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**NUNKUWARRIN YUNTI OF SOUTH AUSTRALIA INC**

182 – 190 Wakefield St, ADELAIDE 5000

**JOB & PERSON DESCRIPTION**

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| **POSITION TITLE:** | **CLASSIFICATION LEVEL:**  |
| Senior GP | NY GP3/GP4  |
| **PROGRAM:**  | **SECTION:** |
| General Care | Primary Care Services |
| **TENURE/STATUS:**  | **LOCATION (if other than Wakefield Street Adelaide):** |
| Full time, ongoing, subject to funding | All clinic sites including Brady Street (Elizabeth Downs), and outreach services including home visiting  |
| **POSITION REPORTS TO:** | **WORKS CLOSELY WITH:**  |
| Clinical Services Leader | Clinical Health Workers, Aboriginal Health Practitioners, Registered Nurses and Midwives, General Practitioners, Medical Receptionists, visiting allied health providers and specialists, and other Service Coordinators |

**1. PURPOSE STATEMENT**

Nunkuwarrin Yunti aims to promote and deliver improvement in the health and wellbeing of all Aboriginal and Torres Strait Islander people in the greater metropolitan area of Adelaide and to advance their social, cultural and economic status*.* The Organisation places a strong focus on a client centred approach to the delivery of services and a collaborative working culture to achieve the best possible outcomes for our clients.

Primary Care Services provides comprehensive primary care services for the Aboriginal community. Multi-disciplinary teams consists of Health Workers, Aboriginal Health Practitioners, Registered Nurses and Midwives, and General Practitioners. Services are augmented by a range of visiting specialists and allied health professionals. Teams liaise and work closely with other service providers to ensure a high standard of integrated and coordinated client care.

The broad function of the position is to take accountability for and provide leadership of team activities to achieve continuity and quality of client care and outcomes of practice. Under the limited direction of the Clinical Services Leader the primary role of the Senior GP is to:

* Coordinate client care delivery within the General Care team and across other services and programs
* Contribute in a senior practitioner role to Organisational Clinical and Practice Governance
* Coordinate clinical supervision and education of GP Registrars
* Liaise with visiting Specialists and Allied Health Professionals
* Facilitate communication and support the ongoing education of all PCS members
* Use available information systems to inform decision making, evaluate outcomes, convey information and effect service improvement
* Liaise and advocate for appropriate clinical practice and models of care with external agencies in line with organisational requirements

**2. KEY RESPONSIBILITIES/DUTIES**

*Identify the significant services of work, which are the key outputs of the position*

| **KEY RESPONSIBILITIES**(Outputs of the job) | **PERFORMANCE MEASURES**(Measures the outcome of the following activities by quantity, quality, or timelines.) |
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| **Client Care Coordination and Management** Delivery of best practice culturally safe primary care services in accordance with defined Models of Care | * + - Oversee day to day clinical processes in General Care to support client care: e.g. rostered GP duties to support triage processes, acute clinics, waitlist management, management of clinically related information, and a range of other medical advice and support to health staff
* Provide rostered GP services for individual clients and other client care as may be required informed by staffing levels
* Liase with visiting specialists and allied health to facilitate best practice clinical care
* Support GP participation in care coordination and multi-disciplinary case conferencing/reviews
* Maintain integrated service delivery and care coordination through strong communication pathways with managers, team leaders and supervisors from other Units and Programs
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| **Team and People Leadership**A positive culture of team work is maintained with encouragement of innovation, professional development, mutual trust and respect within the team | * Provide daily supervision for all team members to ensure clinical standards are achieved, and duties are fulfilled.
* Ensure regular clinical supervisory activity for team members including scheduled reflective practice and peer feedback mechanisms
* Actively support formal and informal education and support for the clinical workforce in collaboration with the Senior Aboriginal Health Practitioner as appropriate
* Ensure training and development of medical professionals meets required standards
* Act as and provide support for other GP Registrar Training Supervisors in compliance with contractual requirements
* Support performance management processes as required
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| **Service Management and Improvement**Continuous reflection and improvement | * Provide senior clinical advice and support to ensure all PCS services are provided in accordance with best practice standards and relevant accreditation standards are maintained
* Contribute in a senior practitioner role to Organisational Clinical and Practice Governance directions, activity and outcomes, including all continuous quality improvement and research activity
* Monitor and evaluate implementation of service gaols and activities and contribute to broader service planning, monitoring and review of services
* Advise the Clinical Services Manager during forecasting of Medicare income
* Actively monitor and advise on billing as a routine part of financial management processes
* Implement local processes to investigate complaints, incidents and accidents
* Advise on, and lead as necessary, to ensure a timely response to requests for medical reports and records (e.g. Coroner requests, legal reports,) in accordance with Organisational policy
* Provide expert advice to internal working groups, committees and organisational activities where requested
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| **Sector Engagement, Coordination and Linkages**Integrated client services are developed and promoted | * Develop and maintain links with external health services, organisations and personnel
* As required provide appropriate representation of Nunkuwarrin Yunti on committees, reference groups and provider networks as required
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| **Professional Development**Personal and professional development ensures delivery of best practice services | * Practice as a General Practitioner in accordance with relevant legislation, professional standards and evidence in all practice and accept professional responsibility and accountability for all actions and decision making within scope of practice
* Maintain Medical Indemnity insurance
* Maintain continuing professional development
* Proactively engage in workplace practice supervision and other team activities as required
* Proactively engage in regular performance development reviews
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| **Administrative Activities**Compliance with a range of administrative and business practices  | * Ensure timely and accurate documentation of clinical notes, consistent with professional standards
* Provide statistical and other reports provide as requested
* Manage client data and client files in compliance with privacy policies and legislation
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**3. SELECTION CRITERIA**

**ESSENTIAL – includes qualifications, skills, experience and knowledge.**

* Registered with the Australian Health Practitioner Registration Authority (AHPRA) Medical Board of Australia with FRACGP or equivalent qualification
* Hold membership of the Royal Australian College of General Practitioners (RACGP) or appropriate professional body
* Minimum of seven years of experience in Aboriginal health working in Aboriginal Community Controlled Health Services or services which provide the majority of its care to Aboriginal and or Torres Strait Islander people
* Hold a current Health Insurance Commission unrestricted provider number, relevant eHealth registrations and professional indemnity insurance
* Demonstrated understanding of the contemporary issues facing Aboriginal people and the impacts these issues have on Indigenous Australian societies and cultures; and
* Demonstrated ability to communicate sensitively and effectively with Aboriginal people
* Demonstrated ability to deliver a high level of professional judgement and clinical competence in a multi-disciplinary setting and a sound understanding of all aspects of clinical governance
* Sound knowledge of relevant Medicare schedules, billing processes and compliance management within MBS Guidelines
* Excellent organisational and time management skills, the ability to work autonomously with minimal supervision, work under pressure in a complex busy workplace to assess priorities and meet deadlines, and respond to difficult and/or stressful situations in a calm, sensitive and professional manner
* Proven ability to lead a multi-disciplinary team within a professional practice framework, including professional supervision and training for a broad range of health professionals including student work placements
* Significant experience in the use of Communicare or other electronic client health information management system to document client care (e.g. Medical Director or Best Practice) and proven capacity to monitor and report individual and population level outcomes of care
* Demonstrated knowledge, skill, experience and contribution at strategic and operational levels in quality assurance and continuous quality improvement processes
* Proven well-developed written and verbal communication skills and high level ability to communicate effectively with a range of health professionals and administrative staff
	+ Demonstrated ability to resolve conflict, solve problems and negotiate successful outcomes

**DESIRABLE**

* Previous experience working on community primary health care projects or programs that demonstrate best practice outcomes for Aboriginal and Torres Strait Islander clients.

**4. APPOINTMENT CONDITIONS**

**Special Conditions and Status**

1. Full time position, 38 hours per week
2. The tenure in this position is subject to funding continuing..
3. Some out of hours work may be required.
4. Some intrastate travel may be required.
5. Appointment is subject to a satisfactory National Police Clearance Certificate.
6. Subject to 6 months satisfactory probationary period unless the appointee is a current employee of Nunkuwarrin Yunti and has completed the required probationary period prior to being appointed to this position.
7. Salary Sacrifice, Superannuation Employer contribution.
8. Current South Australian full Driver’s Licence and willing to drive in the course of work activities.
9. Conditions of employment are in accordance with the terms and conditions stated in the relevant Enterprise Agreement.

**5. PERFORMANCE/SKILL STANDARDS**

Performance will be measured and assessed against objectives set out during the performance agreement and in alignment with the job and person specifications for the role.

**6. WORK HEALTH AND SAFETY**

Follow defined work health and safety legislation, and Nunkuwarrin Yunti’s policies and procedures related to the work being undertaken in order to ensure own safety and of others in the workplace.

Take such action as is within your competence and responsibility to report or make recommendations to a higher level representative as you deem necessary, to avoid, eliminate or minimise hazards of which you are aware in regard to working conditions or practices.

Keep work areas in a safe condition and report any near accident, accident or injury, which arises in the course of your work.

**7. RESPONSIBILITY STATEMENT**

Contribute to the maintenance of a healthy, safe and equitable working environment by maintaining knowledge of and adhering to the principles and standards of Equal Employment Opportunity legislation that ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment.

Recognise that confidentiality will be abided by at all times in line with Organisational policy and respect the cultural sensitivity of all clients/customers of Nunkuwarrin Yunti of South Australia Inc.

Abide by the policies and procedures of Nunkuwarrin Yunti of South Australia Inc.

**8. CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements for the job.

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with staff, as necessary.

**Employee Statement**:

**As occupant of this position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

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Name Signature Date

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**Job and Person Description Approval**

**Date approved: / /**

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| **MIDDLE MANAGER****Name:****Signature:**  | **CHIEF EXECUTIVE OFFICER****Name:****Signature:** |