

	<b>POSITION DESCRIPTION</b>
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<b>Position title</b>	GP – Obstetrics
<b>Professionally reports to</b>	Clinic - GP Obstetrics Benalla Health – Director of Medical Services
<b>Award</b>	Award and conditions to be negotiated with Church Street Clinic Benalla Health – VMO Contract

### ***BENALLA HEALTH***

#### **OUR PURPOSE:**

The purpose of Benalla Health is to facilitate a healthy and resilient community through the provision of integrated, lifelong healthcare services.

#### **OUR VALUES:**

Compassion, Empathy, Accountability, Respect and Excellence.

#### **QUALITY & RISK**

Benalla Health is accredited by an independent Accreditation Agency. All staff are required to actively participate in quality improvement activities.

#### **POLICY & PROCEDURES**

It is every employee's responsibility to access and have knowledge of relevant policies and procedures that relate to their employment. All organisational-wide policies and procedures can be accessed on the BH Intranet site.

#### **CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than in the performance of duties for which the person is employed. The employee is bound by the Information Privacy Act 2000, Aged Care Act 1997 and the Health Records Act 2001.

#### **CONSUMER ENGAGEMENT**

Benalla Health employees are responsible for meaningful consumer participation so that consumers, carers and community members are active participants in the planning, improvement and evaluation of health services.

This will be demonstrated by:

- New staff attending staff induction forum where the value of partnering with consumers/carers and community members is discussed.
- Evidence that consumers and their significant others are involved in the development of their own care plans and
- Completion of annual competencies that includes the importance of partnering with consumers/carers and community members.

#### **PREVENTION AND RESPONSE TO FAMILY VIOLENCE**

It is a basic human right to be respected as an individual. Benalla Health supports this fundamental right through advocacy for the prevention and awareness raising of family violence. Benalla Health is committed to the elimination of Violence.

Each employee at BH will be expected to demonstrate their commitment by:

- Gaining knowledge and the ability to implement a brief intervention to identify and respond to family violence, underpinned by principles of sensitive practice.
- Actively participate in education and events supporting 'the prevention and response to family violence in our organisation and the community.
- Positively contribute to workplace safety and moral.
- Be able to confidently address issues that arise regarding Family Violence for clients and colleagues.

## PERFORMANCE REVIEW & DEVELOPMENT

A performance review & development plan will be carried out three months post appointment and thereafter at least once a year. The position description will form the basis for the review. If performance does not meet expectations or additional staff development/guidance is required, performance reviews will be carried out more frequently. The employee can request additional performance reviews at any time in writing.

<b>Benalla Health</b> <i>Aligning behaviours to our Values and Code of Conduct</i>				
Compassion	Empathy	Accountability	Respect	Excellence
<i>In our team we ...</i>				
are kind to each other are forgiving respect personal space seek clarity where there is uncertainty maintain confidentiality for those in our care and those we work with encourage and support each other to discuss issues ensure open consultation and two-way communication use eye contact and our tone of voice to demonstrate we are actively listening to the others perspectives we see the person as being separate from any unacceptable behaviour	ask others 'how can we help' act to include each other seek to understand the facts will support those who admit errors pull together especially in tough times have patience for those who are learning are safe to question and be inquisitive report incidents and mistakes recognising we work in a 'just' culture promote a culture of continuous improvement summarise what we have heard to demonstrate our understanding have fun	are honest and reliable do what we say we will do are honest with each other call below the line behaviour reflect on our own behaviour acknowledge problems and seek and/or offer a solution have the courage to speak up and use our voice will comply with reasonable directives follow policies and procedures including rostering rules	acknowledge the views, opinions, beliefs and ideas of others say thank you manage each other up encourage robust discussion smile and greet each other acknowledge people from culturally diverse backgrounds turn up on time apologise when we have hurt others and/or have been below the line in our behaviour model and demonstrate polite behaviour use AIDET when we communicate follow our organisation's dress code and dress appropriately	have a 'can do' attitude work hard choose our attitude encourage innovation lead by positive example work as a team acknowledge when we are wrong encourage each other to be the best we can be and celebrate each other's achievements

<i>In our team we do not ...</i>				
accept negative comments about others efforts withhold or deliberately make information inaccessible use or threaten to use violence - even in jest	say this is the way we have always done it judge a book by its cover tolerate angry, aggressive behaviour negatively criticise and judge another's performance actively avoid the reporting of events, incidents or issues actively or passively resist change misrepresent or selectively interpret facts	waste time turn a blind eye to poor practice expect other people to clean up our mess openly complain to everyone else except the most appropriate person who could fix the problem or issue	participate in, contribute to or encourage the rumor mill and gossip dismiss other people's opinions and contributions or put down their ideas manage each other down tolerate sexist behaviour or language use unprofessional or inflammatory language such as swearing raise our voices in patient care areas see ourselves as being more important than someone else respond with negative body language such as rolling eyes, huffing/puffing, negative tone of voice, crossing arms or shrugging shoulders talk down and be condescending to others	watch the clock ignore call bells or ringing phones regardless of who is allocated what duties blame others for our actions put our personal likes or dislikes above the needs of the team and our professional responsibility
<i>Our standard is what we choose to walk past ...</i>				

## **ROLE STATEMENT**

To provide appropriate care to Clinic's outpatients and Benalla Health's inpatients, and in addition provides service for other patients during on-call period.

## **KEY RESULT AREAS**

### **1. Patient Support**

Provision of appropriate care to: -

- Outpatient clinics.
- All inpatients and to undertake a daily ward round of patients.
- Antenatal care clinics
- Relevant patients in urgent care centre, theatre and other wards.

### **2. Unit Support**

Support your colleagues and VMOs in the care of patients.

Supervise GP Registrars and Interns.

### **3. Daily Duty Requirements**

Attendance regularly both in-hours and out-of-hours according to clinic appointments or rosters. To participate in the after-hours and on call rosters as required.

## **MAJOR RESPONSIBILITIES**

- Direct undertaking of the day-to-day management of all General Practice and Obstetrics patients, with full working knowledge of all the associated clinical problems.
- Initiate, implement and monitor management of patients under supervision, incorporating the appropriate testing and investigation.

- Antenatal and General Practice Clinic as rostered.

### Un-rostered Obligations

- To provide clinical support for other colleagues where this may be required due to workload or other unforeseen circumstances.

### Education & Training

- To regularly attend education and training sessions appropriate to your level. To participate in specific training programs such as foetal monitoring as required.
- Maintenance of theoretical and practical skills consistent with experience.
- Continually update and extend personal medical knowledge and skills, regularly attend clinical meetings and remain familiar with current medical literature

### Communication

- Facilitation of excellent communication and liaison with other staff, general practitioners and others involved in the patient's care.
- Liaison with midwifery and other nursing staff to ensure a high standard of clinical care.
- To ensure that patients/families are given adequate information about treatment decisions and follow-up.

### Quality

- Participation in the relevant divisional/unit quality activities program(s) as requested. To be responsive to patient and relative complaints, liaising with appropriate senior staff and the patient advocate.

### Medical Records

- Ensure that the appropriate documentation is completed in the patient's hospital record.
- Entries should be legible, timely, and regular and comprehensive so as to document patient status and issues, important changes or decisions, dated, designated and signed. Notes should include adequate information for coding and patient care purposes.

### Patient Discharge

- Facilitate the timely admission and discharge of all patients in accordance with hospital policy.

### Administration

- To ensure up to date contact information is available to the hospital.
- To provide timely notification of inability to attend clinical duties for any reason by notifying Practice Manager and Hospital Coordinator
- To notify Practice Manager and Hospital Coordinator in writing of all roster swaps.
- As a representative of the medical profession and hospital, present an appearance and demeanour of professionalism at all times.

Award and conditions to be negotiated with Church Street Clinic

## **GENERIC POSITION REQUIREMENTS**

### **Client Service**

Benalla Health is known and respected for its high level of professionalism and takes pride in the work it does, its image and approach in the way it relates to the people it interacts with. Our approach is to be respectful, friendly and helpful with all internal or external contacts. We aim to be positive and willing to do whatever is required and are careful not to respond negatively or defensively to customer complaints or problems.

### **Code of conduct**

The Victorian Government's Code of Conduct is binding on all Benalla Health employees. Contravention of a provision in the code may constitute misconduct and/or be regarded as a breach of the employee's employment agreement.

### **Policies and procedures**

Benalla Health policies and procedures are fully set out in its clinical and managerial policy manuals located on the intranet and in hard copy. All employees are required to comply with policies, procedures and standard ways of work practices.

### **Confidentiality**

All information concerning Benalla Health, its patients, clients, residents and employees is strictly confidential and any unauthorised disclosure of such information may result in disciplinary action and/or dismissal.

## **SELECTION CRITERIA**

### **Essential Skills & Attributes**

- KSC1 MBBS or equivalent degree enabling registration with AHPRA
- KSC2 FRACGP or FACCRM with completion of training as per JCCO's Requirements
- KSC3 Demonstrated appropriate level experience and skills in the medical assessment and clinical management of patients
- KSC4 Thorough understanding of the relevant legislation pertaining to Medical Practitioners
- KSC5 High level interpersonal and communication skills
- KSC6 Evidence of on-going professional development to continually update personal medical knowledge and skills
- KSC7 Ability to operate in an environment of change
- KSC8 Ability to work as part of a team as well as independently