

General Practitioner

| | |
|-----------------|---|
| position number | PXXX |
| status | Full Time, on-going (FT) |
| network | Services |
| agreement | AMA & Cohealth Medical Partitioners Single Enterprise Agreement 2023 - 2027 |
| classification | NA |
| reports to | Medical Practice Manager |

| | |
|-------------------------|--|
| about us | cohealth is a not-for-profit community health organisation. We provide health and support services in Melbourne's CBD, and northern and western suburbs. Cohealth has recently started supporting residents in the East Coast of Tasmania through the acquisition of 2 medical practices in Bicheno and Triabunna. |
| what we do | Our work aims to improve the health and wellbeing of our communities and address health and social inequality. |
| our organisation | cohealth is a community health organisation with an ambitious strategic plan. Our mission is to improve health and wellbeing for all and tackle inequality, in partnership with people and the communities they live in. |
| our people | People who work at cohealth are committed to designing and delivering high quality health care and promoting and protecting human rights. |
| diversity and inclusion | We want people of all ages, gender identities, sexualities, cultural backgrounds, and abilities to feel safe to bring their whole selves to cohealth. We are a Rainbow Tick Accredited organisation with over 20% of our staff from the LGBTQIA+ community. To find out more about us click here |

network overview



everyone is welcome at **cohealth**

Services Network

The Services Network is responsible for delivering a wide range of health and social support services in the East Coast of Tasmania as well as Melbourne's CBD, and northern and western suburbs.

position overview and purpose

This position sits within the Primary Care Directorate and will help support a community designed plan for multidisciplinary primary care services and innovative workforce solutions for the XXX area. The General Practitioners (GPs) are well supported by Registered Nurses, on site interpreters and administration teams including a Practice Manager and Client Service Officers (CSOs). cohealth has many programs a GP can access to assist with a client's care, including extensive support for clients with chronic conditions. GPs work collaboratively with the broader health team to deliver client centred, evidenced based, holistic care.

key accountabilities

program delivery

- Must have professionally recognised vocational training and qualifications as recognised by the RACGP.
- Maintain professional registration with the Medical Board of Victoria.
- Independently provide and coordinate comprehensive medical care for patients, their families, and the communities we serve.
- Maintain their professional competence for General Practice through participation in the RACGP QA and CME Program, Centrewide in-service programs, and sector-related training.
- Are bound professionally by a "Duty of Care" and therefore must be aware and act according to the Profession's Code of Ethics and Standards of Care as set by the Australian Medical Association and Royal Australian College of General Practitioners.
- Maintain all client personal and health information within the limits of the Health Records Act, 2000, National Privacy Principles 2001 and per the RACGP "Code of Practice for the Management of Health Information in General Practice".
- Maintain professional, accurate and contemporaneous patient records and other documentation in accordance with the RACGP Standards of General Practice, 4th Edition.
- Administer treatments in accordance with the policies of cohealth.

clinical practice

- Provide the patient and his/her family with initial, comprehensive, preventive, coordinated and continuing medical care.
- Will be a resource to clients, doctors and other Health Centre staff in clinical matters.
- Provide treatment and care to patients in accordance with best practice and therapeutic guidelines.
- Support and counsel patients in a professional manner and in accordance with professional guidelines.
- Provide emergency and urgent medical attention to clients and staff.
- Be proficient in minor surgical procedures, trauma-related procedures and any other procedures routinely conducted within the clinic.
- Conduct health assessments, pre-employment medical examinations and industrially related medical examinations.
- Immunise children and adults in accordance with National schedules and best practice.
- Be proactively involved in patient health/disease management through care planning, case conferencing, health assessments and routine recalls.
- Accurately record all relevant MBS items during consultation and maximize the use of all relevant MBS Item number during individual consultations
- Make best use of supports tools, nursing, and reception to reduce administrative tasks and time spent on non-billable activities
- Refer clients to appropriate health providers in a timely manner.
- Maintain care of the clinic car, and all medical and office equipment used on and off site to ensure efficient operation of the clinic and quality patient care.

leadership and team management

- Enables team(s) through coaching - assisting team(s) as a collective and as individuals in achieving their goals and working toward best outcomes.
- Facilitates team(s) success by setting the agenda for team(s), monitoring team(s) progress and processes, helping team(s) to reach consensus and make decisions and set action plans.
- Leading the team(s) through self-organising principles and coaching approaches – helping groups identify and solve problems by structuring discussions and intervening when necessary to improve the effectiveness of a team's process and outcomes.
- Construct performance development plans in conjunction with subordinates to set performance direction and identify training and development needs.
- Regularly monitor and assess the performance of staff to provide constructive feedback and identify development needs.
- Co-operation for continual improvement of team performance.

training and development

- Resolve or refer all grievances and complaints in line with cohealth's grievance and complaint handling procedures to minimise negative effects on employees and the organisation's operations.
- Champion cohealth's preferred culture to meet cohealth's corporate objectives and to promote teamwork, employee development and empowerment in order to foster a culture of high performance and a workforce that demonstrates behaviours consistent with cohealth's corporate values.
- Develops team(s) capacity and capability to work to the top of their scope of practice and in self-organising ways, including peer coaching, peer conflict resolution, group problem solving, team performance monitoring and objective setting.
- Maintain knowledge, skills, qualifications, accreditations and registrations through participation in professional development activities.

| | |
|---|---|
| quality and continuous improvement | <ul style="list-style-type: none"> • Implement and monitor staff compliance with policies, procedures and programs. • Contribute to the principles of continuous improvement as contained in the cohealth's quality system and ensure compliance with quality framework/guidelines. • Actively participate in discussions regarding the vision and directions of the medical clinics and provide ideas about ways to improve service quality and safety and maximise income. • Actively participate in the cohealth medical clinic accreditation and quality assurance programs. • Participate in Doctor meetings and share professional knowledge and skills with colleagues and students. • Maintain infection control in accordance with Centre policy. • Participate in clinic staff meetings, clinic business and budget planning and other clinic-related activities that necessitate staff involvement. • Participate in the Centre's Professional Development Process (PDR). • Provide services in a manner that is sensitive to the cultural background of clients. |
| health & safety compliance | <ul style="list-style-type: none"> • Ensure compliance with cohealth's health and safety management systems and procedures by all staff, external contractors and visitors. • Implementation of health and safety procedures to promote and provide a safe and healthy workplace. • Carry out duties in a manner that does not adversely affect their own health and safety of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve Work Health & Safety (WHS). • Comply and adhere to all cohealth policies and procedures including code of conduct and values. |
| others | <ul style="list-style-type: none"> • Undertake special projects or tasks as required. • Perform all other duties as directed, within the limits of skills, competence and training to maximise flexibility and effectiveness. |

cohealth is a child safe and equal opportunity employer that offers generous salary packaging and opportunity to undertake professional training and development opportunities. Aboriginal and Torres Strait Islander people, and those who speak languages other than English are encouraged to apply.

position requirements

- Relevant tertiary qualification
- Working with Children's Check (WWCC)
- Victoria Police Check Current
- Victorian Driver's License
- Immunisation Category A and proof of COVID vaccination to be produced upon request

key selection criteria

- RACGP Vocationally Registered General Practitioner.
- Current Practicing License with the Medical Practitioners Board of Victoria
- Commitment to work within a community focused whole of population health approach, recognising the importance of providing a medical model within a holistic health response
- Excellent interpersonal and communication skills.
- Ability to prioritise and organise.
- Commitment to ongoing professional development.
- Ability to work as a constructive team member.
- Interest in working with a diverse cultural and linguistic client population including the capacity to work with interpreter services.
- Computer literate and ability to use the PC as an integral diagnostic tool.
- Current Drivers Licence

document No:

owner:

review date:

approved by: