



Central Australian Aboriginal Congress

Aboriginal Corporation

Position Description

Equity and Social Justice • Respect • Recognition • Resourceful • Responsibility • Relationships

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| Position: | General Practitioner – Urgent Care |
| Division: | Health Services Division |
| Section: | Clinical Services |
| Salary Level: | GP2 |
| Position Reports to: | Urgent Care Clinic Manager |
| Location: | Alice Springs |
| Last Review: | February 2024 |

Role Description

The General Practitioner (GP), Urgent Care oversees and provides culturally safe high quality health care to Congress clients and others presenting to the Congress Urgent Care Clinic during the prescribed hour's periods agreed with the Commonwealth Government. The range of health care conditions that warrant urgent care will be determined by this contract. The position works to the principles, values and philosophy of Congress as an Aboriginal community controlled health service with the aim of providing quality medical care to those who would otherwise need to attend the hospital emergency department.

Team Description

The position works within a multidisciplinary team including General Practitioners, Registered Nurses, Aboriginal Health Practitioners and Medical Receptionists. The team may involve the care of Allied Health Practitioners, Aboriginal Liaison Officers and Transport Officers during working hours. The position reports to the Urgent Care Clinic Manager. The position will be responsible to work within the constraints of the Urgent Care service budget, with the opportunity to utilise Medicare billing and other resources made available. The Urgent Care GP's will be required to provide clinical guidance to the teams working in the Urgent Care Centre and collaborate with all Congress services, visiting Allied Health Professionals, local general practices, other specialist services and the hospital emergency department as stipulated in the Commonwealth contract.

Responsibilities

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| <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"> • In collaboration with the Urgent Care Clinic Manger, develop and manage Congress' urgent care services with the Urgent Care Clinic Manager in close collaboration with the Medical Director, the Senior Town and Remote Manages and the Clinic Managers where these services will be offered • Undertake urgent 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, and referring appropriately for ongoing care • Oversee the onward referral processes to other urgent and acute services including the emergency department, ambulance services and mental health services • Work in a multidisciplinary team to optimise the assessment and management of those seeking urgent care from Congress services. • Work in a cooperative manner with clients taking into consideration their cultural practices and beliefs to their health and wellbeing and Western medicine • Collaborate closely with other primary care providers on any given day and ensure that clients receive ongoing primary care in their usual clinic through use of My Health Record and direct communication where appropriate • Participate in continuous quality improvement programs and support team members with any change processes to improve health outcomes, service efficiency and client satisfaction, and support health service accreditation • Ensure revenue maximised by claiming appropriate Medicare Benefit Schedule items and generating invoice request for claimable service |
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| | <ul style="list-style-type: none"> • Seek advice from the Medical Director or senior clinical colleagues in times of uncertainty • See all clients presenting requiring urgent care regardless of their age, gender, illness or condition • Be available for after-hours and weekend duties as rostered • Assist Aboriginal Health Practitioners, Nurses and Midwives with clinical assessments and provide clinical advice as required • 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) | <ul style="list-style-type: none"> • Be familiar with and follow all Congress policies and procedures that are relevant for the Urgent Care Clinic • Ensure effective record collection including updating client health summaries, recording all details of consultations in the "Communicare" client record, organising and ensuring appropriate follow up and timely referrals for clients as necessary • Ensure the collection of data for reporting and quality improvement purposes including patient feedback • Participate in education and support of GP Registrars, junior doctors, medical students and other clinical staff within Congress • Participate in continuing professional development and maintain currency regarding Aboriginal health issues • Hold and ensure maintenance of accreditation as a GP supervisor by attending continuing professional development • Provide advice to the staff on medico-legal and ethical issues • Be an active team member and support a service-based work culture showing commitment to the organisation's strategy, mission, vision and values outlined by the board. • Take all reasonable steps to support the employment, professional development and promotion of Aboriginal people across all parts of Congress. |
| 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 notified. |
| VALUES AND BEHAVIOURS | <ul style="list-style-type: none"> • Conduct all work in line with Congress values which are: Cultural Integrity, Equity and Social Justice, Respect and Empathy, Recognition, Resourcefulness, 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, clients, 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. Current Medical registration with the Medical Board of Australia (AHPRA);
2. Fellow of the RACGP or ACRRM;
3. Significant experience in the provision of urgent care and/or emergency medicine
4. Good communication skills, especially in cross-cultural environment;

