

Bulgarr Ngaru Medical Aboriginal Corporation

P.O. Box 1256, Grafton NSW 2460 131-133 Bacon Street, Grafton NSW 2460

Phone: 02 6643 2199 Fax: 02 6643 2202 Email: bulgarr@bigpond.com.au

ABN: 67 006 943 078

ICN: 1044



Bulgarr Ngaru Medical Aboriginal Corporation

General Practitioner

Grafton, Casino and Inverell

Bulgarr Ngaru Medical Aboriginal Corporation has positions vacant for either full time or part time General Practitioners at the Grafton, Casino and Inverell Aboriginal Medical Services.

Bulgarr Ngaru is looking for a General Practitioner with an interest in Aboriginal and/or primary healthcare.

There is also an option for a position which rotates through the three services.

Applications will be sought until the position(s) is/are filled.

For further information contact Mr. Scott Monaghan, CEO of Bulgarr Ngaru Medical Aboriginal Corporation via phone on 02 6643 2199 or email smonaghan@bulgarr.com.au

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Job Title:	General Practitioner	Job Category:	
Department/Group:		Job Code/ Req#:	
Location:	Grafton & other locations as directed	Travel Required:	Yes
Level/Salary Range:		Position Type:	Full time
Job Description			
<p>Job Purpose:</p> <p>Bulgarr Ngaru Medical Aboriginal Corporation General Practitioners are required to work in a Community Controlled Aboriginal Health Service situated in Grafton, providing a full range of general practice services and early intervention to the Community members of the Clarence Valley.</p> <p>Duties and performance required are those of a general practitioner in accordance with the Standards defined by the Royal Australian College of General Practitioners.</p> <p>Organisational Relationships:</p> <ul style="list-style-type: none"> The General Practitioner is accountable to the Practice Manager on a day-to-day basis for carrying out of the functions of the position. <p>Primary Responsibilities:</p> <p>1. Clinical Care and Service Delivery</p> <ul style="list-style-type: none"> To provide appropriate, quality health care and medical service to the Aboriginal community ensuring organisational objectives and standards of care are met. Prescribe medications in accordance with medical standards and organisations policies and procedures. Undertake assessments of clients, determine needs and interventions required and evaluate client progress to maximise outcomes for clients. Work collaboratively with clinical staff to source specialised advice and consultation, and arrange referrals to other health services where needed Attend regional clinics as required. Assist in monitoring local Aboriginal health matters and needs to provide advice and action plans where appropriate. Participate in the planning of Allied Health Services as well as contributing in the delivery of relevant programs. Participate in the development of health promotion and educational strategies ensuring feedback from the community is incorporated into planning. Communicate with clients and family/support persons ensuring they have appropriate information to make 			

informed decisions.

- Assist clients to develop formal and informal networks to advocate on their own behalf with community groups and government agencies.
- Provide locum relief to Armajun, Maclean and other health outposts as required
- Provide and participate in education sessions for clinical staff of Bulgarr Ngaru MAC.
- Provide supervision for clinical students on placement at Bulgarr Ngaru MAC.
(including AHW, Nursing and Medical students)
- Use patient recall software and the Medical Director software system for recording data and information in relation to providing improved health outcomes for patients.
- Improve health outcomes by contributing to and enhancing the management and prevention of ill health through:
 - Health screening
 - Immunisation
 - Recall
 - Patient education
 - Outreach services
 - Systems management
 - Acute and chronic disease management

2. Team work and Collaboration

- Effectively collaborate with team members to ensure that the practice is operating effectively and efficiently, while maintaining a harmonious team environment.
- Ensure compliance with relevant OH&S legislation and that any issues are identified and actioned in line with the policy
- In collaboration with other staff members, develop and undertake programs and tasks appropriate to family medicine, preventive medicine and primary care in the community and health education

3. Compliance

- Comply with all relevant legislation and regulatory standards.
 - Participation in accreditation and quality assurance activities undertaken by Bulgarr Ngaru Medical Aboriginal Corporation.
- Accurate health histories are obtained and information is recorded to ensure compliance with all organisational policies and procedure and legislative requirements
- Ensuring client and community confidentiality is maintained
- Demonstrate ongoing continuous professional development (CPD) / continuing medical education activities.

4. Policy and Procedures

- Assist in the development of clinical policies and procedures.
- Attend all mandatory training requirements and participate in staff performance reviews.

Qualifications & Experience –

Essential

1. Tertiary qualification in Medicine.
2. Unconditional registration with the NSW Medical Board
3. Appropriate experience to practice as a Medical Practitioner

4. Demonstrated experience in the assessment and treatment of patients
5. Sound knowledge in the areas of community health, public health and Aboriginal Health
6. Demonstration of continuously developing professional competencies and qualifications
7. Ability to hold all relevant security clearances including the National Police Check and Working with Children clearances

Desirable

1. Relevant post-graduate qualifications – FRACGP , FACCRM , MPH
2. Accreditation as a GP supervisor, with ACCRM or RACGP
3. Experience working with health service agencies, non-government organisations, community groups and medical professionals at all levels
4. Experience in working in Aboriginal Health
5. Current valid Driver's license, minimum of Class "C" or equivalent

Core Competencies –

1. Ability to build and maintain strong relationships with the local community.
2. Strong interpersonal skills, including the ability to demonstrate empathy when required
3. Sound written communication skills
4. Analysis and problems solving skills
5. Sound level of numeracy and demonstrated attention to detail
6. Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands
7. Ability to build relationships with all levels of the organisation.

BNMAC Smoke Free Policy

Bulgarr Ngaru MAC is a smoke free environment.

Code of Conduct and Ethics

Comply with Bulgarr Ngaru MAC Staff Code of Conduct Policy.

Privacy Statement

The *Privacy and Personal Information Protection Act 1998* (PPIPA) and the *Health Records and Information Privacy Act 2002* (HRIPA) requires all staff/contractors and other health service providers who, in the course of their work, have access to personal information (PPIPA) or personal health information (HRIPA), to comply with the requirements of these Acts and the NSW Health Privacy Manual (PD2005_362).

It is the responsibility of all staff to ensure privacy of personal information by following BNMAC privacy and security procedures in relation to any personal information accessed during the course of their duties.

Risk Management Obligations

Definition of a Risk: "the chance of something happening that will have an impact on objectives"

These are your general risk management obligations as an employee of BNMAC.

Risk Assessment Process for Employees:

Report any risks identified (e.g.: OHS, Corporate, Clinical, Financial, Service Delivery) and request a formal risk assessment to ensure the protection of the Area Health Service, its staff, its patients and its resources.

Additional Factors

The ability to work at other sites within the Clarence Valley may at times be required.

Declaration

As the incumbent of this position, I have noted this Job Description and agree with the contents therein. I understand that other duties may be directed from time to time.

I also agree to strictly observe the Bulgar Ngaru Medical Aboriginal Corporation policy on confidentiality of patient information or such sensitive information that I may come across in the course of my employment.

Employee:

Manager:

Name.....

Name:

Signature.....

Signature:

Date:

Date:

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	