

JOB DESCRIPTION

- **Position:** General Practitioner (VR) - 35hrs per week - 9am-5pm - Mon-Fri (*Full-time or part-time*)
- **Program:** Yerrabi Health Hub
- **Reports to:** Chief Executive Officer
- **Salary:** Negotiable, dependent on qualifications and experience
- **Award:** Medical Practitioners Award (MA000031)
- **Plus:** Superannuation at ATO SGP rate and excellent salary packaging
- **Plus:** NAIDOC Day, Public Holidays, Ex Gratia Days at Easter and Christmas
- **Probationary period:** A six-month probationary period applies to this position

Yerrabi Yurwang Child & Family Aboriginal Corporation is recruiting for a **General Practitioner (GP VR)** to lead and manage our AGPAL and QIC accredited affiliate located at Macquarie, **Yerrabi Health**. This role offers an exciting opportunity to drive culturally appropriate and responsive wholistic primary health care and deliver clinical and non-clinical services that are meaningful and innovative. As VR GP, you will be improving health outcomes for Aboriginal and Torres Strait Islander (TSI) people and contributing to a growing general practice with a network of allied health professionals, ensuring coordinated care for our patients.

THE ORGANISATION

Yerrabi Yurwang Child & Family Aboriginal Corporation (est. 2019) and its affiliates Yerrabi Health and Yerrabi Housing (est. 2024) (all referred to as Yerrabi) were established due to the high unmet health and wellbeing needs of the local Aboriginal Community residing in Canberra's northwestern Ngunnawal region. *Yerrabi Yurwang* means to 'walk strong' and was bestowed upon the organisation by our esteemed and respected *Ngunnawal Elder Aunty Agnes Shea OAM*, who was also a Founding Board Member and our Inaugural Patron. Yerrabi operates in the Northwest of the Australian Capital Territory, part of the traditional lands of the *Ngunnawal People*. Yerrabi is an Aboriginal Community Controlled Health Organisation (ACCHO), which means it is owned and operated by Aboriginal People, for Aboriginal People, and is committed to the principle of *self-determination whereby we engage and empower* Aboriginal People and their Families who utilise Yerrabi's services and programs.

THE ROLE AND PURPOSE OF THE POSITION:

As **GP (VR)** you will join our dedicated team to provide competent patient-centred care that addresses health needs and promotes wellness. Such care is based on latest evidence and guidelines and meets legislative requirements. You will also provide competent patient-centred care that addresses health needs and promotes wellness. Such care is based on latest evidence and guidelines and meets legislative requirements. The role involves collaboration with existing services to ensure that referral pathways are effective and streamlined.

Provide good clinical care:

- providing skilled health assessment, diagnosis and treatment services to patients
- ordering diagnostic tests as needed and checking and informing patients of results in accordance with clinical needs and the practice's procedure
- referring patients appropriately to other providers
- consulting and collaborating with colleagues to provide optimal care
- documenting all care provided and education/information given to patients within their health record, in accordance with the practice's procedure
- preparing and reviewing GP Management Plans and Team Care Arrangements for qualifying patients with a chronic disease diagnosis.

To 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 cardiopulmonary resuscitation certificate
- practicing medicine in a way that reflects the practice's values and mission.

Maintaining trust (professional relationships with patients):

- providing services courteously and respectfully, regarding the cultural beliefs and needs of patients
- responding openly and following up complaints or feedback.

Working collaboratively with colleagues:

- collaborating with regards 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:

- declaring vested interests in services to which you may refer patients
- returning telephone calls in a timely manner
- completing documents (i.e. medical reports) in a timely manner
- clearing the in-tray correspondence daily
- participating in practice-based audits
- demonstrating a working knowledge of practice policy with regards to clinical practice as described in the practice manuals
- reporting 'events or untoward incidents in accordance with professional obligations and practice policy
- using the computer effectively (i.e. recall and reminder systems, data input)
- keeping up to date with new item numbers, SIPs and incentive payments
- ensuring your immunisation status is kept up to date.

Develop and maintain relationships with:

- Practice Manager
- Nurse Practitioner
- Administrative and reception staff
- Other clinicians and associates
- Community and secondary service providers
- Local hospitals, and external stakeholders
- Expected behaviours and personal attributes.

Business Planning:

- determine annual business goals in consultation with the CEO and Practice Manager
- support the Practice Manager to develop and implement strategies for achievement of practice goals
- review regular reports on business performance in relation to the business plans, and business goals.

Human Resources:

- participating in induction processes including supporting new GPs supporting the Practice Manager in confirming credentials and scope of practice
- assisting the Practice Manager with leadership and management including team building, delegation of tasks and conflict resolution
- reviewing contracts developed for new and existing General Practitioners to ensure suitability
- providing an open and welcoming environment for team members to discuss administrative matters with them whenever required
- educating and counselling team members when discussing the provision of practice-recommended immunisations
- facilitating conflict resolution between clinicians when disagreements arise.

Emergency Response Management:

- acting as first point of clinical contact for emergencies and disasters affecting the practice
- fulfilling required roles as detailed in the practice's Emergency Response Plan
- participating in meetings to review and improve response plans after emergencies have occurred.

Clinical Governance Responsibilities General Practitioner Supervision:

- undertaking supervisory duties for the general practice team, including peer reviews, health record audits and performance management where necessary
- supervision and mentoring of students, registrars and new clinicians needing support
- overseeing the clinical handover system to ensure all GPs on leave are covered by other GPs within the practice.

Management of Clinical Meetings:

- leading clinical meetings on a regular basis to facilitate clinical discussion
- fostering an environment that encourages input from all clinical team member
- encouraging open discussion of ethical dilemmas between the clinical team.
- documentation and circulation of outcomes from clinical team meetings, with support from the Practice Manager.

Clinical Reviews:

- performing clinical audits and instating key performance indicators to identify potential areas for improvement to safety and quality of care
- performing health record audits to monitor standards of consultation notes, referral letters and health summaries, and use of coding
- monitoring and upholding compliance to all legislative and jurisdictional requirements relating to delivery of general practice care
- supporting the Practice Manager in management of clinical risks
- ensuring all clinical team members have easy access to appropriate, best practice guidelines
- fostering an environment where all clinical team members can provide care in an autonomous manner
- management of adverse events including notification to insurers and supporting GPs in the open disclosure process.

Risk Assessment and Management:

- review all significant events/incidents, near misses or mistakes in accordance with practice procedures in consultation with the Quality and Compliance Manager where required
- review reports on risk assessments as provided by the Practice Manager.

Medications Management:

- ensuring all scheduled medications are acquired, stored, administered, supplied and disposed of in accordance with manufacturer's recommendations
- ensuring that all clinicians have ready access to prescribing support tools
- reviewing prescribing patterns and medicines management within the practice, particularly with respect to antimicrobial stewardship.

ESSENTIAL CRITERIA

- Registration as a Vocational Registration (FRACGP) or equivalent with the Medical Board of Australia.
- Or working towards Vocational Registration in a timely manner.
- Current medical indemnity insurance.
- Sound understanding of Aboriginal health issues, knowledge and culture.
- Demonstrated experience in actively engaging Aboriginal People in the delivery of health services and programs and an understanding of the delivery of wholistic health care to Aboriginal clients.
- Proven ability to successfully arrange, coordinate, promote and deliver GP clinical services

- Strong organisational skills, ability to multi-task with demonstrated experience in working as a valuable part of a team.
- Familiarity with the use of technology including Medical Director and PracSoft or willing to train in the program to fulfill the responsibilities of the role.
- Demonstrated experience in managing Medicare billing and data collection.
- Well-developed verbal, written and interpersonal communication, including the ability to work successfully in a small team and maintain broad professional networks.
- Current Working with Vulnerable Persons card, police check and C class driver's license, or capacity and willingness to get them.

NEXT STEPS

TO APPLY: Please apply through our Ethical Jobs link, and provide a current CV with current registrations, qualifications and certifications. A 2-page cover letter outlining your suitability for the position, along with 2 referees. **No direct applications will be considered.**

QUESTIONS: All questions, to:-

1) Executive Manager, Quality & Compliance: Leanne Fisher

Email: leanne@yerrabi.org.au

Subject Line: Yerrabi GP (VR) Position Query

Mobile: 0408 470 408

or

2) Executive Manager, Human Resources & Policy: Sheilah Hure

Email: shure@yerrabi.org.au

Subject Line: Yerrabi GP (VR) Position Query

Mobile: 0409 613 086

CLOSING DATE:

TBC