



Kimberley Aboriginal Medical Services Ltd

An Organisation of Aboriginal people, for Aboriginal people; controlled by Aboriginal people.

JOB DESCRIPTION FORM

Effective date of document June 2018

POSITION IDENTIFICATION

Award Non- Award

Award Type

Title: General Practitioner – Bidyadanga

Reports to: Deputy Medical Director, KAMS

Relationships – Internal

- Remote Clinic Staff and managers
- Other KAMS and KRS GPs and GPRs
- Health Informatics team
- Population Health Team

External

- Community Council and CEO
- Kimberley population health Unit (KPHU)
- Kimberley Mental Health and Drug Service
- Boab Health service
- Royal Flying Doctor Service
- Any other external agencies supplying support to the community

Duty Statement

- To provide comprehensive primary health care in Bidyadanga Community in line with accepted best practice standards.
- In conjunction with the multidisciplinary team, assist in the development and maintenance of high quality health services, ensuring continuous monitoring, quality improvement and innovation in the delivery of comprehensive primary health services
- Support the education, training and on-site up-skilling of the Bidyadanga primary health care workforce
- Contribute to KAMS health program initiatives in line with identified needs

Kimberley Aboriginal Medical Services is a smoke-free organisation and smoking is prohibited in and around all buildings, vehicles and grounds.

Key Responsibilities

Clinical practice

- Provide clinical primary health care services to Bidyadanga as part of the regular GP roster. On



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occasion you may be required to provide clinical services in Beagle Bay

- Provide emergency assessment, stabilisation and care during hours, and rostered on-call support after-hours. Where required, liaise closely with the Royal Flying Doctor Service for timely evacuation of clients requiring hospitalisation and /or more advanced care.
- Support active use of the electronic patient information and recall system MMEX to assist in the provision of prompted opportunistic care for all clients, ensuring widespread population screening, early detection, monitoring and appropriate management of chronic disease
- Throughout your clinical practice, work with colleagues and clients in a framework of cultural safety which respects local cultural beliefs and practices
- Work with other staff to optimize Medicare income for reinvestment in sustainable clinical services
- Maintain strong linkages with other health providers in the area to ensure optimum coordination of care and advocacy for the client base

Quality assurance / improvement

- Ensure that clinical care is in line with regional best practice standards
- Ensure a commitment to the uptake of Kimberley Chronic Disease Therapeutic protocols, Kimberley Maternal and Child Health protocols, Kimberley Standard Drug list, and other endorsed tools for regional best practice
- As a member of the multidisciplinary team, contribute to regular quality assurance and quality improvement initiatives of the health service
- Participate in the KAMS Clinical Incident Management Process

Education / up-skilling of the health workforce

- Participate in the implementation of in-services for health staff, with frequency and content determined in conjunction with senior managers and based on current staff skills and needs
- Provide supervision for GP Registrars (GPRs), Resident Medical Officers (RMOs) and medical students
- Participate in providing support to GP Registrars doing the on-call roster as part of on-call support roster
- Participate in the provision of support and education for Aboriginal Health Workers (AHWs), nursing and pharmacy assistant students during placements, with direction from identified preceptors and senior management team

Contribute to KAMS health program initiatives in line with identified need and personal interest / career development

- Participate in regional and local KAMS health initiatives - such as health research, regional best practice guidelines, other areas of clinical governance, health information and IT development, medical education and training, etc - contributing your own expertise to such projects as well as taking up the opportunity to develop in areas of particular personal and career interest.

Clinical Leadership

- Monitor pathology results for the clinic and ensure all are being actioned and those not belonging to the clinic are forwarded or returned as appropriate
- Ensure that clinics and remote office are informed of students visiting the clinic
- Coordinate the updating of GP clinic roster



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- Chair and arrange (or assist) regular team meetings
- Ensure correspondence from visiting specialists is actioned and results followed up
- Be the doctor contact for the midwifery group program
- Prepare a report for the monthly doctor meeting
- Work closely with the clinic manager to ensure patient flow and other systems operate effectively. Also to work with any nominated community representative as part of the Bidyadanga clinic management team
- Be the doctor contact for clinical issues and incidents in the clinic
- Orientate new medical staff to the clinic and its systems for operating

Selection Criteria

Essential:

Demonstrated expertise in the following areas:

- ✓ Eligible for registration in WA
- ✓ Minimum of 5 years general practice / primary health care experience
- ✓ Commitment to the philosophy and practice of Aboriginal Community Control
- ✓ Competent to manage emergencies in remote setting
- ✓ Ability to act as an effective member of a multidisciplinary health team
- ✓ Ability to travel by air and/ or road on a regular basis
- ✓ Ability to maintain confidentiality at all levels
- ✓ Effective interpersonal, oral and written communication skills
- ✓ Sound knowledge and understanding of Aboriginal culture
- ✓ Proven ability to communicate and work effectively with Aboriginal people
- ✓ "C" class drivers licence
- ✓ Must be able to drive a 4WD
- ✓ Federal Police Clearance
- ✓ Working with Children Check
- ✓ Current GP Supervisor accreditation (or eligible to undergo training for this)

Desirable:

- ✓ FRACGP, FACRRM or equivalent
- ✓ Previous experience in Aboriginal Community Controlled Health sector



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Certification

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

KAMS CEO

Signature: _____ Date: ____/____/____

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

Name of employee: _____

Date Appointed: ____/____/____

Signature: _____ Date: ____/____/____

About KAMS

www.kamsc.org.au

KAMS (Kimberley Aboriginal Medical Services Ltd) is a regional Aboriginal Community Controlled Health Service (ACCHS) resource organisation providing a collective voice for a network of member ACCHS from towns and remote communities across the spectacular Kimberley region of Western Australia.

Our major role is in advocacy and support for our ACCHS members, in addition to KAMS being directly responsible for the provision of comprehensive primary health care in 5 remote Aboriginal community clinics at Balgo, Billiluna, Mulan, Beagle Bay and Bidyadanga. Our member ACCHS are based in Kununurra (OVAHS – Ord Valley Aboriginal Health Service), Halls Creek (YYMS – Yura Yungi Medical Service), Derby (DAHS – Derby Aboriginal Health Service) and BRAMS (Broome Regional Aboriginal Medical Service).

The KAMS Work force Support and Development Unit provides a model of integrated health education, incorporating accredited training for medical undergraduates and postgraduates, as well as support and non accredited training across the Kimberley.

KAMS is also responsible for the development and management of Renal Services for the Kimberley, including satellite dialysis services and support and coordination of local primary health care services in the provision of renal education and prevention, early detection and better management of established kidney disease and coordination of care for those in advanced stages of kidney disease.

The KAMS regional collective of ACCHS is a major employer in the Kimberley, with Aboriginal people representing more than 70% of its 300+ strong workforce. KAMS's regional support includes:

- Population Health
- Social and Emotional Well Being
- Health Promotion
- Information Technology
- Pharmacy Support and Training
- Corporate and Financial Services
- Research
- Regional Renal Services
- Undergraduate and Postgraduate Medical Training

Staff may not smoke while in uniform or when they are acting in an official capacity off site. Smoking is prohibited in and around all buildings, vehicles and grounds.