



**RUMBALARA**  
ABORIGINAL CO-OPERATIVE LTD.

<b>Position title</b>	Vocationally Registered (VR) General Practitioner
<b>Position number</b>	GP24
<b>Employment status</b>	Full time / Part Time Up-to 38 hours per week
<b>Department</b>	Health and Wellbeing
<b>Location</b>	Rumbalara Road, Mooroopna
<b>Position reports to</b>	Manager
<b>Award</b>	Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020
<b>Classification</b>	\$180-\$200 per hour

## ABOUT THE ORGANISATION

Rumbalara Aboriginal Cooperative (RAC) is recognised as a leader among Aboriginal community-controlled organisations, maintaining a high profile in the public and private sectors across research, consultancy, policy development, and partnerships. RAC operates in a culturally appropriate, sensitive, community-controlled environment that maintains a holistic approach to service provision and emphasises the importance of family and community.

RAC has been a resource, service provider and enabler of the Aboriginal and Torres Strait Islander communities of the Greater Shepparton region since 1980. RAC is a cooperative working to provide a range of supports and services including:

- Health and Wellbeing
- Positive Aging and Disability Services
- Justice and Community Services
- Asset and Infrastructure Services / Housing
- Engagement & Family Services
- Corporate Services

RAC has an annual budget of \$30 million and a workforce of approximately 240 people. RAC is a significant employer and economic contributor to the region and plays a high profile leadership role as one of the larger Aboriginal organisations in Australia. RAC is committed to ensuring the Aboriginal people in the Goulburn Valley have certainty of access to community-controlled services.

## ROLE PURPOSE

To provide culturally appropriate, holistic primary care for the local Aboriginal community in the context of an Aboriginal health service.

## KEY SELECTION CRITERIA

### Qualifications and Registrations:

Registered to practice in Victoria as medical practitioner with AHPRA (without limitations)

### Knowledge and skills:

- Understanding of and commitment to the Aboriginal community
- A demonstrated understanding of working in a community-controlled health service
- Ability to build rapport with patients and community
- Demonstrate commitment to ongoing professional development and fulfil requirements as set out for CPD by RACGP or ACRRM.
- Demonstrated ability to work effectively as part of a multi-skilled team
- Knowledge and commitment to occupational health & safety legislation

## KEY RESPONSIBILITIES

### 1. Technical Capabilities

- To provide high quality general practitioner services to patients registered with Rumbalara, including to Elders residing at the Rumbalara Elders Facility and occasional home visits
- To participate in a multidisciplinary approach to the delivery of primary care for people with complex and/or chronic care needs
- Be proactive in the preparation (and review) of Health Assessments, General Practitioner Management Plans (GPMP), and Team Care Arrangements (TCA) for patients living with a chronic disease, and Comprehensive Medical Assessments (CMA) for the Elders Facility
- Support the practice manager to achieve targets addressing targets set by the Commonwealth Department of Health (funding body), such as the National Key Performance Indicators (NKPIs).
- To maximize Medicare revenue for activities undertaken
- To comply with legislation, regulations, codes, and training requirements applicable to general practitioners and general practitioner registrars, as well as the practice's policies and procedures
- To provide supervision to GP registrars and student GP's
- All other duties as directed by Manager and Executive Manager

### OPERATIONAL:

- Record and maintain adequate and accurate patient records using clinic protocols and computerized medical records on CommuniCare detailing previous health and family history, specialist referrals, prescriptions, investigations, treatments, diagnostic tests, registers and recalls.
- Actively communicate and coordinate with colleagues, allied health professionals and specialist services when engaged on multidisciplinary care planning.
- Consult in a timely manner in line with your appointment schedule
- Monitoring of incoming documents and results

### SAFETY & QUALITY:

- Support the provision of services that are safe and high quality
- Record incidences and near missed as per medical practice policy
- Practice duty of care by meeting medical practice standards and protocols
- Maintain staff and patient confidentiality at all times
- Participate in Rumbalara Aboriginal Co-Operative quality improvement policies and programs
- Keeping up to date with MBS Updates

## **2. Behavioural Capabilities**

- Act at all times to protect the right of the clients, including culture, confidentiality, privacy, individual choice and decision-making
- Demonstrate commitment to the Co-operative's values and behaviours - serve the community, work together, act with integrity and respect other people (a copy of this is available to view)
- Provide support and proactively engage with the clients and broader community
- Establish and maintain relationships with clients, community and Rumbalara staff and team members

## **3. Administrative Capabilities**

- Attend staff meetings
- Submit accurate timesheets and claim forms (if applicable) in a timely manner
- Participate in service training programs as organised by Rumbalara and / or any other training to upgrade skills
- Ensure that all statistical data / record-keeping and other documentation are completed and forwarded on time
- Follow correct policy and procedure directions at all times
- Contribute to and support the organisation's systems and processes for managing safety, quality and risk; observe and report hazardous situations or behaviours

## **EMPLOYMENT CONDITIONS**

- Have a current National Police Check
- Hold Valid Driver's License, without restriction
- Hold current Employee Working with Children's Check
- Covid Vaccination Certificate in accordance with the government guidelines
- All staff are required to sign a confidentially agreement on appointment to the organisation
- Probationary / qualifying periods apply to all positions
- All staff are required to adhere to the Code of Conduct of the Co-operative (available to view)
- All staff are required to follow the policies and procedures to the department and the Co-operative (manuals are available to view)
- A commitment to equal opportunity and Occupational Health and Safety principles and practices is required
- Salary packaging is available to permanent part time and full-time staff
- Tenure of positions at RAC will be tied to existing contracted funding arrangements