



Position Title	General Practitioner
Supervisor	Clinic Manager
Classification	Medical Officers Grade 1/2
Salary:	GP 1 – GP 2 Base Salary: \$209,846 – \$221,837 Total Salary: \$234,019 – \$247,391 (Note: Total salary includes leave loading and superannuation)
Location:	Various Clinic Locations
Date Reviewed:	January 2019

### SUMMARY OF POSITION:

To participate in providing a range of culturally appropriate and comprehensive primary health care services to clients of Danila Dilba Health Service. There is a significant primary care component as well as women's health and maternal health focus. There is also a requirement to participate in the development of services appropriate to meeting the needs of Danila Dilba Health Services.

The incumbent will be a highly motivated individual who will assist in facilitating the health service provided, meets the commitments of Danila Dilba Health Service and Danila Dilba Management Committee, to provide a high quality standard of primary health care and preventative public health services.

### OVERVIEW OF DANILA DILBA HEALTH SERVICE (DDHS) AND THE WORK ENVIRONMENT

#### Background

Established in 1991, Danila Dilba Health Service (DDHS) is a community-controlled organisation providing comprehensive primary health care services to Biluru communities in the Yilli Rreung Region of the Northern Territory.

The mission of DDHS is to improve the physical, mental, spiritual, cultural and social wellbeing of its clients through innovative comprehensive primary health care programs that are based on the principles of equity, access, empowerment, community self-determination and inter-sectoral collaboration.

### PRIMARY RESPONSIBILITIES:

#### Strategic Imperatives

- Awareness and understanding of DDHS strategic plan.
- Contribute in developing and implementing strategies to meeting goals set in the provision of comprehensive primary health care to the Indigenous people of the Greater Darwin Area.

#### Primary Health Care

- Provide clinical services to clients in the acute setting while applying the principles of chronic disease management to appropriate cases.
- Participate in primary health care service delivery and development.
- Participate in screening, recall, follow up and referral processes.
- Partake in clinical audits

- Participate in Registrar, Aboriginal Health Worker and medical student supervision, education and staff development sessions to upgrade skills.
- Contribute to operational system reviews and improvement.
- Utilise the Communicare client management system, HIC online and other associated systems to ensure that client records are maintained accurately and meet all legal obligations
- Utilise adult health check assessments and care planning for all clients.
- Be effective and efficient in ensuring timely billing for Medicare, PIP and SIP payments.
- Promote the role and importance of Aboriginal Community Controlled Health organisations within government and the community.
- Advocate for and represent the interests of Danila Dilba locally and nationally.
- Undertake any other duties at the request of the Practice Manager which are considered relevant to the position and the level of classification for the position.
- Represent Danila Dilba at meetings, seminars, conferences and functions as appropriate
- Develop, implement and deliver contemporary models of holistic mental health and social and emotional wellbeing services including psychological interventions, counselling, support and advocacy services in clinic settings;

### **Human Resource Management**

- Participate in cross-cultural education as well as assist and participate in staff induction and orientation.
- Participate in work partnership agreements.
- Be responsible for your professional development by engaging in professional supervision, attending relevant workshops and in-services and self-auditing to maintain professional development (CPD) as required.

### **Communication and Teamwork**

- Maintain a positive work environment via harmonious and cooperative relationships with fellow employees, management and clients.
- Ensure all interactions with clients and staff show appropriate responses to their needs and demonstrate the application of the DDHS code of conduct.
- Contribute to the efficient and effective functioning of the workplace in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members as required.
- Maintain own professional work ethics and participate in staff meetings.

### **Safe Practice and Environment**

- Conduct all activities in a manner consistent with national health accreditation standards, DDHS Occupational (Work) Health and Safety Policy and procedures.
- Proactively address WH&S hazards, incidents and injuries.
- Regularly monitor and review practices and the work environment to ensure a healthy and safe workplace in accordance with DDHS policies and procedures and legislative requirements.

### **Quality**

- Actively participate in DDHS' Continuous Quality Improvement (CQI) processes to ensure improved quality and service delivery outcomes.
- Implement and follow the DDHS incident and complaint investigation policies to ensure feedback drives service delivery improvements.

### **Information Management**

- Comply with DDHS Privacy and Confidentiality of Health Information Policy.
- Ensure all documentation, records management and the health information system database are maintained and completed in accordance with established standards, policies and protocols to ensure continuity of care.

## Organisational Responsibilities

- Adhere to all organisational policies, procedures, standards and practices e.g. Work Partnership Agreement; information and records management; confidentiality
- Act only in ways that advance DDHS objectives, values and reputation and with honesty, integrity and good faith
- Other duties as required, consistent with skills and experience, as directed by the Supervisor.

## SELECTION CRITERIA:

### Essential:

1. Current registration as a General Practitioner with AHPRA
2. Fellow of the RACGP or ACCRM with a minimum 2 years experience in General Practice
3. Highly developed communication and interpersonal skills with the ability to liaise with people from a wide range of cultural and social backgrounds;
4. Demonstrated understanding of the principles of Primary Health Care within Indigenous Health
5. Demonstrated awareness of and sensitivity to Aboriginal culture, self-determination concepts and history and knowledge of issues impacting on Aboriginal and Torres Strait Islander peoples;
6. Ability to work independently, and as a member of a team, with strong organisational skills and demonstrated ability to plan, manage and prioritise tasks;
7. Demonstrated ability to work collaboratively within a multidisciplinary team in a cross-cultural and complex environment;
8. Demonstrated high standard of written and computer skills in the preparation of detailed reports, general correspondence and documentations with an understanding of confidentiality.
9. A detailed understanding how Medicare works
10. Have or willing to get MTOP and IUD training

### Desirable:

1. Relevant post-graduate qualifications - A Diploma in obstetrics or >5 years relevant experience in antenatal care;
2. Accreditation or experience as a supervisor of GP registrars
3. Ability to use Communicare and HIC online;
4. Demonstrated competence in working with and understanding Medicare and the Practice Incentive Scheme;
5. Understanding of AHW Career Structure/Competencies

### Appointment Factors: (Appointment is subject to)

1. Willing to undergo a Police Check;
2. Ability to obtain a Working with Children Clearance (Ochre Card);
3. Hold relevant professional indemnity insurance;
4. Membership of a professional association
5. Current driver's licence, and;
6. Current First Aid and/or CPR Certificate, or the preparedness to gain one.

### Approved:

**Rodger Williams**

**Head of Operations**

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Created by:	Reviewed By:	Approved	Changes
Clinical Director – July 2019		Chief Executive Officer, July 2019	
	People and Culture	Head of Operations, October 2020	Previous PD limited in content, didn't cover items such as HR Management, Communication/Teamwork, Safe Practice etc.