

Central Australian Aboriginal Congress Position Description

POSITION	General Practitioner (Amoonguna/Congress Clinic) (PN602-6)
BRANCH/SECTION	RHS & SERVICES BRANCHES
BASE LEVEL & SALARY	Core package \$149,479 - \$194,134. Extended package (including fringe benefits and on-call allowance) \$162,729 - \$207,384 commensurate with qualifications, skills and experience.
CONTRACT	Ongoing, full-time (37.5 hours per week)
LOCATION	Amoonguna Health Service & Congress Clinic, Gap Road

PURPOSE OF POSITION

This full-time position is split between two worksites - the Amoonguna Health Service based in the Aboriginal Community of Amoonguna and the Congress Clinic at 25 Gap Road, Alice Springs

Amoonguna Health Service

The General Practitioner in this position is responsible for the effective delivery of a medical service to the Aboriginal people of the Amoonguna Community and for the day-to-day organisation and running of clinical services at the prevention, treatment and post-treatment stages.

The Amoonguna Health Service is auspiced by Congress and comes under the management of the Remote Health Services (RHS) Manager.

Congress Clinic

The General Practitioner is required to perform clinical, public health and administrative duties in the Congress Clinic. The Congress Clinic comes under the Services Branch.

The General Practitioner will work in a manner which ensures that the Central Australian Aboriginal Congress's philosophy and high standards of primary health care service are maintained.

The GP in this position will be expected to work 5 sessions per week in both the Gap Road Clinic and at the Amoonguna Health Service.

REPORTS TO

REMOTE HEALTH SERVICES (RHS) OR SERVICES BRANCH MANAGER for OPERATIONAL MATTERS

GENERAL PRACTITIONER CO-ORDINATOR (SERVICES BRANCH) FOR CLINICAL MATTERS

OVERVIEW of Central Australian Aboriginal Congress ("Congress") and Work Environment

Central Australian Aboriginal Congress (Congress) was formed in 1973 to support and advocate for Aboriginal people in the struggle for justice and equity. Since that time, Congress has expanded to become the largest and oldest Aboriginal Community controlled Health Service in the Northern Territory.

Congress now provides a comprehensive primary health care service to the Aboriginal Community of Alice Springs and to outstations within a 100 kilometre radius.

Today Congress encompasses nine (9) branches in total;

1. Directorate

2. Corporate Services
3. Alukura
4. Childcare
5. Education & Training
6. Remote Health Services (RHS)
7. Social & Emotional Wellbeing (SEWB)
8. Services
9. Male Health

The Remote Health Services (RHS) Branch of Congress provides acute clinic, public health, medical, social and preventable population health interventions and alcohol & other drugs services to a number of remote Aboriginal communities in Central Australia. Branch Staff generally live in the Community where they work; however, the RHS Manager is based in Alice Springs; as are administrative and corporate support staff. Congress believes in the philosophy of Community control and each Community is actively engaged in the strategic management of health service delivery.

This position is based at the Amoonguna Community which is located approximately 20 kms South of Alice Springs. However, the employee will reside in Alice Springs.

For further information about Congress visit our website: www.caac.org.au.

1. OPERATIONAL AT GAP ROAD & AMOONGUNA CLINIC

- Undertake clinical consultation in an holistic manner
- Ensure adequate follow up for patients is arranged
- Follow protocols as per Central Australian Remote Practitioners Association (CARPA) Treatment Manual
- Participate in the Congress Quality Assurance and Continuing Professional Development Programs
- Provide health education and counselling during consultation, as needed
- Provide emergency consultation and treatment as required
- Refer patients to specialised services as required
- Seek advice from General Practitioner Coordinator or other senior GP in case of uncertainty
- Attend relevant rostered meetings
- Be available for after-hours and week end duties as rostered
- Assist the Aboriginal Health Workers (AHWs) and Registered Nurses (RNs) with their clinical assessments and provide clinical advice as required
- "Doctor 2" tasks as per relevant operational guidelines and procedures: Answer clinical phone and patient inquiries, assess incoming medical correspondence to arrange necessary follow up, and coordinate and arrange home visits (as per home visit policy)
- Keep Health Summaries up to date
- Provide immediate clinical assistance to staff on work-related illnesses or injuries, then arrange referral for ongoing management outside Congress.

2. SPECIALISED FUNCTIONS (GAP ROAD ONLY) CHRONIC DISEASE PROGRAM

As member of the Chronic Disease Program team, provide clinical support to the Aboriginal Health Workers, and collaborate with other Team Members to;

- Provide primary health care to people with chronic diseases who live on outstations within 100kms of Alice Springs and who are not able to access the Congress clinic
- Encourage self reliance in the treatment of health problems
- Provide treatment of acute sickness or make referrals to hospital if required
- Provide early detection screening and prevention advice for people at risk of chronic diseases
- Assist GPC with and monitor PIP. SIP. EPC and other chronic disease program activity

- Offer opportunity for vaccinations (pneumococcal and influenza) and for Sexual Transmitted Disease (STD) screening
- Ensure that reporting requirements of the program are met (monthly report, statistics, time allocation)

RESIDENTIAL AGED CARE FACILITIES (NURSING HOMES)

As rostered, visit Congress patients in both nursing homes and provide;

- Admission assessments
- Regular clinical and social reviews of residents treatment, ongoing supervision and management of acute and chronic diseases
- Advocate for residents rights and interests
- Participate in public health activities (such as maintaining RACGP/DoHA Residential Aged Care Facility standards, medication review committees, etc.)

FRAIL AGED AND DISABLED PROGRAM (FAAD)

As member of the FAAD team, provide clinical support to the program workers, and;

- Coordinate management plans of FAAD patients
- Arrange for appropriate referrals when required
- Provide early detection, ongoing supervision and management of acute and chronic diseases
- Ensure that medications are supplied
- Arrange for and collaborated with delivering palliative care when required
- Ensure that the family has support to take care of the daily needs of the person
- Arrange for short term nursing home admission for respite care purposes
- Liaise with Community Health, and other service providers (Tangentyere Council and Arrernte Council) that have an Old People Program
- Ensure that reporting requirements of the program are met (monthly report, statistics, time allocation)

MALE HEALTH (Male GP only)

- Assist and advise the Men's Health program workers with/about detection, diagnosis, management, treatment and follow up of Male Health problems including STIs.
- Carry out screening and intervention activities for the prevention and early detection of chronic diseases.

EMPLOYEE HEALTH

- Participate in the Congress Occupational Health and Safety Committee

COMMUNICABLE DISEASE SUPPORT

- Work with the Public Health Nurse To ensure that Communicable Diseases are treated and followed up effectively and that contact tracing occurs
- Advise Services Branch Management of communicable disease outbreaks that will have resource implications for Congress
- Analyse all Syphilis results and recommend appropriate treatment to other clinical staff
- With the Public Health Nurse and Public Health Medical Officer, liaise with the DH&CS communicable Disease Control Unit as necessary (eg communicable disease outbreak management)

GP TRAINING

- Participate in education and support of GP Registrars, junior doctors and medical students
- Attend GP Supervisor education and training activity as required to maintain Trainer status

OTHER PROGRAMS

- Participate as rostered in the Head Space Youth Health Program
- Participate as rostered in other Congress or Congress auspiced programs

3. OTHER FUNCTIONS (GAP ROAD & AMOONGUNA)

- Produce reports for Congress and other forums as directed
- Participate in continuing professional development and maintain currency regarding Aboriginal health issues and government policies on health
- Contribute to the development of health programs and identify areas of deficiency
- Assist Aboriginal health workers and nurses with their clinical assessments and provide clinical advice as required
- Provide training to Aboriginal health workers on the job
- Perform other duties as directed by the Remote Health Services Manager or Services Branch Manager from time to time
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4. ACCOUNTABILITIES (GAP ROAD & AMOONGUNA)

- The General Practitioner is accountable ultimately to Directorate, via the relevant Branch Manager and the GP Coordinator
- All staff are required to observe and adhere to By-Laws relevant to the Community they visit, work and/or reside. For a copy of the By-Laws either contact Congress Human Resource department, the Remote Health Services Manager or the Community Council directly
- All RHS staff are required to follow the Congress Code of Conduct (copies available from Congress HR)
- Under the current "Federal intervention" into remote Aboriginal communities, alcohol and pornography are totally prohibited within the community
- To provide quality and professional service of care and work ethics at all times
- Work within strict confidentiality guidelines, ensuring all personnel and/or client information is kept secure

5. STAKEHOLDER RELATIONSHIPS

- Where required, liaise with a variety of allied Government and non-Government agencies, representing Congress in a professional manner at all times
- Maintain and contribute to a professional focus when dealing with all internal stakeholders

6. CORPORATE & SOCIAL RESPONSIBILITIES

- Maintain the privacy and dignity of clients at all times
- Work within strict confidentiality limits, ensuring all organisational, personnel and client information is kept secure
- Act with tact and diplomacy when dealing with information of a highly sensitive nature
- Ensure to always work in an open, honest and transparent manner

SELECTION CRITERIA

Essential Criteria

1. Registered, or eligible for registration, as a Medical Practitioner in the NT
2. Ability to work in an Aboriginal community controlled environment
3. High level of communication skills, including computer skills (word processing, e-mail, electronic Patient Information & Referral System etc)
4. High level of organisational, strategic development and health service development skills
5. Willingness to incorporate Aboriginal values into clinical practices
6. Current NT Drivers Licence, or ability to obtain one
7. Fellow of the RACGP
8. General practice experience of no less than 5 years

Desirable Criteria

1. Vocationally Registered
2. Awareness of/sensitivity to Aboriginal culture and history, and knowledge of current issues affecting the lives of Aboriginal people
3. Public Health experience and/or qualifications

Employment at Congress is conditional upon an employee obtaining a Criminal History Clearance from the Australian Federal Police. On commencement of employment, an employee is expected to provide a current Criminal History Clearance that also includes (but is not limited to) a "working with children" check, or at least evidence of receipt of lodgement of the Criminal History Clearance request.

A criminal history will not exclude an applicant from this position unless it is a relevant criminal history.

APPLICATION DETAILS

Applications Close: OPEN

Applications marked "CONFIDENTIAL" and addressed to the **Human Resource Department** can be submitted via;

Central Australian Aboriginal Congress

PO Box 1604	Westpoint Complex
	Railway Tce
Alice Springs	Alice Springs
NT 0871	NT 0870

For position description contact:

Kerrie LeRossignol
Human Resources Recruitment Officer
Phone: 08 8958 3662
Fax: 08 8953 0350
Email: hrro@caac.org.au

To discuss position contact:

Dr Peter Tait
General Practitioner Co-ordinator
Mob: 0437 522 569
Email: peter.tait@caac.org.au