

POSITION DESCRIPTION

Position Title:	General Practitioner/Medical Lead
Division:	Living Room Primary Health Service
Reports to:	Health and Human Services Unit Manager
Award:	Medical Practitioners Award 2010
Supervises:	Liaises with the Community Nurse, Allied Health Services Team and Community Development Workers.
Time Fraction:	To be determined
Hours:	To be determined
Locations:	7-9 Hosier Lane, Melbourne 3000

POSITION CONTEXT

Youth Projects - is a voluntary, community agency managed by an independent expert board that was established in 1984 to provide a range of support services for young people and families of the northwest suburbs and the central business district (CBD) of Melbourne. The agency's head office is located in Glenroy with a further site operating in Melbourne's CBD.

The Community Services division of Youth Projects has two branches, City and North- West. The City includes Living Room Primary Health Service, Foot Patrol Needle and Syringe Program, Melbourne Drug and Health Alliance, Community Syringe Disposal Project, Improved Services Dual Diagnosis Project, Private Property Response Service, and First Response to At Risk Youth Project. The North-West includes Youth Northern Outreach Team (YNOT), Inner West Outreach Service, North West Outreach Service and Drink Drive Program.

A second group of programs within Youth Projects form the division called Employment and Training Services. These programs include Apprenticeships Melbourne, Jobs Services Australia, Melbourne Training Options and Youth Pathways.

The position forms part of a multi-disciplinary team operating from Hosier Lane, Melbourne and requires an ability to liaise with health and welfare professionals, internally and externally. The role requires specialist skills and experience, preferably in alcohol and other drugs or community health setting, servicing people who have complex needs (alcohol and other drug issues, mental health and acquired brain impairment, housing, legal, and material needs etc.) and who present with diverse and often challenging behaviours. In particular, the role requires detailed knowledge and understanding of Community Development, Harm Reduction, Primary Health Care and the Social Model of Health. The role requires skills in working both on-site in a health service environment and on outreach in a diversity of public spaces. A user-friendly and non-judgemental approach to clients is expected at all times.

POSITION OBJECTIVE

To perform a clinical leadership role that will implement provision of efficient and high quality primary health services to clients of the Living Room Primary Health Service.

The role is to provide clinical leadership to a multidisciplinary team and to take responsibility for the clinical outcomes of the Primary Health Service. Key responsibilities will include;

POSITION DESCRIPTION

direct medical care, clinical supervision of the GP, Practice Nurse and Practice Administrator role, quality improvement in clinical service delivery, the development of a monitoring and evaluation framework of clinical outcomes and advocacy.

The role will be integrated with the broader activities of Youth Projects particularly in regard to professional development, skills maintenance and clinical integration.

KEY RESPONSIBILITIES AND DUTIES

Clinical Leadership

- Provide clinical leadership to the Primary Health Service to ensure effective clinical outcomes for clients accessing the service.
- To work with all personnel through clinical supervision and operational processes to ensure consistent, high quality clinical care for the clients
- Provide expert medical opinion and secondary consultations to Living Room staff regarding management of client health issues.
- Work positively and collaboratively within a multidisciplinary framework.
- Participate in relevant team, service and committee meetings.
- Ensure efficient work practices through regular meetings with the Health and Human Services Unit Manager, Practice Nurse and Practice Administrator.
- Liaise with specialist health service providers in the field concerning training, practices and program directions
- Involve Living Room clients and community based health providers in the planning and delivery of medical care.
- Responsible for the co-ordination amongst Primary Health staff of medical services
- Provide regular clinical supervision for all clinical staff to ensure care is appropriate for the presenting clinical problems
- Maintain positive staff morale.
- Promote staff growth and development.
- Participate in performance appraisal processes.

Quality and Safety

- Set the safety and quality agenda for medical services.
- Contribute to the development and review of policies and procedures relating to care and management of clients.
- Contribute to multidisciplinary team meetings, case conferences, peer review meetings and seminars.
- Undertake professional development activities in clinical practice to maintain personal qualifications as a medical practitioner.
- Adhere to the professional code of conduct as a medical practitioner.
- Report complaints and irregular practices by completing incident reports in accordance with Youth Projects incident reporting system.

POSITION DESCRIPTION

- Be aware of and work in accordance with the Youth Projects health policies and procedures, including Occupational Health & Safety, Equal Employment Opportunity and Confidentiality.

Clinical Governance

- Provide effective clinical governance that integrates clinical care and service management.
- Fully comply with the organisation's clinical governance framework and any relevant health standards, practice regulations or other legislation, regulations and standards as may be required to fully the role.
- Ensure the integration of clinical and operational governance.
- Enhance medical service delivery and ensure continuity of care.
- Develop relevant clinical practice guidelines and treatment protocols in line with the Primary Health Service.
- Provide regular clinical supervision to all medical staff.
- Disseminate relevant information to clinicians on specific medical matters, emerging trends and developments in best practice.
- Conduct clinical audits.
- Oversee credentialing and scope of practice for medical staff.
- Operate within the professional scope of practice according to classification.
- Maintain professional registration requirements.

Collaborative Practice

- Develop effective relationships within the health and homeless sector to ensure optimal health outcomes for the clients of the Living Room Service.
- Engage in collaborative practice and maintain positive working relationships with key stakeholders.

Administration

- Assist with the development and implementation, with the team, a range of public and primary health strategies that will further enhance the programs service provision.
- Develop relevant feedback and input into the organisation's clinical governance framework

Team Development

- Liaise and communicate openly and supportively with other staff, in the interests of coordinated and holistic health care for clients.
- Assist the Health and Human Services Unit Manager with the training and supervision of Community Development Workers who will have a limited clinical role.

POSITION DESCRIPTION

- Participate in the development and implementation of the service's policies and procedures.
- Participate in staff meetings, service planning days, and in-service workshops.

Other Duties

As requested by Management.

KEY SELECTION CRITERIA

- The General Practitioner must have 'skills and experience to provide whole person, comprehensive, coordinated and continuing medical care, and must maintain professional competence for general practice' (RACGP 2004).
- An understanding of the health issues facing injecting drug users, people who are homeless, and other marginalised communities.
- Demonstrated leadership experience
- Demonstrated experience in addiction medicine including opiate replacement therapies.
- Management of medical emergencies.
- Knowledge of risk management, patient safety, clinical governance and quality improvement is essential.
- Medical supervision of staff
- An understanding and commitment to the philosophy of harm reduction, public health and primary health care.
- Excellent communication, interpersonal and written skills.
- Resilient and able to work in a challenging and demanding environment.
- Ability to contribute to solving problems and translate creative ideas into workplace improvements.
- Able to think strategically and entertain wide ranging possibilities in the delivery of health care programs.
- Ability to work independently as well as in a multi-disciplinary team.
- Vocational Registration as a General Practitioner.
- Eligible for a Provider Number within the inner Melbourne area.
- An interest in epidemiological research and/or training, especially in relation to blood borne virus and sexually transmitted infections, will be looked upon favourably.

Other Information

- A probationary period of 3 months applies to all new employees
- An annual Police Records Check is required
- A Current Victorian Drivers Licence (not essential but preferred)
- Salary packaging is available

Application Details

Applicants are requested to submit a full letter of application, including information which focuses on the selection criteria in addition to current curriculum vitae. Applications can be submitted by email or post.

Contact Details



POSITION DESCRIPTION

All enquiries to:

Ilana Jaffe
Health and Human Services Unit Manager
9945 2100

Address Details:

Youth Projects Inc
7 Hosier Lane Melbourne 3000 or e-mail applications to:

resume@youthprojects.org.au