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Quality Care Close to Home

Position Description

Colac Paediatric Clinic General Practitioner

Position Number: CH2652023	Directorate: Community Health
Classification: AMA Victoria - Victorian Public Health Sector - Medical Specialists Enterprise Agreement 2022-2026	

ORGANISATIONAL OVERVIEW

Colac Area Health is a unique integrated health service comprising of over 500 employees, providing Acute Care, Aged Care, Community and Allied Health Services to a catchment population of approximately 30 000. Situated in the Colac Otway Shire, one of the most picturesque Victorian municipalities that provides city conveniences with a country charm.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia’s First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, trans, gender diverse and intersex (LGBTQIA+) people at our services. We pledge to provide inclusive and non-discriminatory services.

We are a child safe organisation committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment is subject to a satisfactory national (and international where relevant) police check and Working With Children Check prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

OUR VALUES

Colac Area Health (CAH) recognises the role of employees in driving a high performance culture and a values based organisation.



We are committed to keeping the patient at the centre of our care with understanding, empathy and personal kindness.



We honour our word and act with honesty, transparency and fairness.



We treat all people with courtesy, kindness and professionalism.



We will work together to achieve the best possible health outcomes for our community.



We will be responsible for our decisions, actions and competence.

POSITION SUMMARY

Primary Objectives:

To provide outpatient paediatric services as part of a multidisciplinary paediatric team at Colac Area Health (CAH). The role will involve:

- Work in a paediatric and allied health team to provide multidisciplinary general paediatric outpatient services for children up to 18 years old
- Receiving of supervision and support by a visiting Paediatrician
- Supervision of GP trainees in an outpatient session
- Supported supervision of paediatric trainees in an outpatient session
- To ensure best care for paediatric patients in the outpatient clinic
- Participation in case conferencing and multidisciplinary care
- Developing systems that support local GPs in future care and management of paediatric patients

ROLE RESPONSIBILITIES

Clinical

- Provide outpatient paediatric services for children up to the age of 18 years.
- Outpatients will be both for behavioural, developmental and medical paediatrics.
- Drive quality and service improvements to meet growing demand with finite resources.
- Ensure effective interdisciplinary teamwork.
- Intervention will be accessible, responsive and accountable to the needs of individual clients.
- To deliver best practice intervention to clients and their families/carers.
- To supervise junior staff training in paediatrics.
- Ensure that children admitted to your care are treated with compassion, dignity and respect at all times and without compromise.
- Practice in accordance with the relevant health care or industry standards.
- Demonstrate an understanding of appropriate behaviours when engaging with children.
- Identify issues, consider solutions and participate in problem solving and decision making with the team.

Information Management

- Displays and promotes correct documentation techniques and initiates regular documentation auditing to ensure legal, professional and organisational standards are met and maintained.
- Abide by the organisation's requirements pertaining to appropriate Information Security and Information Management

regulations and report an accidental or malicious breach of these regulations to the appropriate department.

- Ensure patient information is accurate and only released in line with the Health Records Act requirements.
- Ensure activity and workload aligns to funding and model of care requirements.

Communication and Relationship Management

- Provide professional support and guidance for staff.
- Participate in meetings and communicate relevant information to team members.
- Communicate in an effective and appropriate manner in regard to sharing information and forming relationships with clients.
- Appropriately impart knowledge eg. to staff, students, clients, families and community.
- Model effective interdisciplinary practice.
- Engage with internal and local community based services to ensure appropriate referral pathways are understood for clients and their carers.
- Relationships with internal and external stakeholders are effective.

Self-improvement

- Maintain a high standard of knowledge and expertise through participation in supervision, professional development and related activities.
- Complete mandatory training and education.
- Comply with relevant Colac Area Health policies and procedures.
- Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness.

KEY PERFORMANCE INDICATORS

Clinical

- Client (patient) satisfaction and client outcome measures.
- Organisational feedback and annual professional development review.
- Supervision feedback.
- Program operates in an efficient and effective manner.
- Evaluation results documented.
- TRAK audits reflect appropriate time utilisation.
- Adherence to best practice guidelines.

Information Management

- TRAK audits reflect requirements are met.
- Workloads monitored through TRAK and CAH data monitoring report.

Communication and Relationship Management

- Evidence of team meetings eg. minutes and supervision.
- Demonstrates effective communication which reflects CAH core values.
- Positive team culture and feedback.
- Participation in forums or processes which ensure effective stakeholder relationships.

Self-improvement

- Keep up to date on trends and methods
- Provision of contemporary evidence based practice
- Colac Area Health values modelled at all times.
- Performance Review
- Demonstrated use of incident management system
- Adherence to applicable health care or industry standards
- Demonstrated completion of mandatory training
- Adherence with Colac Area Health policy and procedures
- Adherence with Child Safe Standards
- Active participation in required quality improvement activities
- Annual performance Review

CORPORATE REQUIREMENTS

Governance, Quality and Risk Management

- Demonstrates a commitment to continuous quality improvement and achievement of excellence in service delivery.
- Oversee the Victorian Health Experience Survey Framework.
- Manages Quality, Risk and OHS issues in accordance with appropriate CAH policy.
- Attends to portfolio requirements as documented.
- Actively participates in accreditation programs.
- Participates in and supports data collection as requested.
- Instigates and actively participates in Quality Improvement Activities.
- Review and ensure a contemporary CAH approach to complaints management.
- Take reasonable care for your own health and safety, and health and safety of others to promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses.

Infection Control

- Ensure all practice is conducted in accordance with infection control policies, procedures and standards.

Workplace Behaviours

- Ensure that you engage in behaviour through CAH policy and procedures that treats other staff fairly, equitably and not subject to any form of discrimination or harassment.
- Demonstrate and abide by CAH's and the Victorian Public Sector Commission (VPSC) Code of Conduct.
- Participate in promoting a safe working environment.
- Ensure an appropriate level of customer service is provided, demonstrating a friendly and supportive approach to our consumers.
- Demonstrate an understanding of appropriate behaviours when engaging with children.
- Demonstrate an understanding of the Charter of Human Rights.

Key Selection Criteria:

Qualifications, Experience and Personal Attributes –

Essential:

- Medical degree, RACGP or ACRRM fellowship
- Experience in working with children and families in a community GP practice.
- Ability to work collaboratively with senior and junior medical staff.
- Highly professional and effective behaviour, interpersonal and communication skills with a wide range of clients, health professionals and service providers.
- Ability to effectively work both independently as well as with a team to deliver high quality care.
- A fast, active work pace and capacity to handle large volumes of work.
- Teaching and supervision capacity.
- Adaptability and flexibility to meet changing situations.
- Current Drivers Licence, Working with Children Check, and Police Check.
- IT competency.

Desirable:

- Further qualifications/training in the field of paediatrics

I have read and understand the requirements and responsibilities of my Position Description

Signed: _____ **Name:** _____ **Date:** ____ / ____ / ____.



We at Colac Area Health are proud to be totally Smoke Free