**General Practitioner**

**Closing Date is 5pm Thursday, 14 July 2022**

**The Organisation**

Galambila Aboriginal Corporation trading as Galambila Aboriginal Health Service is an Aboriginal Community Controlled Health Service located in Coffs Harbour, NSW. Galambila is a leading provider of high quality, culturally relevant, comprehensive primary health and related care services. Galambila serves the Aboriginal communities of Coffs Harbour, Urunga, Bellingen and Woolgoolga.

**Important Information**

Galambila is an equal opportunity employer and all applications for vacancies are based on merit. Women and people with disabilities are encouraged to apply.

Applicants must be: Australian citizens; permanent residents; or have legal entitlement to work in Australia. Galambila has a mandatory COVID vaccination requirement. All employees must be able to demonstrate completion of at least two doses of an approved COVID vaccine or provide evidence of a medical contraindication in an approved form.

Galambila provides a smoke-free work environment and promotes a smoke-free culture for staff where they are encouraged and supported not to smoke.

**Salary**

Galambila offers the following attractive salary package for the General Practitioner:

* A competitive salary package with a base salary negotiable based on experience and the ability to salary sacrifice;
* 11% superannuation;
* Additional 5 days sick leave per year;
* Additional leave for NAIDOC and Christmas; and
* Additional 10 days paid study leave per year.

**How to apply**

To apply for this role you will need to provide:

* A completed Applicant Details Form;
* Your updated Resume; and
* A maximum two page cover letter addressing the capabilities relevant to the role.

You can submit your application directly by email to HR@Galambila.org.au or online at [www.galambila.org.au/careers](http://www.galambila.org.au/careers).

For further information or inquiries please ring

Jen, Naomi, or Jane on 02) 6652 0850

Late applications will not be considered for interview.

Applications must be received on or before **5pm Thursday, 14 July 2022**



**APPLICANT DETAILS**

**Position Applied for**

General Practitioner

**Name**

Click here to enter text.

**Please describe your rights to work in Australia?**

Click here to enter text.

**Address**

Click here to enter text.

**Suburb, State and postcode**

Click here to enter text.

**Contact Number Alternative Contact Number**

Click here to enter text. Click here to enter text.

**Email address**

Click here to enter text.

**How did you hear about this vacancy?**

Choose an item.

If other, please detail: Click here to enter text.



**General Practitioner Capabilities**

**Essential**

**Client focused**: Prioritises needs of clients. Aims for best outcomes for clients. Is outcome focussed. Follows through with commitments.

**Culturally aware**: Respects differences in all forms. Adapts language to aid communication. Values diversity as a strength and positively utilises diversity.

**Knowledge of client issues**: Maintains high level awareness of client issues as impacted by the social determinants of health.

**Service delivery – Client outcomes**: Works with multi-disciplinary team to focus on client and community outcomes. Ensures own practice of excellence in service delivery.

**Reflective practice:** Disseminates, promotes and develops reflective and evidenced based practice. Maintains continuous professional development requirements of respective college;.

**Written communication**: Writes accurate, succinct reports and ensures client notes are detailed and recorded efficiently

**Desirable**

**Experience** in an Aboriginal Community-Controlled Health Service

Previous **experience** and a **desire** to develop less experienced medical practitioners including those undertaking General Practitioner specialisation

**Qualifications**

It is a pre-requisite for the following qualification:

* Fellowship of the Australian College of Rural and Remote Medicine; or
* Fellowship of the Royal Australian College of General Practitioners.

**Registration**

The successful applicant must be AHPRA Registered through the Medical Board of Australia as a Medical Practitioner including specialisation as a General Practitioner.

**Employment Arrangements**

An offer of employment is subject to a six (6) month probationary period. This role is advertised as a fixed term contract (12 months, with possibility of extending contracts). Continuation in the role is subject to funding and satisfactory performance. A review of performance will be conducted 3 months after commencing. All staff undertake individual Performance Agreements including regular reviews. Your reporting lines may change from time to time at Galambila in accordance with operational requirements.

This appointment is subject to a satisfactory clearance for a police check and a clearance for working with Children undertaken by the Office of the Children’s Guardian (NSW).

**Position Description**

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| --- | --- |
| Position: | General Practitioner |
| Location: | Galambila Aboriginal Health Service – Coffs Harbour |
| Pay structure: | Medical Practitioner Award |
| Hours per week | 35 |
| Responsible to | Practice Manager |

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| --- |
| Our Values → Respect ↔ Accountability ↔ Inclusive ↔ Compassion ↔ Empowerment |
|   |
| Our Purpose → Culturally appropriate care that ensures the best possible health and wellbeing outcomes for those on Gumbaynggirr Land |
|   |
| Our Vision → Greater choices for our mob to improve health for all stages of life |

**Objectives**

As the General Practitioner you will be responsible for providing evidence-based medical care and services for Galambila clients. This includes comprehensive preventative health services and supporting client’s as they progress through stages of a health condition, treatment and recovery.

**Role responsibilities**

**Clinical**

Manage a busy schedule of clients.

Work collaboratively and co-operatively with a range of other health providers within the organisation and the Aboriginal community.

In collaboration with the Clinical Services Team, develop and undertake programs and tasks appropriate to family medicine, preventative medicine and primary care in the community and health education. Incorporating the following:

* Health assessments of children and adults
* Women and men’s issues
* Otitis Media and seasonal infections in both children and adults
* Ante natal and post natal care
* Diabetes management and other vascular health issues, perform ECG’s
* Minor lacerations
* Geriatric and mental health
* Asthma and COPD Management
* Mental Health interventions focusing on client wellbeing
* Arrange specialist services for clients as required and ensure that these services are recorded.
* Examine, diagnose and develop treatment plans for clients
* Treat the medical needs of both emergency and general clients to an optimum level without discrimination or bias
* Understand and implement the practice principles of Infection Control
* Ensure, promote and motivate clients in general health, contribute to community health.
* Provide clinical leadership for Galambila AMS staff in relation to meeting the health needs of the local Aboriginal community.

Providing person-centred mental health services engaging across the multi-disciplinary team and focusing on overall health and wellbeing.

Provide comprehensive approaches to health that include case conferencing and care planning for clients with chronic diseases.

Provide supervision, mentoring, and support to GP Registrars and less experienced General Practitioners.

Attend home visits to clients of Galambila AHSI when required under the instruction of the Clinical Services Manager and in conjunction with an Aboriginal Health Worker.

Participate in the implementation and continuation of AGPAL accreditation.

Maintenance of GP professional accreditation and attainment.

**Administrative**

1. Advise the Practice Manager of any local health needs and special programs to address these.
2. Establish liaison with local health agencies and personnel, attend meetings relevant to health needs of the Aboriginal Community as directed.
3. Use patient recall software and the PracSoft and Medical Director software system for recording data and information in relation to providing improved health outcomes for clients.
4. Provide the Clinic Services Manager with statistics and reports relating to treatment carried out as required.
5. Collection of relevant health statistics and the preparation of Medical reports as required.

**Workplace responsibilities**

* Ensure confidentiality and privacy is maintained and upheld at all times;
* Work as a team member, seeking support, guidance and direction as required;
* Attend meetings and undertake training as appropriate to the role of General Practitioner;
* Perform any other duties consistent with the terms of employments as may be directed or implied from time to time; and
* Participate in staff performance reviews.

**Workplace Health and Safety responsibilities**

* Follow defined workplace health and safety and injury management policies and procedures;
* Take reasonable care for the safety of others in the workplace;
* Ensure organisational compliance with any requirements of the workplace health and safety Act and other legislation with regard to health, safety and welfare in the workplace;
* Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in compliance with the workplace health and safety Act or other legislation;
* Report all accidents or incidents which did, or could have resulted in, injury to others in the workplace or damage to property;
* Report all hazards or potential hazards;
* Be familiar with emergency evacuation procedures and participate in regular training in safety procedures; and
* Provide input into regular safety inspections for their department.

**Child Protection Responsibilities**

* Be familiar with and adhere to legislation in relation to Child Protection and comply with NSW Health Frontline Procedures for the Protection of Children and Young People; and
* Attend training in Child Protection as required.

**Continuous Quality Improvement responsibilities**

* It is the responsibility of each staff member to be aware of the contents of the policy and procedures manuals and work within the principles contained therein.
* Each staff members is expected to be committed to quality service and to participate in activities to enhance continuous quality improvements in the workplace.

**Non Smoking Policy**

Galambila provides a smoke-free work environment and promotes a no-smoking culture for staff where they are encouraged and supported not to smoke.



**GALAMBILA PRIVACY AND CONFIDENTIALITY INFORMATION**

One of the many rules to which staff must strictly adhere is the rule of professional secrecy and access to confidential information. All Galambila employees must observe a strict code of secrecy in any matters relating to work at Galambila and particularly in relation to information regarding clients/patients.

It is equally important that members of staff do not disclose any health information of clients/patients to any other staff member unless this information is necessary for the provision of care and is exchanged in the course of providing care.

Matters concerning the work of Galambila including information about clients/patients must never be discussed outside of Galambila and each member of staff has a moral and legal obligation to Galambila not to violate the trust placed in them in the handling of sensitive and confidential client and organisation information.

Staff recruited to Galambila are required to sign privacy and confidentiality agreements upon commencement of employment. Breaches of privacy and confidentiality are treated with the utmost seriousness and may result in disciplinary action up to and including termination of employment.

**DOCUMENTARY IDENTIFICATION REQUIRED**

**Successful applicants** will be required to provide the following documentation:

* Evidence of qualifications, registration, and insurance;
* Working with Children Check verification or application number; and
* Proof of identity (such as Birth Certificate, Drivers licence, Proof of Age Card, or Passport);
* Evidence of completed COVID vaccinations, or a completed medical contraindication approved form; and
* Details of Australian work rights.