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**KATHERINE WEST HEALTH BOARD ABORIGINAL CORPORATION**

**POSITION DESCRIPTION**

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POSITION TITLE: General Practitioner:  
SUPERVISOR: Senior Medical Officer  
CLASSIFICATION LEVEL:  
DURATION of CONTRACT  
NO. OF POSITIONS REPORTING DIRECTLY: 0  
NO. OF POSITIONS REPORTING INDIRECTLY: 0

**PRIMARY RESPONSIBILITIES:**

The GP is responsible to the Katherine West Health Board through the Senior Medical Officer, and is expected to practice in a manner responsive to local health needs, including those expressed through feedback to KWHB Board members, Shire Councils and KWHB community meetings.

The duties of the resident GP include the provision of services to the communities and associated outstations. The GP is responsible for local clinical leadership, in particular managing care for patients with complex or chronic diseases. Primary clinical tasks include the completion of annual health screening checks for all Aboriginal patients of the health centre and the development of chronic condition care plans and regular review of those patients identified as requiring a chronic disease management plan.

The GP is expected to participate with the rest of the Community Health Centre team(s) in provision of individual care and in population health programs. Overall coordination of the team is the role of the Clinic Coordinator.

The GP will operate with a commitment to the principles, practices and policies of the Katherine West Health Board (KWHB), and in particular ensure the Aboriginal cultural context is reflected in all activities.

The GP is expected to fully utilise medical record systems, including computerised recall and data collection systems, implemented by KWHB in the community health centres, as the primary record systems used.

The GP may from time to time be asked to work at another KWHB Community Health Centre in order to provide cover for a GP on leave or to allow access by community

members to a GP of a different sex. This is arranged by negotiation with the Senior Medical Officer and the GPs concerned.

Services provided by our General Practitioners are bulk-billed. There is no right of private practice and the level of Medicare income generated does not affect the GP's income. But the GP is expected to use the Medicare claiming system in all cases and maximise the income received through that program.

The GP will live in the community with housing provided by KWHB, but might negotiate to be based in Katherine part of the time

### **Summary of position and duties:**

#### **1. Clinical**

- 1.1. In collaboration with other primary care providers, support and provide primary and emergency medical care to a level appropriate to a GP in a remote health team, including case management of chronic illness.
- 1.2. The GP will provide care consistent with KWHB endorsed clinical practice guidelines, in particular the CARPA Standard Treatment Guidelines and the Women's Business Manual to promote their consistent use by all staff and to provide explicit documentation when varying treatment from these guidelines.
- 1.3. Actively support and encourage the role of Remote area nurses and Aboriginal Health Workers as primary care providers.
- 1.4. Participate as part of a team with a wide range of other health care professionals including liaison with visiting specialist services.
- 1.5. Maintain high quality clinical records using the computerized clinical information system provided. All consultations by the GP are to be entered on the health centre computer system and this system is to be used as the primary medical record and the primary tool for managing health information including recalls.
- 1.6. Provide supplementary support to after hours on call services as negotiated with the Community Health Centre Team and the Senior Medical Officer, KWHB. This does not include an obligation to provide continuous after hours availability.
- 1.7. Participate in and support health screening, surveillance programs and other public health activities as endorsed by KWHB.
- 1.8. Work with the rest of the team to optimize Medicare billing.

#### **2. Health centre management**

- 2.1. In conjunction with the local health centre team and with other KWHB general practitioners, provide advice on clinical issues and in the development and implementation of health programs and services appropriate for the local health centre and for the health service generally.
- 2.2. Assist staff in the provision and development of education/training activities in KWHB Community Health Centres including local supervision of medical students, junior doctors and GP Registrars.
- 2.3. In conjunction with KWHB administration, perform and support research in the team, particularly to enhance service provision.

- 2.4. Participate with KWHB administration, health centre staff and other KWHB personnel in the collection, collation and reporting of health service and health status data.
- 2.5. Promote, facilitate and maintain professional standards within the team, including Audit and Quality Improvement and Practice Accreditation programs and participation in KWHB clinical meetings and educational activities.
- 2.6. Contribute to developing best practice procedures through the Primary Health Care Governance Group.

### **3. Health Committee interaction**

- 3.1 Participate in and provide advice as requested by the communities in local community based health committees where they are formed (for example, a local counter-disaster committee).

## **SELECTION CRITERIA**

### **Personal Attributes**

#### **Knowledge, Strengths and Personal Abilities**

##### *Essential:*

1. An understanding and commitment to the principles of Aboriginal community control in primary health care delivery.
2. An understanding of the multifactorial origins of poor health in Aboriginal communities
3. A clear respect for Aboriginal culture, willingness to listen and learn and willingness to participate in cross cultural awareness activities as directed by KWHB.
4. Demonstrated ability to work well in a multidisciplinary team, including ability to share tasks and knowledge, and delegate to other practitioners.
5. Demonstrate a willingness to practice only in a manner consistent with clinical and administrative guidelines endorsed by KWHB
6. High standard of written and oral communication, in particular the ability to communicate clearly in plain English, to both clients and other clinicians
7. Capacity to learn and use a computerized clinical information system to a high level.
8. Understanding of and capacity to participate in a continuous quality improvement approach to health service delivery
9. Demonstrate respect for the confidentiality and privacy of medical information, of both individuals and their communities, and respect the confidentiality and ownership by Katherine West Health Board of information gained in the course of employment.
10. Self care and stress management skills appropriate to living and working in an isolated area.
11. Willingness to travel by 4WD and/or light aircraft to other communities, including overnight stays as required.

## Qualifications and Experience

### *Essential:*

1. Eligible for AHPRA general or specialist registration as a medical practitioner.
2. Current manual driver's license.
3. Hold or have the ability to hold current Criminal History Clearance and NT Ochre Card (Working with Children Clearance)
4. At least 4 years post graduate experience.
5. Broad based experience in primary care appropriate to working independently in a rural/remote location.

### *Highly Desirable*

1. Post-graduate qualification in primary care medicine.
2. Post-graduate training and/or experience in ante-natal care, emergency medicine, pediatrics or public health medicine.
3. Experience in Aboriginal community health or other relevant cross cultural environment

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### Approval:

Sean Heffernan  
Chief Executive Officer



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Signature

March 2013

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Date

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