

# Position Description

## General Practitioner



### Position summary

Reporting to the Program Manager, the General Practitioner will provide a high quality clinical service in accordance with best practice and actively support people through addictions rehabilitation and relapse prevention. They will respond to medical/ health issues presented by residents including history taking, diagnosis, investigation, treatment and referral as appropriate.

The role operates from the residential facilities in both Binna Burra and near Murwillumbah.

### Organisational relationships

**Direct reports:** Nil

#### Internal and external relationships

Internal relationships involve team and staff collaboration

External relationships may include families and carers, Psychiatrists, Primary Health Network professionals, clinicians, other GP's, agents for housing, Community Mental Health Service Providers and the broader community

Responsibilities	Outcomes
<b>Provide a high quality primary health care service</b>	
Engage with residents and provide them with general healthcare and contribute to the development of individual care plans in keeping with best practice standards.	There is proactive management of short and long-term conditions in line with national guidelines and pathways.
	Physical examinations are conducted on residents as required.
	Individually tailored treatment plans are created and implemented.
Respond to medical/ health problems presented by residents including history taking, diagnosis, investigation, treatment and referral as appropriate.	Residents are referred to services outside the Buttery when necessary in consultation with the resident.
	Diagnostic tests are ordered as required.
Develop, review and audit recovery plans.	Residents' treatment progress (including results of urinalysis and other laboratory investigations) are monitored.
<b>Provide prescriptions</b>	
Provide specialist prescribing assessments to opiate, stimulant,	Residents' prescriptions are reviewed to support recovery.

tranquilizer, barbiturate, alcohol dependent clients, and those with psychoactive substance use.	Appropriate prescriptions to support reduction of dependence on substances are given to MTA residents in collaboration with the other Buttery GP.
<b>Promote health and harm minimisation</b>	
Provide appropriate health promotion and preventative health care advice to all residents.	Accurate information is provided to residents to assist them to make informed health decisions.
	Health education in regard to harm minimisation, blood borne viruses and overdose prevention is provided.
<b>Quality assurance and compliance</b>	
Ensure there is compliance with health care standards and requirements.	Resident confidentiality is maintained
	Quality assurance standards are maintained.
	There is positive feedback from residents about healthcare delivery.
	Legislative, contractual and audit inspection framework requirements are met.
<b>Administration and reporting</b>	
Keep accurate appropriate and up-to-date medical and administrative documentation including online records.	Accurate case notes/ files/paperwork/data input/reports are maintained and updated.
Collect data to support future service, as requested.	Sufficient data is available to ensure there is evidence of the service's effectiveness.
<b>Professional development</b>	
Participate in continuing professional development.	Clinical practice remains up to date on professional developments as required by the relevant professional bodies.
	There is adequate preparation and active participation in peer and clinical supervision.
	There is participation in research projects as required.
<b>Representation and Networking</b>	
Develop and maintain a working knowledge of AOD and other relevant agencies/services	Connections with AOD (alcohol and other drug) and primary health services and other stakeholders are built and maintained.
Liaise and consult as required with colleagues in primary care, community services and acute specialties.	Relevant agencies are provided with appropriate information to support the resident and grant them access to health care services they need.
Attend interagency and Buttery networking groups as directed.	Interagency and Buttery meetings are attended as appropriate.
<b>Team support</b>	
Participate in informal and formal case conferences, staff meetings and planned meetings.	There is active contribution in meetings to reach key program and clinical decisions.

Work autonomously and as part of a team.	A strong work ethic, respect, punctuality and commitment to service is demonstrated to ensure all team members are well supported. Assigned tasks are carried out in a timely manner.
<b>Responsibilities</b>	<b>Outcomes</b>
<b>General</b>	
Be compliant with WHS requirements and take reasonable care to ensure your own safety and health and that of others. Abide by their duty of care provided for in the legislation. Ensure you do not place others at risk by any act or omission. Ensure you do not interfere with safety equipment.	There is demonstrated compliance with WHS requirements to ensure a safe and healthy workplace. This includes abiding by the non-smoking directive at sites and any pandemic directives. Any injury, hazard or illness are reported immediately, where practical, to your manager/coordinator.
Take an active role in building your resilience and preventing psychological injury. Take reasonable care for your health and safety and that of others who may be affected by your conduct.	The importance of wellbeing and self-care as a part of resilience is acknowledged. Strategies are implemented to maintain personal wellness and resilience. Clinical supervision or other supports are utilised, when needed.
Be compliant with codes, guidelines, policies, procedures, confidentiality requirements, legislation and Standards and proactively engage with Buttery continuous quality improvement.	Codes, guidelines, policies, procedures, legislation, Standards and quality improvement processes are adhered to at all times. Changes and improvements are supported. All mandatory training programs and team meetings are attended. There is mandatory reporting of any suspected incidents of child abuse.
Support an environment free from discrimination, harassment, bullying and model appropriate standards of professional behaviour in the workplace.	Interactions with colleagues, residents, clients and stakeholders are undertaken in a courteous manner. Cultural and linguistic diversity is taken into consideration. There is positive feedback from others regarding your interactions.
Other duties relevant to the role as requested by the Manager.	

## Selection criteria

### Qualifications and checks

- General registration as a Medical Practitioner with the Australian Health Practitioner Regulation Agency with current authority and provider number for NSW
- Current Medical Indemnity Insurance
- Current and valid Driver's Licence
- A satisfactory Criminal Record Check and Working with Children Check

### Professional skills and experience

- Sound and demonstrable knowledge of general healthcare and clinical prescribing.
- Knowledge of the issues facing substance misusers including appropriate medical interventions, social care and health issues.
- Established networks and relationships with a range of services in the local area
- Demonstrated commitment to cultural diversity, equal employment opportunity, legislative compliance and workplace health and safety

### Interpersonal skills

- Strong communication skills and the ability to collaborate as part of team
- Ability to work autonomously and use time effectively
- A reasonable level of resilience to fulfil the demands of the role
- Self-reflective with the ability to review own work practices and maintain boundaries

## Agreement

These conditions of employment, your duties and location may be varied by The Buttery during the term of your employment. The position description duties are to read in conjunction with the terms and conditions that form your contract of employment.

I accept and agree to the duties in this position description. I understand and agree to abide by the terms and conditions stipulated.

Signature \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_