



**Central Australian
Aboriginal Congress**
ABORIGINAL CORPORATION | ICN 7823

Position:	Deputy Medical Director (PN350)
Division:	Health Services
Section:	Clinical Services
Salary Level:	GP3
Position Reports to:	Medical Director
Location:	Alice Springs (site as directed)
Last Review:	June 2024

Role Description

The Deputy Medical Director is a senior clinical leadership position in the Clinical Services Section working closely with and under the direction of the Medical Director to provide clinical leadership and supervision to ensure all remote clinics are delivering high quality comprehensive and culturally safe care to our clients. The Deputy Medical Director has supervision and responsibility for all remote medical practitioners, GP education and supervision of GP Registrars and the development of clinical policies and procedures. This position will be required to cover the other Deputy Medical Director from time to time.

Team Description

The position has a 50% commitment to working in Clinic with a multidisciplinary team as a Senior GP providing comprehensive primary health care to clients, supervision to GPRs and providing leadership to all remote Clinic Managers across all remote clinics. The position commits 50% to working in the Clinical Leadership team, with a particular focus on medical practitioners, policy development, clinical risk mitigation and continuous quality improvement with the support of the Clinical Administration team.

Responsibilities

<p>MAIN DUTIES</p> <p>(This is not a comprehensive list of all duties required of the position)</p>	<ul style="list-style-type: none"> • Undertake the equivalent of five (5) weekly sessions delivering comprehensive primary health care clinical consultations in a holistic manner following protocols defined in the Central Australian Remote Practitioners Association (CARPA) Standard Treatment Manual and the Minymaku Kutja Tjukurpa Women's Business Manual where appropriate • Act as the senior lead in clinical matters and provide clinical supervision to GPRs and Medical students • Assist in the recruitment and induction to GPs, GPRs and Medical students for remote clinics • Assist the Medical Director in performance management of clinical staff • Assist in delivering GP education to GPRs and Medical students • Coordinate clinical services in times of public health outbreaks • Assist in the development of clinical policies, procedures and strategic and operational plans to achieve Congress strategic plan goals and objectives. • Provide expert and professional advice to the Medical Director on matters to enhance service delivery, improve access and client health outcomes. • In collaboration with the Medical Director and Clinic Managers, especially in remote, maintain and implement clinical governance and other appropriate systems to monitor and improve the quality and safety of clinical services and the management of health conditions and risks and delivery of best practice, clinical services;
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	<ul style="list-style-type: none"> • Ensure Medicare income and other claimable items are optimised • Act as the Medical Director in times of absence • Undertake other duties (and training) that are safe, legal, logical and responsible while being within the limits of employee's skill, competence and training, consistent with the position classification.
WORK ORGANISATION (Planning and coordination) LEADERSHIP AND MANAGEMENT	<ul style="list-style-type: none"> • Participate in Health Service Division Management meetings and working groups with the Medical Director and General Manager Health Services as required • Help build a culture of learning across all Congress Services • Take all reasonable steps, through sound recruitment and professional development, to ensure that Congress employs, develops and promotes Aboriginal people across all parts of Congress. • Participate in meetings, supervision and performance reviews in accordance with organisational requirements. • Contribute to continuous improvement processes that ensures ongoing compliance with relevant standards and safe effective service delivery • Develop a strong team and workplace culture committed to the organisation's strategy, mission, vision and values outlined by the board.
WORK HEALTH AND SAFETY	<ul style="list-style-type: none"> • Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts and omissions in the workplace. • Work in accordance with Congress' WHS policy, the WHS Act, Regulations and Code of Practices. • Ensure WHS non-conformances or incidents/injuries are rectified.
VALUES AND BEHAVIOURS	<ul style="list-style-type: none"> • Conduct all work in line with Congress values which are: Equity and Social Justice, Respect, Recognition, Resourceful, Responsibility, Relationships. • Apply the cultural framework and adhere to community specific protocols in all aspects of work with Congress. • Apply strict confidentiality practices and guidelines to all patient, client, personal and commercially sensitive information. • Uphold Congress' commitment to integrating Culturally Responsive Trauma Informed Care approaches across all aspects of service delivery in our communities.

Person Requirements (Qualifications & Attributes)

ESSENTIAL

1. Registered, or eligible for registration, with the Medical Board of Australia; and Fellowship of the Royal Australian College of General Practitioners or Australian College Rural and Remote Medicine; and post-fellowship general practice experience of no less than five years.
2. Knowledge of Aboriginal health issues and Government health policies applying to Aboriginal health and primary health care
3. Experience in GP training including accreditation as a GP supervisor
4. Substantial knowledge of primary health care and the delivery of services in accordance with comprehensive Primary Health Care principles, including an understanding of adapting clinical services to population need.
5. High level of oral and written communication skills, problem-solving skills and proven ability to manage workplace conflicts.
6. Excellent time management and administration skills and interest/ability to lead a team
7. Ability to work in a community-controlled environment, and a willingness to adapt clinical practice to ensure cultural responsiveness and good client outcomes
8. Current full NT Drivers Licence, or ability to obtain one

