

## BENDIGO COMMUNITY HEALTH SERVICES

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### POSITION TITLE: COMMUNITY MEDICAL PRACTITIONER

<b>Name:</b>	
<b>Position number:</b>	
<b>Award/Agreement:</b>	Medical Practitioners Award 2010
<b>Classification:</b>	Community Medical Practitioner Pay Point 8 (MM4)
<b>Site:</b>	Eaglehawk however the position may work from any Bendigo based BCHS site as negotiated
<b>Hours per fortnight:</b>	30.4 hours per fortnight (negotiable)
<b>Tenure:</b>	Ongoing
<b>Position description developed:</b>	July 2019
<b>Responsible to:</b>	Director - Primary Health Care Services

PO Box 1121  
Bendigo Central  
Victoria 3552

**Central Site:**  
Ph: (03) 5448 1600  
Fax: (03) 5441 4200

**Eaglehawk Site:**  
Ph: (03) 5434 4300  
Fax: (03) 5441 4200

**Kangaroo Flat:**  
Ph: (03) 5430 0500  
Fax: (03) 5441 4200

**Elmore Primary Health:**  
Ph: (03) 5432 6001  
Fax: (03) 5432 6101

### Vision

Better Health and wellbeing across generations.

### Mission

Working hand in hand with our community to achieve healthier lives.

### Values

- **Respect**  
We build respectful relationships through trust, empathy and collaboration.
- **Inclusive**  
We recognise and promote accessible, safe and holistic health care as a basic human right.
- **Integrity**  
We are authentic, accountable and we honour our obligations.
- **Innovation**  
Through continuous learning, we ensure an agile, responsive and sustainable service.

### Strategic Directions

1. **Programs for Equity**  
Commitment to achieving equitable health and wellbeing.
2. **Consumer and Community Centred Organisation**  
Understand and respond to community needs and consumer's lived experience.

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### **3. Quality, Safety and Consumer Experience**

Deliver the best consumer experience that is of consistent quality, safe and evidence-based.

### **4. Sustainability**

Sustainable for purpose organisation.

## **Position Role**

The role of the position is:

- Provide and deliver quality health care as a competent and skilled Medical Practitioner.
- Provide medical services to individuals as part of Bendigo Community Health Services (BCHS) integrated community medical practices model.
- Be viewed as a leader, if engaged in specialised medical care and service provision, in the field and continue to develop professionally where required to keep skills contemporary.
- Where practicable, be involved in population health issues at a community level and be an active representative and advocate for BCHS services.

## **Position Responsibilities**

The responsibilities of the position are:

- Provide medical practitioner services within the Community Medical Practice as required but to include:
  - Support of BCHS' services as appropriate by General Practitioner (GP).
  - Home visit services negotiated by the GP as deemed necessary for patient care.
  - The provision of GP services to patients of the Community Medical Practice resident in aged care facilities.
  - Provide specialised skills where agreed to as part of the role.
  - Participation in after-hours roster as negotiated.
- Develop care plans, conduct health assessments, participate in case conferencing and implementation of other Commonwealth initiatives for example Enhanced Primary Care for patients of the Community Medical Practice with the assistance of members of the Nursing and Allied Health team.
- Assist with the integration of health promotion and the social model of health into the Community Medical Practice.
- Ongoing involvement in quality assurance, professional development and continuing educational activities.
- Data collection and research initiatives as appropriate and required (including clinical audit and review).
- Supervision of Medical Students and GP Registrars as negotiated.
- Involvement in clinical meetings including the development and review of clinical guidelines and participation in accreditation activities.
- Participation in relevant organisational meetings and planning forums as requested.
- Specialist skills/experience may be held in any of the following:-
  - Sexual and Reproductive Health
  - Complex Chronic Disease Management
  - Drug and Alcohol Management
  - Men's/Women's Health
  - Children and Adolescent Medicine
  - Pain Management
  - Mental Health
  - Family Medicine
  - General Medicine

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### **The Role of the Team**

The Community Medical Practice provides an integrated community based multidisciplinary health service which demonstrates a strong focus on health advocacy and promotion, applies the social model of health and demonstrates a commitment to equity and access.

### **Key Selection Criteria**

#### **Essential**

1. A Bachelor of Medicine credentialed to practice as a qualified Medical Practitioner/General Practitioner.
2. Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) with no restrictions/conditions to practice as a General Practitioner.
3. Demonstrated experience as a General Practitioner working in a Community Health setting.
4. A sound knowledge of general practice and community medicine.
5. Excellent interpersonal and communication skills with consumers and families.
6. Demonstrated ability to work as a member of a multidisciplinary team.
7. The ability to build and develop positive relationships with both internal and external consumers.
8. A current Working with Children Check.

#### **Desirable**

1. The ability to confidentially maintain accurate records in accordance with BCHS procedures.
2. Current Driver's Licence.
3. Skills in the following, where negotiated and approved by BCHS credentialing processes:-
  - a) Sexual and Reproductive Health
  - b) Complex Chronic Disease Management
  - c) Drug and Alcohol Management
  - d) Men's/Women's Health
  - e) Children and Adolescent Medicine
  - f) Pain Management
  - g) Mental Health
  - h) Family Medicine
  - i) General Medicine

#### **Probationary Period**

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your Manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

#### **Staff Review and Development (SRD)**

*Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the Position Role and Responsibilities and Key Selection Criteria in addition to the relevant Branch and Team Plans and the following Performance Indicators.*

#### **Self-Management:**

*Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth*

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.

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- Demonstrate behaviours that lead you to achieving your goals.

### **Communication and Team Work:**

*High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with consumers*

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' Vision, Values, and Strategic Directions.

### **Administration and Documentation:**

*Through the use of BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.*

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

### **Learning:**

*Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.*

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and team work plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes.
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

### **Position Performance:**

*Demonstrate achievement of negotiated performance indicators specific to your position.*

- Demonstrated commitment to, and passion for, community-based medicine delivered in a non-judgmental patient centred manner.
- Commitment to working within an integrated health promotion framework.
- Excellent interpersonal skills.
- Demonstrated understanding and commitment to evidence based medical practice.
- Demonstrated ability to work as a member of a multidisciplinary team with highly developed communication skills.
- Well-developed skills in documentation and administration skills in relation to the Community Medical Practice using electronic patient management software systems.
- A commitment to continuous quality improvement.
- Demonstrated understanding of the social model of health.
- Ability to write accurate and comprehensive case notes.
- Demonstrated experience in accurate documentation, record and data management.
- Achievement of agreed performance goals including financial.

### **Diversity and Culture:**

BCHS treats all people with respect; values diverse perspectives; participates in diversity training opportunities and provides a supportive work environment.

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### Child Safety:

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **ALL** children reach their individual potential.

### Other Essential Requirements

#### Staff will:

- Complete a satisfactory Police Check before employment is confirmed, the Police Check will be initiated by BCHS at the expense of the staff member.
- Sign the pre-existing Injury/Disease Declaration.
- Present a copy of your original professional qualifications document or registration (if required).
- Receive and comply with the BCHS Code of Conduct.
- Comply with BCHS Privacy Policy and Procedures.

### BCHS believes that **"Quality is everyone's business, safety is my responsibility"**

Co-operate with and contribute to BCHS Health and Safety procedures and participate in appropriate safety information and education activities as required.

### Other Information

- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.
- BCHS has a commitment to environmental sustainability.

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Approved: Callum Wright  
Executive Officer

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Agreed: Community Medical Practitioner