none"> • Provide individual and family comprehensive, preventative, coordinated medical care • Provide treatment to clients in accordance with best practice and therapeutic guidelines. • Proactive involvement in patient health / disease management through care planning, case conferencing, health assessments and routine recalls. • Immunise children and adults in accordance with national schedules and best practice. • Provide home visits to eligible clients. • Supervise medical students on placements as required. <p>2. Clinical Governance</p> <ul style="list-style-type: none"> • Participate in the development and implementation of the medical practice's clinical risk management strategy. • Ensure that medical services are delivered in accordance with best practice, RACGP Standards (3rd Edition), and BCH policies and procedures. • Actively participate in the BCH and medical practice accreditation and quality improvement activities. • Maintain infection control in accordance with BCH & Medical Practice policies and procedures. <p>3. Professional Development</p> <ul style="list-style-type: none"> • Maintain professional competence for General Practice through participation in the RACGP QA & CME

	<p>Program, Division of General Practice professional development activities and agency in-service programs.</p> <ul style="list-style-type: none"> • Maintain professional registration with the Medical Board of Victoria and VR status. • Research and innovative practice is encouraged through involvement with GP divisions and universities. <p>4. Team Work</p> <ul style="list-style-type: none"> • Work as part of a multi-disciplinary team within BCH and develop a peer-team approach amongst the GPs. • Liaise with internal and external providers and ensure appropriate referrals to relevant services as required. • Participate and contribute to medical practice team meetings and BCH staff meetings. • To ensure that client confidentiality is respected and upheld at all times. • To notify management in the event of any damage or interference with the organisation’s buildings, vehicles and/or equipment. • To promote good public relations on behalf of the organisation. • To participate in project work as required, in particular client surveys. • To ensure services are delivered in a culturally sensitive manner • To ensure a safe workplace according to OHS standards and policies • To participate in the ongoing quality improvement activities of the agency. These activities include planning and evaluation of programs and services, performance development and audits. • Any other duties as instructed by the Program Manager from time to time.
<p>QUALIFICATIONS AND EXPERIENCE</p>	<p>Essential</p> <ul style="list-style-type: none"> • Fully registered Medical Practitioner in the State of Victoria • Vocationally registered and a commitment to continuous medical education • Demonstrated ability as a medical practitioner • Understanding of and commitment to community health principles. • Demonstrated patient-focussed approach in service provision. • Excellent interpersonal and communication skills. • Ability to work with a diverse cultural and linguistic client

	<p>population as well as marginalised groups.</p> <ul style="list-style-type: none"> • Computer literate and ability to use clinical software packages (e.g. Medical Director). • Satisfactory police check where applicable or as required by legislation. • Full Victorian motor vehicle licence (<i>may be mandatory for some positions</i>)
CORE ATTRIBUTES	<ul style="list-style-type: none"> • Ability to work as part of a team.
OTHER RELEVANT KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> • Drug and alcohol rehabilitation experience highly desirable • Ability to speak a second community-relevant language
POLICY & PROCEDURES	All employees are expected to read and comply with the organisations policies, procedures and protocols as ratified by the Board of Management.

I acknowledge and agree that the above job description is a true and accurate description of my current role.

Employee's Name:

Employee

Date

Manager

Date

The job description was revised on 4th May 2010