|  |  |
| --- | --- |
| C:\Users\Liz.Murdoch\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\QZ6APZ2C\PRESS_BCH_Logo_Colour.jpg | **Position Description**  **General Practitioner Bellarine Community Health** |
| **Bellarine Community Health – Strategic Directions 2018 -2022**  **VISION**  Bellarine Community Health will be the leader in primary health services in Victoria.  **MISSION**  Bellarine Community Health delivers a broad scope of health services and wellbeing programs for all people in our diverse communities.  **VALUES & BEHAVIOURS**  **Community First:** We work with our diverse communities to deliver what matters and what makes a difference. We make decisions with empathy and recognise that our communities are at the core of every decision we make.  **A positive and inclusive environment**: We respect, care, support, nurture, empower, and help each other. We promote a creative, open and safe inclusive environment. Everyone is encouraged to explore opportunities, share ideas, enjoy themselves, excel in their personal development and achieve high levels of personal satisfaction.  **Excellence:** We take pride in delivering services and programs that exceed client, carer, and community expectations. We continually improve what we do, aim for professional excellence and deliver person centred outcomes.  **Leadership:** We are all leaders in the achievement of our vision, mission, strategic objectives, and our organisational values. We work together, using our skills and knowledge to identify and meet the challenges.  **Integrity:** We are honest and transparent. We share our knowledge, say what we believe, and do what we say. We listen and respond. We take responsibility, individually and as a team.  **STRATEGIC DIRECTIONS**  **Strategic Objective One - SERVICES & PROGRAMS**  Create and extend services and programs which are designed, delivered and responsive to our changing and diverse communities  **Strategic Objective Two - COMMUNITY**  Increase inclusive participation and community empowerment, and facilitate two-way awareness between BCH and our diverse communities  **Strategic Objective Three - STAFF & VOLUNTEERS**  Ensure the best mix of staff & volunteers, with the right culture, right skills, and right numbers, as we grow our services & programs  **Strategic Objective Four - QUALITY & SAFETY**  Ensure that all our services and programs are excellent  **Strategic Objective Five - STRATEGIC FINANCES**  Ensure BCH is financially viable and sustainable for the future through exploring funding opportunities. | |

|  |  |  |
| --- | --- | --- |
| **Position Information** | | |
| **Position**  **Objective:** | To support access to primary health care services delivered in the right place, at the right time, by the right health service professional. This objective will be achieved by adding a private general practice service component to an expanded interdisciplinary health services team that will deliver services in keeping with best practice standards to deliver high quality primary health care services to the Portarlington community | |
| **Reports to:**  **Direct reports:** | Operationally to Executive Director Adult and Aged care services  Nil | |
| **Program:** | Portarlington General Practice Services | |
| **Location:** | Bellarine Community Health Portarlington Campus | |
| **Employment Status:** | Full Time Contracted Service | |
| **Remuneration and benefits:** | An income sharing based contract will be negotiated commensurate with experience and qualifications | |
| **Mandatory Requirements:** | Bellarine Community Health expects all applicants to present evidence of the following:   * Current Working With Children’s check * Current Police Check (within 12 months from date of application). * A current Victorian Drivers License. | |
| **Organisational Requirements** | |
| **Diversity** | * Commit to providing a safe and welcoming health service for everyone |
| **Child safety** | * Commit to protect children and reduce any opportunities for abuse or harm to occur |
| **Consumer engagement** | Seek and facilitate consumer and community participation to ensure the healthcare we deliver is safe, high quality and meets the needs and preferences of our diverse communities |
| **Person/family Centred Approach to service provision, health promotion action and access to information.** | Identify, strengthen capacity and address any barriers that prevent a consumer maximising their independence and choice in decision making about the way their services are delivered.  Actively seek opportunities to engage with clients and where appropriate (their families) that will  enable them and the community to be autonomous including:   * building on strengths and goals to maximise independence and individual capabilities in decision making * provide a voice in the management of their own health and wellbeing * look for ways to improve the health of diverse communities |
| **Occupational Health and Safety (OH&S)** | * Take reasonable care for own safety and the safety of others who may be affected by their actions or omissions. * Cooperate with any actions taken by BCH to comply with the OH&S Act 2004 and attendant regulations. * Not intentionally or recklessly interfere with or misuse anything provided at their place of work in the interests of health, safety and welfare. * Report hazards, injuries and incidents. * Identify strategic and operational risks. * Support staff to meet their OHS obligations. * Identify strategic and operational risks * Comply with treatment plans designed to control identified risks |

|  |  |  |
| --- | --- | --- |
| **Health Promotion** | | Support and contribute to the activities and projects outlined within the BCH Integrated Health Promotion Plan, as required. Implement a health promoting practice approach to service delivery that addresses the social determinants of health |
| **Strategy and Planning** | | Participate in planning processes, including program, team and individual to ensure alignment to the BCH strategic plan |
| **Continuous Quality Improvement** | | Adopt and promote a culture of Continuous Quality Improvement (CQI). Contribute to the accreditation process, including identifying, developing, implementing and evaluating quality improvement activities |
| **Risk Management** | | Comply with BCH Risk Management system and relevant legislation. Actively contribute to creating an organisational culture that promotes risk identification and mitigation. |
| **Equal Opportunity** | | BCH is an Equal Opportunity Employer and diversity in the workforce is valued and encouraged. |
| **Position Specific Responsibilities** | | |
| **Clinical Responsibilities**   * Provide high quality, primary health care services to the community, in keeping with best practice standards * Provide appropriated care and services to patients of all age ranges and level of health care needs * Respond to medical / health problems presented by patients including history taking, diagnosis, investigations, treatment and referral as appropriate * Provide management of long-term conditions in line with national guidelines and pathways * Prescribe for patients as appropriate to need * Provide appropriate health promotion and preventative health care advice to all patients attending the practice * Ordering diagnostic tests as required * Referring patients to other providers as appropriate   **Operational**  Record and maintain accurate, adequate and relevant patient records using the established practice protocols and computerised medical records system, including but not excluding detail of:   * Specialist referrals * Previous health and family history * Prescriptions * Investigations * Treatment * Diagnostic results * Registers and recalls * Actively communicate and coordinate with interdisciplinary health services team and specialist services when sharing the care of a patient   **Safety and quality**   * Record incidents and near-misses in line with practice policy * Practice duty of care including meeting practice standards and accountability * Maintain patient and practice confidentiality at all times | | |
| **Key Performance Indicators** | | |
| **Delivery High Quality Patient Care**   * Compliance with agreed starting time (to support on time appointment scheduling) * Number of patients waiting (minutes) post appointment time * Number of results in that remain unchecked (to support up to date patient records for whole of team)   **Financial Sustainability**   * Dollars per hour of patient appointment time * Treatment room expenses vs billing minor treatments * Diversity of items billed   **Good Practice Governance**   * Maintains appropriate Continuing Professional Development Program * Identifies and works with practice staff to maintain clinical safety and effectively manage quality and safety risks * Supports continuous quality improvement processes including responding to patient complaints | | |
| **Key Selection Criteria and Skills/Attributes** | | |
| **Essential** | * Relevant and Australian recognised medical degree * Current and appropriate registration with the Medical Board of Australia * Holds Fellowship status with the Royal Australian College of General Practice * Applied knowledge, skills and experience in general practice * Satisfactory participation on quality improvement and continuing professional development to at least the same standards as the Royal Australian College of General Practice’s (RACGP) Quality Assurance and Continuing Professional Development (QA & CPD)Program * Training in CPR, undertaken within the past six months * Current Medical Indemnity Cover   **Immunisation Status:**  You are **required** to have the following vaccinations: Hepatitis B, MMR, Pertussis and Varicella.  *Influenza is recommended.*  Given you are applying for a position that will involve working with children, you are **required** to have the following vaccinations: MMR, Pertussis, Varicella. *Influenza is recommended.* | |
| **Desirable** | * A minimum of 3 years private general practice experience will be well regarded | |
| **Acceptance Details** | | |
| **Name of staff member:** |  | |
| **Signature of staff member:** |  | |
| **Date:** |  | |
| **Exec Managers signature:** |  | |
| **Date:** |  | |

**For more information about Bellarine Community Health visit our web-site: www.bch.org.au**