



**BEGA GARNBIRINGU HEALTH SERVICES
SENIOR GP
POSITION DESCRIPTION**

Document No:
Document Owner: Manager HR
Issue Date: 19th March 2007

Position Description Form

POSITION DETAILS

Position Title: Northern Goldfields Kidney Health Project Medical Officer

Department: Health Services

Reports to: Chief Investigator NGKHP

Position Term: 12 Month Fixed Term Contract. Renewed annually subject to funding

PRIMARY PURPOSE

- Ensure high quality primary care of patients participating in NGKHP
- Ensure protocols and procedures for NGKHP are developed, documented and implemented according to best practice
- Assist with development, implementation and evaluation of NGKHP
- Develop and oversee clinical governance to sector standards.

EMPLOYEE

First Name _____ Surname _____

Signature _____ Date _____

SUPERVISOR

Job Title _____ Date _____

First Name _____ Surname _____

Signature _____



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POSITION ACCOUNTABILITIES

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Accountabilities

Professional Services	<ul style="list-style-type: none">• Assist the Northern Goldfields Kidney Health Project team in the pursuit of service excellence and high standards in clinical governance.• Support the Northern Goldfields Kidney Health Project team with appropriate and timely professional advice and contribute to the overall effectiveness of the Northern Goldfields Kidney Health Project.• Maintain a minimum client case load and perform general medical and clinical services to participants of the Northern Goldfields Kidney Health Project.• Ensure optimum data collection and Medicare capture for services provided by Northern Goldfields Kidney Health Project team.• Develop cooperative service networks (in the interests of NGKHP participants) with other health services and health professionals in particular – Bega Garnbirringu, the Public Health Unit, Silver Chain, WACHS, Division of General Practice, KRH Dialysis Unit, visiting specialists, WAGPET, Amcal pharmacy and the Rural Clinical School• Provide primary health care advice, relating to and in the interests of shared clients, to other health services, health professionals and the clients themselves in keeping with professional ethical guidelines.• Maintain client records, data files and provide assistance to appropriate staff, in tasks relating to individual files and/or health information sessions and to act as a resource to staff and clients• Ensure confidentiality is maintained in accordance with professional ethics, the Bega Codes of Conduct and the Privacy Act 1998• Provide clinical teaching and supervision for GP's, AHW's, AHW students, Nurses, Medical Students and other clinical staff as required• Maintain attention to of GP professional registrations and licences• Actively encourage and promote continuous improvement
Administration	<ul style="list-style-type: none">• Provide reports and maintain records as required• Participate in policy and procedural reviews in accordance with the accreditation guidelines and otherwise as required by the Northern Goldfields Kidney Health Project team.• Ensure all client recall systems and accurate computer records are maintained at all times
Other Duties	<ul style="list-style-type: none">• To undertake the duties and responsibilities of the role in the context of cultural awareness• Undertake professional development and training as required• Perform other duties relevant to the position as directed by the Chief Investigators of the Northern Goldfields Kidney Health Project.• Represent Bega Garnbirringu Health Services and the Northern Goldfields Kidney Health Project in all matters in a professional, ethical and client focused manner

POSITION PARAMETERS

Education & Experience:

Registered Medical Practitioner with Medical Board of WA
At least three years experience in a health care facility



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Skills & Abilities:

Demonstrated ability to plan, manage and control workloads and resources to meet priorities, deadlines with minimal supervision
High level communication and interpersonal skills
Moderate level computer usage skills including Primary Care and GP Data Systems i.e. Ferret and Medical Director, Micro Soft Office Suite
Ability to function and participate as part of a team and to contribute to team building
Ability to travel for work
Ability to work outside normal working hours
Ability to work as part of a multi disciplinary team in a community based organisation
Cross cultural sensitivity and understanding of issues affecting Aboriginal Communities and people

Behavioural Competencies:

Responsible, discreet, confidential and impartial
Adaptable and flexible
Energy and initiative
Customer service, responsiveness and team focus
Stress tolerance
Professional manner
Self motivated and proactive
Ability to assess and identify areas for improvement and development across the organisation
Attention to detail

Objective:

To participate and abide by the Bega commitments, principles and values as prescribed in the Bega Mission Statement.
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