

## POSITION DESCRIPTION

<b>Position Title:</b>	General Practitioner- Doctor in Secondary School Program
<b>Award:</b>	Medical Practitioners Award 2020
<b>Classification:</b>	Community Medical Practitioner
<b>Site:</b>	This position is primarily based off site as part of the Doctors in Schools Program. May be required to work from any BCHS site or outreach location as negotiated
<b>Hours per fortnight:</b>	24 hrs per fortnight- 6 hrs on a Wednesday and Thursday
<b>Tenure:</b>	Fixed Term to 30 June 2027
<b>Position description developed:</b>	June 2026
<b>Responsible to:</b>	Senior Leader Paediatrics and Early Years

### ABOUT BENDIGO COMMUNITY HEALTH SERVICES (BCHS)

BCHS is located across five sites in the City of Greater Bendigo, Central Victoria. BCHS has a proud 50-year history and provides more than 50 services across medical and allied health, family services, drug and alcohol, mental health, settlement services, health promotion and more, with a focus on vulnerable people and communities.

The organisation has more than 280 staff supporting people of all ages and stages of life to access quality, person-centred care. We foster a values-aligned, positive and thriving culture where staff feel safe and supported. Staff have clarity of roles and work in an environment of accountability. The success of BCHS is dependent on our staff who provide a high level of professionalism and dedication.

#### VISION

**Better health and wellbeing across generations.**

#### PURPOSE

**Supporting you and your family to live healthy lives.**

#### VALUES

**Lived and Living Experience:** We listen to understand. We value our communities, their backstories, lived and living experiences and cultures and learn from them to tailor our services.

**Equity:** We provide equitable and inclusive health and wellbeing services, ensuring they are culturally responsive and accessible.

**People:** We maintain a skilled, engaged and professional workforce, including people with lived experience, and enable a culture of continuous learning.

**Partnership:** We understand trust and partnerships are key to achieving our purpose. We listen and learn - and share our knowledge and expertise in collaboration and co-design with our community, ensuring we are providing local solutions to community need.

**Integrity:** We uphold the values of the Universal Declaration of Human Rights and approach all we do with kindness and respect. We are ethical in all we do.

### **TEAM ROLE**

The Child and Family Services branch work together to provide the community with children and families accessible family support, healthcare, Allied Health services and specialist programs. The Paediatric and Early Years service area involves the planning and provision of a diverse range of services supporting children and family health, wellbeing and education including Community Paediatrics, Doctors in Secondary Schools, Pathway to Good Health, School Readiness Allied Health and Early Childhood Early Intervention

### **POSITION ROLE**

The General Practitioner in Schools works as part of a team to provide the highest standards of patient care while incorporating a holistic approach towards diagnosis and management of illness.

The role is grounded in the professional values, knowledge, theories, and practice of a competent well-rounded leader in medicine for this field. The General Practitioner has expert skills and functions with a high degree of autonomy and accountability.

### **POSITION RESPONSIBILITIES**

#### **The responsibilities of the position are:**

##### **Clinical Expertise/skills**

- Provide advanced medical assessment skills including examination and diagnostic investigations, treatments and chronic disease management and/or procedural skills for consumers.
- Work autonomously and within defined scope of practice.
- Consult and/or refer to other healthcare professionals when patients require care outside their scope of practice.
- Accepts accountability and responsibility for their own actions.
- Maintains accurate clinical records to an advanced GP standard.
- Demonstrates excellence in time management and self-organisation.
- Performs as an advocate and promotes an active partnership with patients and their carer or representative.
- Deliver culturally safe and sensitive practice
- Knowledge, skills and interest in adolescent health

##### **Research and Quality Improvement**

- Initiates and participates in BCHS' clinical audits, research, review and redesign, policy and procedure activities to improve clinical outcomes and the patient experience.
- Participates in BCHS' accreditation preparation and activities as required.
- Have an active involvement in clinical and organisational meetings including the development and review of clinical guidelines

##### **Professional Responsibilities**

- Actively reflects on their own professional performance and competence, seeks feedback, and participates in their own professional development.
- Contributes to multidisciplinary team meetings.
- Completes all mandatory competencies required for medical staff at BCHS and in maintaining specialised skills.
- Maintains relevant credentialing and competency assessments.
- Assists in maintaining accreditation.

- Undertakes continuous professional development.

#### Safe Practice and Environment

- Identify, report, and manage risks to minimise harm to health for patients and colleagues.
- Maintain a safe working environment.

#### Communication

- Demonstrates clear, respectful, and informed communication with patients, colleagues, and external agencies.
- Ensures patients and/or their carers or representatives are provided with timely information.
- Other duties as required

### KEY SELECTION CRITERIA

#### Essential

1. MBBS or equivalent degree enabling registration with the Australian Health Practitioner Regulation Agency (AHPRA).
2. Fellow of the Royal Australian College of General Practitioners or equivalent specialist registration.
3. Demonstrated appropriate level experience and skills in the medical assessment and clinical management of consumers.
4. Interest and demonstrated experience in adolescent health
5. Excellent interpersonal and communication skills with consumers, families and/or carers.
6. Provide evidence of ongoing professional development.
7. Demonstrate medical knowledge and skills.
8. Personal commitment to promoting equality, diversity and human rights in all aspects of service delivery
9. Demonstrated ability to work independently and as a member of a multidisciplinary team.
10. Ability to confidentially maintain accurate records in accordance with BCHS procedures.
11. A current employee Working with Children Check and Driver's Licence.
12. The successful applicant will also be required to undertake and complete a Satisfactory National Police Check.

#### Desirable

1. High level skills in Microsoft Office and the use of medical practice and or other consumer management systems.

### PROBATIONARY PERIOD

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

### STAFF REVIEW & DEVELOPMENT (SRD)

Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the position role and responsibilities and key selection criteria in addition to the relevant team plans and the following performance indicators.

**Position Performance:**

*Demonstrate achievement of negotiated performance indicators specific to your position.*

- Provide service delivery according to expected professional standards of best practice in clinical skills, always meet defined targets and deliver excellence customer relations.
- Maintain high quality and complete medical records.
- Participate in supervision and professional development as negotiated with line manager.
- Knowledge and compliance with the BCHS privacy and confidentiality procedures.

**Communication and Teamwork:**

*High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with consumers.*

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' vision, values, and strategic directions.

**Self-Management:**

*Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth.*

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.
- Demonstrate understanding and behaviour to reflect BCHS' values.

**Administration and Documentation:**

*Through the use of the BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.*

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

**Learning:**

*Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.*

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and teamwork plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes.
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

### DIVERSITY AND CULTURE

BCHS treats all people with respect; values diverse perspectives; provides diversity training opportunities; and provides a supportive work environment. BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.

### CHILD SAFETY

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **all** children reach their individual potential.

### OTHER ESSENTIAL REQUIREMENTS

#### Staff will:

- Complete all required probity checks **before** employment is confirmed.
- Provide vaccination information that meets the requirements for healthcare workers.
- Present a copy of original professional qualifications document or registration (if required).
- Receive and comply with BCHS' policies and procedures including the Code of Conduct.
- Actively contribute to continuous quality and service delivery improvement through the organisation.
- Be proactive in risk identification, notification and management.

### BCHS believes that *"Quality is everyone's business, safety is my responsibility"*

Co-operate with and contribute to BCHS Occupational Health & Safety procedures and participate in appropriate safety information and education activities as required.

### OTHER INFORMATION

- Salary packaging would be available to the successful applicant.
- BCHS' Employee Assistance Program is available to employees and immediate family.
- BCHS is an equal opportunity employer.
- All BCHS sites are smoke and vape free workplaces.
- BCHS has a commitment to environmental sustainability.