



## Durri Aboriginal Corporation Medical Service

ABN 52 730 046 875 ICN 27

Phone: (02) 6560 2300  
Fax: (02) 6562 7069

15 – 19 York Lane  
(PO Box 136)  
Kempsey NSW 2440

### **APPLICATION PACK**

Thank you for your interest in the position of General Practitioner.

#### **The Organisation**

Durri Aboriginal Corporation Medical Service (Durri ACMS) is the preferred provider of crucial primary health care and associated services which address the wellbeing of the Aboriginal, Torres Strait Islander and wider communities of the Macleay Valley and Nambucca Valley regions.

Durri aims to be an employer of choice in Aboriginal health, supporting a skilled and flexible workforce. Durri is a great place to work - a family friendly and culturally sensitive work environment that values people. If you have a passion for indigenous health and are committed to closing the gap, then if you are successful in your application, we will welcome you to join our committed team of health professionals. You will be supported in your role by a team of health professionals including the Manager Primary Health Services, Registered and Endorsed Enrolled Nurses, Aboriginal Health Workers and Allied Health professionals.

#### **Important Information**

Durri ACMS is an equal opportunity employer and all applications for vacancies are assessed on merit. People of Aboriginal and Torres Strait Island background, women, older workers, people with disability and culturally and linguistically diverse backgrounds are encouraged to apply.

Applicants must be Australian citizens or permanent residents, or have legal entitlement to work in Australia. Applicants will be asked to submit a current Criminal Record Check and provide a current Working with Children check number to us for checking.

Durri ACMS is committed to creating a non-smoking environment and smoking is prohibited in Durri ACMS buildings, grounds and vehicles.

#### **Salary**

Durri ACMS offers the following attractive salary package for the position of General Practitioner.

- Salary is negotiable dependent on qualifications and experience
- Benefits include 9.5% superannuation.

## How to Apply

The application pack for this position includes the following:

1. Position Description
2. Selection Criteria
3. Application Form

Candidates will need to complete the enclosed **application form** and provide brief statements which address all **essential selection criteria** and send back to us with a **current resume**.

**Incomplete or late applications will not be considered for interviews**

**Please submit your application before the closing date by one of the following methods:**

Email to: [hr@durri.org.au](mailto:hr@durri.org.au)

Post marked **CONFIDENTIAL** to:

**Application  
Chief Operations Officer  
Durri Aboriginal Corporation Medical Service  
PO Box 136  
KEMPSEY NSW 2440**

**The closing date for applications is Wednesday 19.04.2017 at 5.00 pm.**

Postal applications must be postmarked on or before this date.

For inquiries or further information about the role, please email to [hr@durri.org.au](mailto:hr@durri.org.au)

## Interviews

Candidates invited for interview will be contacted by telephone and sent a pack containing instructions and forms for completion. Appointment of the successful candidates will be subject to the candidate obtaining a satisfactory Criminal Record Check.

Candidates must bring copies of their qualifications, current registration and indemnity insurance, two (2) proof of identity documents, such as current Drivers Licence, and passport or birth certificate to the interview.

## Position Description

<b>Position Title:</b> General Practitioner	<b>Business Unit:</b> Practice Management								
<b>Reports To:</b> Practice Manager	<b>Direct Reports:</b> Nil								
<b>Hours of Work:</b> 8.30am-5pm, Monday to Friday with one unpaid 30 minute break per day	<b>Main Location:</b> Durri ACMS, 15-19 York Lane, Kempsey NSW 2440								
<b>Orientation:</b> See attachment									
<b>Primary Objective:</b>									
<p>This position is responsible for providing Aboriginal people with routine health care and medical service to improve the health and wellbeing of the Aboriginal community. The key objectives of the role include:</p> <ul style="list-style-type: none"> <li>i. Provide health care and medical service to the Aboriginal community service by Durri ACMS;</li> <li>ii. Provide appropriate assessment and treatment programs to improve health care and medical service to Durri ACMS clients; and</li> <li>iii. Assist the programs in health promotion and education activities to ensure the effective promotion of health issues in the Aboriginal community.</li> </ul>									
<b>Position Dimension &amp; Decision Making Authority:</b>	<b>Key Communication Contacts:</b>								
	<table> <tr> <td>Practice Manager</td> <td>Daily – Direction and achievement of accountabilities</td> </tr> <tr> <td>Client and Community</td> <td>As needed – Providing help and advice on health related matters</td> </tr> <tr> <td>Allied Health Professionals</td> <td>As needed - Source specialised advice and consultation, and arrange referrals to other health services</td> </tr> <tr> <td>All staff</td> <td>As needed – Support where appropriate</td> </tr> </table>	Practice Manager	Daily – Direction and achievement of accountabilities	Client and Community	As needed – Providing help and advice on health related matters	Allied Health Professionals	As needed - Source specialised advice and consultation, and arrange referrals to other health services	All staff	As needed – Support where appropriate
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All staff	As needed – Support where appropriate								

**Key Accountabilities****Key Result Area****Major Activities****Performance Measures:****1. Clinical Care and Service Delivery**

- 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 Nambucca Heads and Bowraville health outposts as required
- Provide and participate in education sessions for clinical staff of Durri AMS.
- Provide supervision for clinical students on placement at Durri ( including AHW, Nursing and Medical students)

- Achievement of Program KPI's.

<b>2. Team work and Collaboration</b>	<ul style="list-style-type: none"> <li>• Effectively collaborate with team members to ensure that the practice is operating effectively and efficiently, while maintaining a harmonious team environment</li> <li>• Ensure compliance with relevant OH&amp;S legislation and that any issues are identified and actioned in line with the policy</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from colleagues</li> </ul>
<b>3. Compliance</b>	<ul style="list-style-type: none"> <li>• Comply with all relevant legislation and regulatory standards.</li> <li>• Accurate health histories are obtained and information is recorded to ensure compliance with all organisational policies and procedure and legislative requirements</li> <li>• Ensuring client and community confidentiality is maintained</li> <li>• Demonstrate ongoing continuous professional development (CPD) / continuing medical education activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Near miss analysis</li> <li>• Adverse event review</li> </ul>
<b>4. Reporting</b>	<ul style="list-style-type: none"> <li>• Provide statistical and management reports to meet organisational and statutory requirements including analysis, reporting of financial results and supporting recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>• Accuracy and timeliness of qualitative reports</li> <li>• Accuracy and timeliness of statistical reports</li> </ul>
<b>5. Policy and Procedures</b>	<ul style="list-style-type: none"> <li>• Assist in the development of clinical policies and procedures.</li> <li>• Attend all mandatory training requirements and participate in staff performance reviews.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide consistent and high standards of compliance with policies and best practice</li> </ul>

**Key Challenges:**

- Improving the health of Aboriginal people within the region
- Work as an effective member of a multi- disciplinary team in providing health care to Aboriginal people.

**Person Specification:****Qualifications & Experience –****Essential:**

- Tertiary qualification in Medicine
  - Registration with the NSW Medical Board
  - Appropriate experience to practice as a Medical Practitioner
  - Demonstrated experience in the assessment and treatment of patients
  - Sound knowledge in the areas of community health, public health and Aboriginal Health
  - Demonstration of continuously developing professional competencies and qualifications
- Ability to hold all relevant security clearances including the National Police Check and Working with Children clearances.

**Desirable:**

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

**Core Competencies:**

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

## **ORIENTATION & MENTORING PLAN**

### **Orientation**

The new GP will receive an induction by the Durri Practice Manager and three Senior Medical Officers (SMOs) prior to commencing practice.

The induction will include:

An overview of the Australian health care system. The new GP will be given specific instruction on the local area health care including:

- Local General Practice Network; and
- nearby hospitals including Kempsey and Port Macquarie; and
- local providers such as pathology and imaging; and
- any other local health care facilities relevant to Durri
- General practice in Australia
- The Durri practice including organisation chart, roles and responsibilities, policies and procedures, occupational health and safety systems and policies, using our standard orientation of GP Registrars as a 'template'
- There will be a comprehensive induction given by Durri's three SMOs. The new GP will also be introduced to Durri's other GP, clinic and reception staff
- The new GP will be given a thorough briefing by the Practice Manager and SMOs on the local community, including cultural issues, key organisations, transport issues, and any other relevant issues
- The new GP will be given a comprehensive induction on Durri's accident and emergency procedures by the Practice Manager
- There will be briefings regarding specialist back-up and support by the Practice Manager and Programs Manager.

### **Mentoring Support:**

- There will be regular mentoring support meetings with the applicant to discuss clinical issues including case discussions, training requirements and any other issues that arise
- Durri has a Performance Planning & Review (PPR) system which is undertaken biannually. Key performance indicators and a training plan will be discussed and agreed with the new GP. This training plan will incorporate CME/CPD courses and support for the GP's studies. In addition to the biannual PPRs, regular feedback will also be obtained from the GP regarding perceived training and development requirements
- Any area of concern to the GP or mentor will generally be addressed at the regular mentoring meetings. The applicant's manager, the Durri Practice Manager, is also available to support both mentor and GP.

## **Selection Criteria**

1. Current registration with RACGP and APHRA as a General Practitioner
2. Relevant experience in General Practice with Aboriginal Health experience
3. Experience working with health service agencies, non-government organisations, community groups
4. The ability to work within a dynamic team of health professionals
5. Understanding and passion for improving Indigenous health outcomes
6. Ability to use electronic based medical software and other IT based platforms.



## Application Form

<b>FULL NAME</b>		
<b>ADDRESS</b>		
EMAIL ADDRESS		
CONTACT NUMBERS		
DRIVERS LICENCE <input type="checkbox"/> Yes <input type="checkbox"/> No	LICENCE CLASS:	EXPIRY DATE:
Do you identify as Aboriginal or Torres Strait Islander?	Yes	No
Do you identify as having a disability?		
Are you an Australian citizen or permanent resident or have the right to work in Australia?		
Do you have a Working with Children Check Number? Yes: provide details	WWCC Number	
Where did you see this position advertised?		

### REFEREES

	Referee 1	Referee 2
<b>NAME</b>		
<b>TITLE</b>		
<b>ORGANISATION</b>		
<b>CONTACT DETAILS</b>		
<b>Email ADDRESS</b>		