Central Coast Community Women’s Health Centre

Position description for GP – Women’s Health

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| **Employment Status** | Independent contractor |
| **Hours** | Days and hours to be negotiated. |
| **Conditions** | As detailed in Contract |
| **Operational Management** | CEO and Clinic Coordinator |
| **Date Prepared** | January 2020 |

## **About the CCCWHC**

The Central Coast Community Women’s Health Centre (CCCWHC) is a community based, not for profit organisation providing services for women, by women.

CCCWHC operates from a feminist perspective, which recognises and identifies ways in which women’s wellbeing is influenced and impacted by a broad range of social, cultural, economic and biological factors.

The vision of CCCWHC is to be the feminist health centre of choice for Central Coast women to access best practice holistic health care.

The CCCWHC also contributes to the further development of women by providing them with student placement and volunteer opportunities.

The CCCWHC provides a Family Friendly Workplace and offers flexible work arrangements to meet the needs of the job and non-work commitments of the staff.

## **Purpose of position**

To provide competent, compliant and contemporary women’s health care that is gender informed, socially sensitive and promotes client focussed holistic health care and wellbeing.

## **GP responsibilities**

### Specialised Women’s Health client care

The GP will see Clients presenting with women's health issues, take a thorough history and as required and competently perform a breast, vaginal and pelvic examination.

Women’s Health GP’s specialise in and conduct the following health checks and monitoring:

* pap smears
* breast checks
* providing peri-menopause and menopause advice
* treatment of gynaecological issues
* antenatal Shared-care and postnatal check-ups
* pregnancy testing and counselling
* testing for sexually transmitted infections and providing safe sex advice
* pelvic floor /incontinence management
* discussing relationship issues with women in order to detect domestic violence risks
* counselling women on contraceptive choices and advising them of the advantages and disadvantages, enabling them to make appropriate choices
* inserting Mirena IUDs and Implanon
* carrying out diaphragmm fittings
* performing antenatal assessments and managing early and late miscarriage
* appropriately ordering tests to assess mental health during pregnancy
* performing post-natal checks and assessing for postnatal depression
* ordering STI checks, to manage asymptomatic disease and manage PID.
* assessing for breast lumps and developing an understanding of triple testing.
* case managing women with breast cancer.
* understanding benign breast disease and how to treat and follow up
* managing lactation problems.
* managing metabolic problems such as PCOS and insulin resistance.
* diagnosing and managing endometriosis
* gaining an understanding of vulval diseases and how to manage them

### Provide good clinical care:

Providing skilled health assessment, diagnosis and treatment services to Clients

Ordering diagnostic tests as needed, checking and informing Clients of results as per clinics procedure.

Referring Clients appropriately to other providers if their needs exceed the range of care you are able to provide.

Consulting and collaborating with colleagues to provide optimal care.

Documenting all care provided and education/information given to Clients within their health record, as per clinics procedure.

### Maintain good medical practice:

Maintaining professional knowledge and standards through continuing medical education and personal professional development.

Having a working knowledge of legislation and standards of General Practice.

Maintaining a current resuscitation certificate.

Practicing medicine in a way that reflects CCCWHC values and mission

### Maintaining trust (professional relationships with patients)

Providing services courteously and respectfully, with regard to the cultural beliefs and needs of patients

Responding openly and following up complaints or feedback.

### Working collaboratively with colleagues

Collaborating in regard to rosters and providing cover to ensure patients’ needs are met.

Working constructively and harmoniously with all staff to ensure patients receive optimal care.

Involvement in practice accreditation activities

Participating in centre-based audits and activities

### Maintaining integrity in professional practice

Charging for consultations in line with the clinics policy.

Declare vested interests in services that you may be referring to

Returning phone calls in timely manner

Completing documents ie medical reports in a timely manner

Clearing in-tray daily and delegating this task if absent

Participating in centre-based audits

Demonstrating a working knowledge of company policy with regard to clinical practice as described in company manuals.

Reporting “events” or untoward incidents as per professional standards and clinics policy.

Using the computer effectively ie. Recall systems, data input.

Keeping up to date with new item numbers, SIP’s and incentive payments.

Ensuring immunisation status is kept up to date.

### Develop and maintain relationships with:

Other practice Doctors

The CEO, Clinic Coordinator and Clinic Reception staff

Other Centre Staff including Intake Coordinator, Counsellors and Finance & Administration Officer

Allied Health Workers

Community and secondary service providers

## **Expected behaviours and personal attributes**

Application, belief and practice of feminist philosophy and principles in client care and working relationships

Demonstrate a knowledge of and compliance with all relevant legislation and common law obligations.

Discharge of duty of care in the course of practice including meeting RACGP practice standards, and accountability.

Demonstrate knowledge of policies and procedural guidelines that have legal implications, for example, ensure documentation conforms to legal requirements.

Identify and respond to unsafe practice, for example, implement interventions to prevent unsafe practice and/or contravention of law.

Demonstrated patient-focused approach in service provision with genuine empathy and interest in their needs.

Excellent interpersonal and communication skills across all ages and social groups.

Be always well-presented, friendly, courteous and obliging. Represent the practice in a confident and positive manner at all times.

Undertake all duties in a diligent manner, with honesty and integrity,

Maintain absolute confidentiality regarding client and practice information.

Have a vigilant attitude to accuracy, being prepared to double check as necessary.

Ability to work cooperatively and independently. & ability to prioritise and organise, with attention to detail.

Demonstrated commitment to ongoing professional development

## **Education, Qualifications and Experience**

Registration as a medical practitioner with Medical Board

Vocational registration with RACGP

Current Medical Indemnity Insurance