

Eastern Health

POSITION DESCRIPTION

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|--------------------------------|--|
| Position Title: | General Practitioner - Healesville Hospital GP clinic - Internal Locum |
| Award Classification: | At the appropriate classification rate commensurate with level of experience in accordance with the Medical Specialists (Victoria Public Health Sector) (AMA Victoria/ ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026 |
| Award / Agreement Name: | Medical Specialists (Victoria Public Health Sector) (AMA Victoria/ ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026 |
| Reports to: | Clinical Director, Care@Home - GP Clinic, Community and Aboriginal Health Teams, District Nursing Service and SACS Clinics |

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs. *'Being part of Eastern Health is being part of a welcoming team of healthcare experts'* is achieved through Eastern Health's strategic goal of HEALTHIER TOGETHER.



1. POSITION PURPOSE

Eastern Health's GP Clinic is located at our Healesville Hospital and Yarra Valley Health campus. It operates as a general practice clinic offering a range of primary care services to a large catchment of patients in the outer eastern suburbs. The clinic operates during normal business hours as well as after hours on weeknights, weekends and public holidays. This position will be responsible for provision of locum general practice services both during business hours and after hours.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

2.1 Provision of good clinical care

- Providing skilled health assessment, diagnosis and treatment services to patients.
- Ordering diagnostic tests as needed, checking and informing patients of results as per clinic's procedures.
- Referring patients appropriately to other providers if their needs exceed the range of care able to be provided.
- Consulting and collaborating with colleagues to provide optimal care.
- Documenting all care provided and education/information given to patients within their health record, as per clinic's procedure.

2.2 Maintaining a good medical practice

- Maintaining professional knowledge and standards through continuing medical education and personal professional development.
- Having a working knowledge of legislation and standards of General Practice.
- Maintaining a current resuscitation certificate.
- Practicing medicine in a way that reflects Eastern Health's values and mission.

2.3 Maintaining Trust (professional relationships with patients)

- Providing services courteously and respectfully, with regard to the cultural beliefs and needs of patients.
- Responding openly and following up complaints or feedback.

2.4 Working collaboratively with colleagues

- Collaborating in regard to rosters and providing cover to ensure patients' needs are met.
- Working constructively and harmoniously with all staff to ensure patients receive optimal care.
- Involvement in practice accreditation activities.
- Participating in centre-based audits and activities.
- Collaborate with the wider Community Health services and staff to deliver patient-centred and coordinated care.

2.5 Maintaining integrity in professional practice

- Charging for consultations in line with the clinic's policy.
- Declaring any vested interests in services that may be referred to.
- Returning phone calls in timely manner.
- Completing documents i.e. medical reports in a timely manner.
- Clearing in-tray daily and delegating this task if absent.
- Demonstrating a working knowledge of the organisation's policies and procedures.
- Reporting events or untoward incidents as per professional standards and organisational policy.
- Using the computer effectively e.g. data input.
- Keeping up-to-date with new item numbers, SIPs and incentive payments.
- Ensuring immunisation status is kept up to date.

2.6 Develop Relationships with:

- Practice staff including doctors, nursing and administration.
- The wider Community Health teams – Family, Health and Ageing, Counselling and Primary Care teams
- Other Eastern Health services e.g. pathology, radiology and hospitals.
- External health care and social services providers.

3. SAFE PRACTICE AND ENVIRONMENT

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information [here](#).

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centred care

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

Our commitment to Diversity, Equity & Inclusion

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQA+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please [click here](#).

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria
- Attachment 2 Key Result Areas /Key Performance Indicators

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Healthcare workers are strongly recommended to follow COVID vaccination recommendations provided in the [Australian Immunisation handbook \(based on ATAGI advice\)](#). Seasonal vaccination against influenza is a mandatory requirement of this role and employment is conditional on this being up to date prior to employment.

Signed: _____ Date: ____/____/____
Executive Director Medical and Clinical Governance Eastern Health (or delegate)

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____ Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential

- Demonstrate a knowledge of and compliance with all relevant legislation and common law obligations
- Accountability and duty of care in the course of practice including meeting practice standards
- Demonstrate knowledge of policies and procedural guidelines that have legal implications; for example ensuring documentation conforms to legal requirements
- Identify and respond to unsafe practice; for example implement interventions to prevent unsafe practice and/or contravention of law
- Demonstrate a patient-focused approach in service provision with genuine empathy and interest in their needs
- Excellent interpersonal and communication skills across all ages and social groups
- Always well-presented, friendly, courteous, obliging and representing the practice in a confident and positive manner at all times
- Undertake all duties in a diligent manner, with honesty and integrity
- Maintain absolute confidentiality regarding patient and practice information
- Have a vigilant attitude to accuracy, being prepared to double check as necessary
- Ability to work cooperatively and independently, to prioritise and organise, with attention to detail
- Demonstrated commitment to ongoing professional development
- Possession of current driver's licence
- Registration as a medical practitioner with the Medical Board of Australia
- Vocational registration, or actively pursuing vocational registration, with RACGP
- Current Medical Indemnity

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au

ATTACHMENT 2

Eastern Health/Department/Speciality information and additional position requirements:

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SPECIALTY SPECIFIC INFORMATION

Organisational Context

ORGANISATIONAL CONTEXT

Eastern Health is the major provider of health care services in the eastern region of metropolitan Melbourne covering a catchment area of 3,000km² and a population in excess of 700,000, providing a full range of acute, aged care, rehabilitation, ambulatory and mental health services to its community and treats in excess of 600,000 patients per annum. It employs over 9,500 staff and is affiliated as a teaching health service with Monash, Deakin and Latrobe Universities. Eastern Health comprises Box Hill Hospital, Maroondah Hospital, Angliss Hospital, Peter James Centre, Wantirna Health, Yarra Ranges Health, and Healesville Hospital and Yarra Valley Health.

LOCAL WORK ENVIRONMENT

Healesville Hospital GP Clinic is part of the Speciality Medicine and Ambulatory Care (SMAC) program within Eastern Health and co-located at Healesville Hospital.

In addition to General Practice services, we provide primary care services to the Yarra Valley communities in the Shire of Yarra Ranges including:

Adult and Paediatric Allied Health Services.

Community Health Nursing, including Women's Health and Diabetes Education.

Counselling (Generic and Family Violence) and Case Management.

Social support groups for older people and carers.

Health Promotion Groups and Programs, including exercise groups, smoking cessation and diabetes management.

We also provide specialist Community Health services in the outer eastern metropolitan region including:

Paediatric Allied Health (Maroondah Hospital)

Exercise Groups, Adult Physiotherapy and Dietetics (Angliss Hospital)

We strive for a healthier community by:

Promoting access to the broadest possible range of quality services and supports

Taking steps to prevent disease promote wellness and improve quality of life

Striving for the delivery of those services and supports in an equitable manner.

