



## **WALGETT ABORIGINAL MEDICAL SERVICE LTD**

**A.C.N. 605 822 339 A.B.N. 780 1499 0451**

**37 Pitt St (P.O Box 396), WALGETT NSW 2832**

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### **JOB DESCRIPTION - SALARIED MEDICAL OFFICER GENERAL PRACTITIONER**

#### **ACCOUNTABILITY**

Responsible to the Chief Executive Officer via the Practice Manager, Clinics

#### **UNIT**

WAMS Clinic

#### **AWARD**

Aboriginal Medical Officers NSW where contract silent

#### **LOCATION**

37 Pitt Street, Walgett NSW 2832

#### **HOURS OF WORK**

Minimum 10 sessions per day or as per contract

#### **MAIN PURPOSE OF POSITION**

Provide whole of person, comprehensive, co-ordinated and continued general practice services for individuals, families and communities through the Walgett Aboriginal Medical Service Ltd (WAMS).

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#### **QUALIFICATIONS AND EXPERIENCE**

- Current Registration as a medical practitioner with NSW Medical Board
- Minimum 5 years post-graduate experience in general practice
- Experience in Aboriginal Health (desirable)
- Vocational Registration with Health Insurance Commission, or approved substitute scheme
- FRACGP and/or FACRRM
- Interest / experience in working with Aboriginal communities
- Interest in supervision and training / previous supervisor experience welcomed
- Current drivers licence
- Clear Working with Children's Check (WWCC), National Crime Check (NCC) and Pre Employment Medical Check (PEMC)

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#### **Clinical**

- An interest in and commitment to Aboriginal Health
- Sound general practice medical skills for whole of life care including general medicine, paediatrics, mental health, women's health and men's health.
- Perform minor surgical procedures, suturing and treatment of simple fractures
- Undertake nursing home and home visits.

- Prepare reports for Worker's Compensation authorities, Police or legal representatives when requested.
- Experience in antenatal and postnatal care
- Current Basic Life Support Skills
- Maintain clinical records in accordance with legislation and professional recommendations
- Be able to use computerised clinical record system and provide appropriate data as required

### **Supervision**

- Supervise clinical work of WAMS GP Registrars
- Research and Teaching (Supervisor)
- Undertake clinical teaching of GP registrars, medical students, other health trainees as appropriate
- Participate in the continuing education program for WAMS staff
- Liaise, and comply with recommendations of (NSW) Aboriginal Health and Medical Research Council (AH&MRC) in relation to any proposed research or trials
- Provide data to WAMS Chief Executive Officer (CEO) as required

### **Other Responsibilities**

- Maintain current professional registration and indemnity insurance
- Comply with all WAMS and statutory policies, procedures and guidelines including Infection Control
- Maintain professional and ethical standards of practice, taking into account the WAMS statement of values
- Maintain knowledge of current Medicare items in order to ensure correct billing (and thus income) of the clinic
- Participate as a team member in the safe, efficient and effective functioning of the clinic as a whole, including attending clinic and staff meetings
- Participate in the establishment and review of policies and procedures required to ensure safe, efficient and effective delivery of patient care
- Participate in Continuous Quality Improvement and Accreditation of WAMS in general and the Clinic in particular
- Promote and develop a safe environment, as required by WH&S legislation
- Maintain statistics required for reporting to Governments and other bodies
- Compile a quarterly report to the Chief Executive Officer

### **LOCAL BACKGROUND AND ENVIRONMENT**

WAMS is an Aboriginal Community Controlled Health Organisation (ACCHO). It was the first such service in NSW to be accredited and has achieved this recognition again in 2016 for both the general practice clinical component as well as the organisational component.

The General Practitioner works as part of the WAMS Clinic Team providing medical and health services to the communities of Walgett and Brewarrina. This may entail providing service at outlying clinics e.g. Collarenebri, Gingie Village, Goodooga or Pilliga. WAMS Clinic also provides limited health related transport services to facilitate attendance at specialist and other appointments.

Walgett is a rural community (ARIA 6). Referral from Walgett is usually to Dubbo Base Hospital or one of the tertiary Sydney hospitals depending on the nature and severity of the medical condition. Transport for acute conditions is usually by RFDS or Air Ambulance for a ¾ hour or 1 ½ hour flight respectively:

Medical facilities available in Walgett include:

- Walgett District Hospital with 10 Acute beds
- Medical cover provided by Walgett General Practitioner employees through the Rural and Remote Medical Service(RARMS). WAMS are not currently on this roster.
- Radiology: X-ray and ultrasound (specialist not on-site) reports within 24-48 hours
- Pathology: full service (specialist not on-site) report emailed within 24 hours
- Physiotherapy
- Dietician
- Speech Pathology
- Mental Health Team

Specialists visit from other cities to consult in Walgett in the following specialities. Procedural work is usually done in Dubbo (3 hours by car)

- General Medicine/Renal - RARMS
- Cardiology - WAMS
- Diabetes/ Endocrine - WAMS/RARMS
- General Surgery - Hospital
- Psychiatry - WAMS
- General Surgery - Hospital
- Paediatrics - Hospital
- Dermatology - WAMS
- Ophthalmology - WAMS
- Obstetrics/Gynaecology - WAMS
- ENT - Hospital

### **KEY INTERNAL AND EXTERNAL RELATIONSHIPS**

The General Practitioner will interact with:

- WAMS Chief Executive Officer
- Other medical and nursing staff, Aboriginal Health Workers and administrative staff within WAMS to maintain communication of continuing care needs
- Other GPs and Specialists in co-ordinating care for clients of WAMS
- Outback Division of General Practice(ODGP) which supports General Practitioners in the Walgett district, and other medical and health organisation (e.g. Rural Doctors Association, Rural Doctors Network, other Division and General Practice) as required

### **SUPERVISION ARRANGEMENT OF THE GENERAL PRACTITIONER**

- The GP should be able to work independently.
- Performance appraisal will be undertaken by the Manager Clinics on a regular basis, initially at 3 monthly intervals.

### **CHALLENGES/PROBLEM SOLVING**

- Professional isolation – working in a rural general practice which provides limited opportunities for face-to-face contact with other doctors.
- Cultural understanding – most clients of WAMS Clinic are Aboriginal with high needs.
- Communications and belief systems - quite different from those of doctors who work in the clinic.

## **DECISION MAKING**

- All clinical decisions can be dealt with without referral to supervisor.
- Many clinical decisions may best be communicated or reinforced by AHWs, so it is essential to refer to the Aboriginal Health Workers for advice on cultural approaches.
- Decisions regarding the role of WAMS in the community, or anything which may impact on the perception of WAMS by the community must be discussed with the Manager Clinics or CEO.

## **PERFORMANCE MONITORING**

The GP is responsible for

- Attending WAMS weekly Case Conferences
- Participating in ongoing review of professional practice as required by NSW Medical Board.
- Participating in continuing education and professional development
- Maintaining his/her competence for general practice

Regular performance appraisal will be conducted by Manager Clinics and/or CEO and may be based on (these are indicative only)

- Quarterly report to Chief Executive Officer
- Personal achievements, plans and goals
- Quantitative measures of performance (e.g. Medicare Revenue generated, Annual Health Checks, General Practitioner Management Plans (GPMPs) and Team Care Arrangements(TCAs)
- Congruence with WAMS strategic goals