



Position Title	General Practitioner – Non-VR
Unit	Clinical and Nursing Services
Reports to	Executive Manager /Senior GP via Medical Practice Manger
Mode of Employment	Ongoing
Hours of Work	Negotiable. Flexible working arrangements available.
Classification	Non vocational registration with intent to pursue fellowship in General Practice
Remuneration	As negotiated
Salary Packaging	A range of salary packaging benefits are offered to part-time and full-time employees. Salary packaging results in a lower taxable income, meaning you pay less tax and increase your take home pay. Packaging options include living expenses up to \$15,900 per year (rent, mortgage, credit card payments); meal entertainment benefits up to \$2,650 per year; remote area housing; and novated leasing. More information is available on request.
Other Benefits	<ul style="list-style-type: none"> • Relocation assistance may be provided • Professional development support • Options to purchase additional annual leave • Access to our onsite gym (Lakes Entrance site) • Corporate memberships for the local council-run gyms • Employee Assistance Program • Flexible working arrangements by negotiation
Location	Primarily based in Lakes Entrance but may be required to work at other GLCH sites. <i>Our work takes place on the traditional lands of the Gunaikurnai people of Gippsland.</i>
Probationary Period	A six-month probationary period will apply.

Gippsland Lakes Complete Health (GLCH) is a not-for-profit organisation that's been helping East Gippsland residents to live well for more than 40 years.

We're one of the region's most high-profile health and support service providers with more than 500 staff, 300 volunteers, and an annual budget of over \$50 million.

Our services are delivered through five locations in Lakes Entrance, Bairnsdale, Bruthen, Metung and Nowa Nowa, as well as via outreach to nearby and remote communities.

Our services fall into one of five departments, each of which boasts a strong multi-disciplinary approach. They are Home and Community Support Services; Clinical and Nursing Services; Support,



Therapy, Education and Prevention Services; Family Youth and Children's Services; and Corporate Services.

GLCH is committed to inclusive practice, particularly for Aboriginal and Torres Strait Islander LGBTIQ+ and disability communities. We take a lead role in reconciliation, in social and service planning initiatives with local government and the primary care partnership, and in-service developments including chronic care, early year's development, and integrated health promotion.

We are a reputable, influential organisation that's committed to collaboration with other health providers for greater impact. We're passionate about ensuring we have the right people, capability and culture to deliver our promises, both now and in the future. More information about GLCH is available on our website glch.org.au.

Unit Overview

The Clinical and Nursing Services Unit offers a broad range of nursing services (including specialist nursing roles) together with a Medical Practice (including visiting medical specialists) supported by a small administration and customer service team.

The Unit is primarily based in Lakes Entrance with GP and nursing outreach services provided to the surrounding communities of Lake Tyers Aboriginal Trust, Bruthen, Metung and Nowa Nowa, along with GP clinic at Bairnsdale and Swifts Creek Secondary Colleges. Selected specialist nursing services span the catchment of East Gippsland.

Position Summary

The principal function of this position is being responsible for the provision of quality primary care to clients across the life span incorporating the philosophy and values of the organisation.

The spectrum of General Practice encompasses first line emergency care, preventative health care and chronic disease management and relevant specialties specific to the individual General Practitioner.

The practice is an accredited teaching facility and make provision for placement of medical students and GP Registrars.

Position Responsibilities

1. Clinical Responsibilities

- Provide and coordinate client care in accordance with evidence-based practice guidelines, scope of practice and the individual needs of the client.
- Consult with other members of the health care team as required with respect to patient management and related issues.
- Practice in accordance with legislative requirements, the code of conduct for Australian doctors, individual scope of practice and within the policies, practices and philosophies that guide and govern GLCH.
- Ensure documentation of clinical information is in a contemporaneous, concise and factual manner.

2. Education Development and Research

- Deliver and participate in appropriate educational activities for clinical staff including peers, GP registrars and students as well as community groups.
- Maintain personal professional knowledge, skills and registrations including relevant CME accreditation requirements and contribute to the training and development program of the practice.
- Contribute to the activities of professional associations as deemed appropriate.
- Demonstrate a preparedness to participate in relevant research activities.
- Actively participate and promote a continuous process of developing cultural competence by broadening knowledge of and respect for diverse individuals and communities with particular emphasis on the local East Gippsland demographic.

3. Service Planning, Development and Review

- Contribute to the strategic planning of the General Practice including clinical aspects and overall functioning to ensure medical services are provided in an efficient and effective manner.
- Participate in team or service reviews of practice performance in aspects of clinical care including formulating and implementing action plans.

4. Human Resources Functions

- Participate in a team approach to meeting staffing needs of practice regarding roster coverage and taking leave.
- Participate in the development and maintenance of appropriate performance standards and accountability requirements for clinical services.
- Assist with the orientation and induction of new medical staff.

5. Quality and Risk Management

- Participate in quality improvement initiatives including clinical audits, staff development and research activities as appropriate.
- Initiate and participate in quality improvement initiatives including clinical reviews/audits and accreditation processes.
- Actively participate and incorporate continuous improvement and risk management principles to all aspects of the role and in accordance with GLCH policies.

6. Occupational Health and Safety

- Ensure a safe working environment is maintained for self, other GLCH staff and clients by adhering to relevant policy, procedures and guidelines including identifying and reporting actual or potential problems or hazards.
- Report, using relevant documentation, all accidents, incidents or mishaps as well as symptoms that may be related to workplace health and safety risks.
- Adhere to the correct use of safety and protective equipment and prescribed safe working arrangements in all work-related activities.

Position Requirements

Police Check Note: GLCH will not discriminate on irrelevant criminal history.	Required upon initial appointment, then every three (3) years
Working with Children Check	Yes, and required to advise the Department of Justice within 21 days of commencing with GLCH. Renewal due every five years.
Medicare Registration provider number	Yes, registration with Medicare will be required upon commencement and at renewal
Professional Registration	Provision of Professional Registration Number required prior to finalisation of appointment and on renewal
Insurance	Evidence of currency of Professional Indemnity Insurance
Driver's Licence	Yes - current Victorian driver's licence

Key Selection Criteria

Qualifications and Experience		
1	Current Registration with the Australian Health Practitioner Regulation Agency as Medical Practitioner.	M
2	Currently enrolled or eligible to enrol into pathway program pending employment offer.	M
Skills, Knowledge and Attributes		
3	Demonstrated experience working in the General Practice or similar setting.	M
4	Excellent general practice skills commensurate with requirements of the role and contemporaneous practice guidelines.	M
5	Demonstrated excellent communication skills along with proven ability to maintain positive lines of communication with others in the healthcare team as well as relate to individuals from a broad cross-section of the community	M
6	Proven ability to work cooperatively as part of an effective team with a considerate, supportive and respectful attitude towards all clients and members of the service	M
7	Willingness to work within the philosophy and values of the organisation.	M

M = Mandatory

D = Desirable



Additional Information

1. GLCH is an equal opportunity employer.
2. Aboriginal and Torres Strait Islander people, and those who speak languages other than English are encouraged to apply.
3. GLCH is a child safe organisation and is committed to the safety, wellbeing, and inclusion of all children, in accordance with the Child Safe Standards
4. GLCH is committed to align our practice, policies and systems to the Multi Agency Risk Assessment Management (MARAM) framework and recognises Family Violence as a health issue.

Relationship to Performance Development and Review Plan

This position description operates in conjunction with and forms part of the relevant individual Performance Development Review Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

GLCH Values

Our work is informed by our values which include:

Courage

- We are progressive and collaborative
- We are creative and resourceful
- We are not afraid to try new things for the benefit of our community

Inclusion

- We exist to support the health and wellbeing for everyone in our community
- We celebrate and value diversity
- We are ethical, honest, reliable and fair

Compassion

- We are caring and kind to people and the planet
- We work respectfully and with integrity
- We build trust through listening and understanding

We require all employees to perform in a way that is in line with these values.

Application Details

For further information please contact Cheryl Bush, Executive Manager on 5155 8356 or email: cherylb@glch.org.au

Applications are to include a resume (including 2 professional referees). Applications can be submitted online at <https://careers.glch.org.au/>