



EXPRESSIONS OF INTEREST

**GENERAL PRACTITIONER
PEEL YOUTH MEDICAL SERVICE (PYMS)**

February 2019



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ABOUT GP down south

GP down south is a not for profit, community organisation providing health and well being services throughout the Peel and South West regions of Western Australia. We have offices in Mandurah, Harvey, Busselton, Manjimup and Collie.

More information about GP down south can be found on our website

www.gpdownsouth.com.au

OUR Strengths

GP down south has established systems in place to support the programs and services we operate. We have strong corporate and clinical governance through our Board of Directors and Senior Management Team. The organisation is accredited against ISO 9001:2015 by the Institute for Healthy Communities Australia Certification Pty Ltd.

GP down south has skills, knowledge and experience in:

- Implementing reliable program development, management and evaluation solutions;
- Delivering quality primary care services and management;
- Developing sustained relationships with a range of stakeholders in the communities we serve;
- Applying extensive local knowledge of the regions we operate in, with offices in 6 towns in Peel and the South West;
- Operating highly respected and well established organisational systems in Finance, Risk, Quality, Human Resources, Program Management and Information Management and Technology.

OUR Values

We demonstrate our values of compassion, respect and relationships through:

Local Knowledge: We possess extensive local knowledge and we grow and develop that knowledge to provide the best possible support for those we serve.

Responsiveness: We are agile, flexible and take action on health care needs and opportunities.

Cultural Awareness: We embrace diversity and provide culturally appropriate services.

Innovation: We apply creative thinking in designing programs and services that deliver results.

Quality of Service: We are passionate about offering the best possible services to those who need them.

Team Ethos: We promote collaboration with our partners and a team environment for our people.

Flexibility of Work: We offer a flexible working environment that promotes family values and an appreciation of our geographical spread.



THE POSITION

Thank you for your interest in this position. The following information will help you prepare your expression of interest.

Eligibility

To be considered for the position, you will need to demonstrate that you meet all the essential criteria through discussion at interview.

Submission

Your expression of interest should include the following:

1. Resume/Curriculum Vitae

- Brief personal details – Name, Address, Phone Number etc.
- Provide a brief outline of your relevant work history beginning with your most recent position. Include starting and finishing dates, your position, and the types of tasks that were required in each job.
- Your education and training achievements. Include any that you are presently undertaking.

2. Cover Letter

Provide a cover letter outlining why you are interested in the position and any other information that you consider relevant.

3. Lodging your Submission

- Expressions of Interest submission will be accepted by email or in person by **4.30pm Friday 29 March 2019**.

4. Privacy

Submission will be kept securely in accordance with our Privacy Policy.

Address your expression of interest to:

Attention: Sharron Kamp
Human Resources Officer
"Private and Confidential"
GP down south
PO Box 3156
Mandurah WA 6210

Email: sharronk@gpdownsouth.com.au

For **further information** please call (Denise Puddick Regional Manager – Peel) on 08 9537 5500.



POSITION DESCRIPTION

Position Title	General Practitioner (Peel Youth Medical Service)
Reporting Structure	<pre> graph BT GP[General Practitioner] --> PM[Practice Manager PYMS] PM --> RM[Regional Manager - Peel] RM --> CEO[Chief Executive Officer] CEO --> Board[Board] </pre>
Location	Peel Health Hub
Position Type	<input checked="" type="checkbox"/> Part time
Position Term	<input checked="" type="checkbox"/> Casual contract Commencement Date: Immediately
Hours per fortnight	To be discussed
Pre-requisites for this position (where applicable)	<ul style="list-style-type: none"> • Current unrestricted Western Australian Driver’s Licence • National Police Clearance • Working With Children Check WA • Medical Practitioner APHRA registered to practice in Western Australia • Proof of personal Medical Indemnity Insurance appropriate for General Practice in Western Australia • Medicare Australia Provider Number specifically for PYMS • PBS Prescriber Number.
Key Responsibilities	<p>General Practitioner</p> <ul style="list-style-type: none"> • Provide medical care to the patients of the practice in accordance with all statutory and lawful obligations both State and Commonwealth • Use your best efforts to promote PYMS to grow the patient base and raise the profile of the service within the Peel community



	<ul style="list-style-type: none"> • Ensure that the medical care provided meets best practice guidelines and undertake regular professional development to maintain up to date contemporary professional knowledge • Actively participate in a team approach to patient management. • Improve health outcomes by contributing to and enhancing the management and prevention of ill health through health screening, immunisation, recall and reminder systems, patient education, outreach services, systems management and acute and chronic disease management.
<p>Additional Responsibilities</p>	<p>Planning</p> <ul style="list-style-type: none"> • Participate proactively in GP down south’s planning processes including strategic and operational. • Participate in relevant data gathering processes. <p>Service Delivery</p> <ul style="list-style-type: none"> • Provide all service delivery in accordance with relevant program guidelines, program logics, plans and contractual / statutory requirements • Maintain service delivery records to allow for appropriate knowledge management and information sharing within the Organisation • Deliver services and contribute to GP down south programs and activities in a timely and efficient manner <p>Reporting / Evaluation</p> <ul style="list-style-type: none"> • Comply with all relevant reporting requirements • Maintain up to date records, in accordance with portfolios / key responsibilities. • Contribute to data collection and program / activity review processes <p>Team Work and Communication</p> <ul style="list-style-type: none"> • Work as part of a team in a constructive and harmonious manner • Attend staff meetings, planning days and other meetings as requested • Contribute skills and knowledge to the organisation as appropriate • Represent the Organisation professionally, through appropriate networks, and to other Organisations and the community <p>Health and Wellbeing</p> <ul style="list-style-type: none"> • Take reasonable care of your own mental health and wellbeing, including physical health • Take reasonable care that your actions do not adversely affect the mental health and safety of others in the workplace, including physical health • Educate yourself about mental health • Support initiatives aimed at improving mental health in the workplace <p>Occupational Health and Safety</p> <ul style="list-style-type: none"> • The Organisation is committed to ensuring as far as practicable a safe working environment as outlined under OHS-POL-401 (Occupational Health and Safety) • All employees are expected to take reasonable care of your own health and that of others • Observe all safe working practices are followed by reporting hazards or incidents immediately to your Line Manager.



	<p>Quality</p> <ul style="list-style-type: none">• Comply with the Quality Management System.• Actively participate in continuous improvement. <p>Compliance</p> <ul style="list-style-type: none">• Comply with all contractual, statutory and organisational obligations, deliverables and / or performance indicators as relevant to your portfolios / key responsibilities. <p>Other:</p> <ul style="list-style-type: none">• Undertake any other duties as reasonably directed by your Manager or CEO
<p>Superannuation</p>	<p>Prevailing statutory rate on top of salary.</p>
<p>Salary Packaging</p>	<p>GP down south is classified as a Health Promotion Charity by the Australian Taxation Office. Fringe Benefits Tax (FBT) exempt salary packaging is available to GP down south staff to a maximum of the threshold cap for the current FBT year.</p>



SELECTION CRITERIA

Essential

1. Suitably qualified General Practitioner with evidence of completion of FRACGP or FACRRM and current unrestricted AHPRA registration.
2. Demonstrated interest and experience in the provision of best practice management of patients with mental health, AoD and sexual health issues.
3. A high level of communication, negotiation and liaison skills to facilitate effective working relationships to improve health outcomes.
4. Experience working as a General Practitioner with demonstrated knowledge of community and primary health systems associated with Mental Health and Addiction medicine.
5. Ability to work as a member of a professional multidisciplinary team.
6. Commitment to engage in the agreed model of care unique to the Peel Health Hub with the young person central to the care provided.