

Womens Health & Family Services

Job Description

Statement of Duties

Title Medical & Health General Practitioner	Classification Casual/Sessional	Date this Document Reviewed 21/05/2018
Program	Medical & Health	
Responsible To	Director Medical Operations	
Overall Purpose	To provide a high standard of clinical care and clinical expertise to patients in the Clinics of WHFS and be responsible for clinical practice as per the current Guidelines for Clinical Practice. Conduct clinical teaching sessions when training criteria reached.	

Summary of Duties to be Performed

1. Conduct clinical sessions with responsibility for the assessment, diagnoses and ongoing management of each service user's needs.

Standards of Performance

- Follow clinical guidance lines.
- Maintain a high standard of clinical documentation for each visit.
- Maintain client confidentiality.
- Work within ethical and legal boundaries.
- Awareness of own limitations.
- Accountability for actions.

Measures

- Management Assessment.
- Peer Feedback.
- Service User Feedback.

Knowledge and Skills Required

- Registered Medical Practitioner AHPRA.
- Decision making skills.
- Good written and verbal communication skills.
- Moderate to advanced computer skills.
- Thorough knowledge of preventative health strategies and methods.
- Thorough knowledge of contraceptive technology and methods of fertility regulation.
- Thorough knowledge of human reproductive anatomy and physiology.
- Thorough knowledge of human sexuality and sexual functioning, including an understanding of cultural differences and individual personal values, attitudes and beliefs.
- Thorough knowledge of current legislation.
- Awareness of the Carers Recognition Act 2004.

2. Ability to be an effective team Member.

Standards of Performance

- Good communication with all team members.

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- Awareness of team members needs and issues.
 - Work with other team members to achieve unit objectives.

Measures

- Management assessment.
- Peer feedback.

Knowledge and Skills Required

- Strong communication skills.
 - Interpersonal skills.
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3. Participate in Medical & Health team meetings.

Standards of Performance

- Attend unit meetings.
- Participate in setting targets and planning activities.
- Contribute to meeting discussion.

Measures

- Management assessment.
- Attendance.
- Stakeholder feedback.
- Meeting minutes.

Knowledge and Skills Required

- Strong Communication skills.
 - Interpersonal skills.
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4. Involvement in quality improvement and quality assurance activities.

Standards of Performance

- Participation in best practice techniques.
- Identify any need and report back to Service Manager.

Measures

- Management assessment.

Knowledge and Skills Required

- Good written and verbal communication.
 - Up-to-date knowledge of industry and legislation.
 - Ability to work autonomously.
 - Ability to work within a team.
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5. Continue to develop and maintain professional and personal skills.

Standards of Performance

- Knowledge is developed by reading professional journals and other material.
- Attend relevant courses, programs, workshops and lectures in the fields of sexuality, sexual health.
- Complete professional education and training as required.

Measures

- Management assessment.

Knowledge and Skills Required

- Strong self motivation.
 - Time management and organisational skills.
 - Knowledge of industry journals and websites.
 - Knowledge of professional opportunities.
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6. Other duties as directed by Service Manager

Standards of Performance

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- Complete tasks as assigned and as requested.

Measures

- Management assessment.

Knowledge and Skills Required

- Ability to fulfill a range of duties.
 - Willingness to work as part of a team to ensure unit obligations fulfilled.
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7. Develop professional networks

Standards of Performance

- Contacts are made and maintained within the industry.
- Regular contact with peers and agencies.

Measures

- Management Assessment.
- Stakeholder feedback.

Knowledge and Skills Required

- Interpersonal skills.
 - Strong communication skills.
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8. Promote the philosophy and aims of WHFS with health, education, welfare personnel as directed by Service Manager.

Standards of Performance

- Attend meetings as required.
- Communicate philosophy and aims of organisation in a professional manner.

Measures

- Attendance.
- Management assessment.
- Stakeholder feedback.

Knowledge and Skills Required

- Strong communication skills.
 - Knowledge of organisational philosophy and aims.
 - Interpersonal skills.
 - Excellent personal presentation.
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9. To be WHFS representative to individual, agencies and organisations (where relevant)

Standards of Performance

- Representation meets organisational policy and ethos.
- All contact is professional and courteous.

Measures

- Management assessment.
- Stakeholder feedback.
- Service user feedback.

Knowledge and Skills Required

- Interpersonal skills.
 - Strong communication skills.
 - Excellent personal presentation.
 - Knowledge of organisation policies.
 - Knowledge and acceptance of organisation ethos.
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10. Comply with organisational policies and procedures.

Standards of Performance

- Organisational policies are accessed and understood.
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- Organisational policies are complied with.

Measures

- Management assessment.

Knowledge and Skills Required

- Knowledge of organisational policies.
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Selection Criteria

Essential

1. Registered Medical Practitioner in WA.
2. Certificate in Sexual and Reproductive Health for Medical practitioners (or equivalent)
3. Experience working in a primary health or GP setting.
4. Demonstrated ability to work as part of a multi-disciplinary team.
5. Demonstrated task and time management skills.
6. Demonstrated high standards of communication and interpersonal skills.
7. Awareness of own personal values, attitudes, and beliefs and how they impact on communication with clients.
8. Commitment to the philosophy and objectives which guide the work of WHFS.
9. Knowledge of principles of Primary Health.
10. Awareness of legislation relating to Abortion in WA.
11. Familiarity in electronic records management.
12. Current relevant clearances.

It is the policy of WHFS that all employees undergo criminal record screening. The screening is carried out by the Department of Health and the cost is borne by the employee.

Being female is considered to be a genuine occupational requirement for this position under the Equal Opportunity Act 1984 - Section 34 Exemptions. This allows for the exclusive employment of women in a women specific service.