



Mulungu

Mulungu Aboriginal Corporation Primary Health Care Services

Position Title: Medical Officer
Classification Level: By arrangement with the CEO
Date of Approval: August 2019

PART A: POSITION SPECIFICATIONS

1. Operational Management Environment

This position is located within the Mulungu Aboriginal Corporation Primary Health Care Service and forms part of the health team, which is responsible for addressing the health needs of the community and its members. Health services are provided to a designated geographical area within the Mareeba, Atherton Tablelands and surrounding districts.

2. Purpose of the Position

This position is responsible for the provision of medical services to the community in the maintenance and promotion of health care. This position will provide comprehensive and holistic healthcare to individuals that present to our service through compliance with RACGP standards and Mulungu policies and procedures.

3. Scope of the Position

The position provides support within the structure of Mulungu Aboriginal Corporation Primary Health Care Service by addressing the health needs of individual community members and the community as a whole.

The Medical Officer is accountable to:

- The Senior Medical Officer for practice according to the philosophy, policies and goals of the Centre.
- The Senior Medical Officer for compliance to meet a high standard of coordinated and structured work practices according to the philosophy, policies and goals of the Centre.
- The Senior Medical Officer, Practice Manager and Clinical Team for effective communication and work relationships including shared work responsibilities.

4. Organisational Structure and Reporting Relationships

The position of the Medical Officer reports to the Senior Medical Officer who can provide professional support and guidance. The Medical Officer is required to liaise and work with the Senior Medical Officer, Practice Manager and Staff from different Clinical Teams within the organization in providing clients with comprehensive health care including follow ups

where required. Refer to the organisational chart for details of where the position is located within the wider organisational structure.

5. Primary Duties and Responsibilities

- Provide culturally appropriate medical / health care to meet the needs of the community including centre consultations and home visits.
- Maintain professional standards of practice in the delivery of safe patient care.
- Liaise with community members and organisations to provide comprehensive primary health care and to support and encourage community participation and involvement in the promotion and maintenance of Aboriginal and Torres Strait Islander people's health.
- Supervise, teach and assess GP Registrars, PGPPP's and students on placement.
- Contribute to the education of Health Workers in clinical procedures for treatment of patients.
- Provide internal and external referrals for ongoing follow-up and care and management of patient through internal and external pathways.
- Actively participate and/or conduct patient case conferences with appropriate staff and other organisations where required.
- Actively coordinate and optimise Primary Health Care through the delivery of culturally appropriate education and timely treatment.
- Prepare reports and legal summaries and correspondence for government departments e.g. Workcover, Housing Queensland, Centrelink, Families, Youth and Community Care Queensland, Rehabilitation Australia, when required.
- Actively participate in Quality Improvement processes and to maintain RACGP standards to improve patient and centre outcomes.
- Collect, collate and report on data as required by the Senior Medical Officer and Practice Manager.
- Comply with contemporary Human Resource Management issues including Workplace Health and Safety, Equal Employment Opportunity and Antidiscrimination as applied in the work environment.
- Evaluate own practice by participating in performance development processes.
- Contribute to Medical Centre's documentation review processes.
- Perform other duties associated with the position as directed by the Supervisor of the position or by the Senior Medical Officer.
- Legend = Purple reporting, Red = QI, Green = Client Servicing, Brown = Leadership

PART B: PERSON SPECIFICATIONS

1. **Mandatory Qualifications**

- Bachelor of Medicine, Bachelor of Surgery
- Registration with the Medical Board of Queensland
- Fellowship of, or working towards fellowship of the RACGP or ACRRM

2. **Skills, Knowledge and Ability**

- Experience working within a cross-cultural environment.
- Knowledge, understanding and sensitivity towards the social, economic and cultural factors affecting Aboriginal and Torres Strait Islander people's health.
- Ability to perform comprehensive patient assessments, plan, implement and evaluate clinical care and primary health care strategies.
- Well-developed interpersonal skills with the ability to communicate effectively with people, particularly Aboriginal and Torres Strait Islander peoples.
- Ability to function in a multi-disciplinary team and ability to function independently.
- Knowledge and understanding of Quality Improvement processes and RACGP Standards.

3. **Standards of Practice**

- Maintain professional standards of practice in the delivery of safe patient care.
- Practice within an evidence-based framework.
- Participate in ongoing professional development of self and others.

4. **Additional Factors**

- Possession of a current 'C' Class Driver's Licence (Queensland) is required.
- Must be willing to undergo an Australian Federal Police check.

PART C: SELECTION CRITERIA

- SC 1** Bachelor of Medicine, Bachelor of Surgery qualification and current registration with the Medical Board of Queensland and Fellowship of equivalent of the FRACGP or the ACRRM or equivalent or show documentation of training for these qualifications.
 - SC 2** Demonstrated experience working within a cross-cultural environment and knowledge of Aboriginal and Torres Strait Islander cultures.
 - SC 3** Demonstrated knowledge and understanding of primary health care and the social, economic and cultural factors affecting Aboriginal and Torres Strait Islander peoples' health.
 - SC 4** Demonstrated skills in performing comprehensive patient assessments and planning, implementing and evaluating clinical care and other health care strategies.
 - SC 5** Demonstrated interpersonal and communication skills with the ability to work in a multi-disciplinary team structure.
 - SC 6** Knowledge of and / or involvement in Quality Improvement processes and RACGP Standards.
 - SC 7** Knowledge of or ability to acquire knowledge of contemporary human resource management practices including Workplace Health and Safety, Equal Employment Opportunity and Antidiscrimination.
-

The preceding information is an accurate statement of the requirements and employment of this position, at this time.

Signature _____ Date ____/____/____
(Chief Executive Officer)

I have read and understand the duties and requirements of the position as described in this position description and agree to be employed under such conditions and the relevant Award.

Employee's Signature _____ Date ____/____/____