



Inclusive

Compassionate

Progressive

Accountable

GP Clinical Lead – Full Time

About the role:

Are you a passionate and dedicated GP looking to make a significant impact on patient care? We have an exciting opportunity for you to join our team as the GP Clinical Lead at Swan Hill District Hospital! As the GP Clinical Lead, you will play a crucial role in delivering high-quality care to acute hospitalised patients, ensuring their well-being and recovery. Additionally, you will provide essential medical supervision and care to patients attending ambulatory care services within your portfolio.

This position offers a unique and rewarding experience, as you will be an integral part of a hybrid team comprising both specialists and generalists. Your expertise will contribute to the coordination of various programs, including the "Better at Home" program and other stream programs, further enhancing patient outcomes and community well-being.

Selection Criteria:

- Fellowship of the Royal Australian College of General Practitioners and/or Fellowship of the Australian College of Rural and Remote Medicine
- Previous experience or advanced skills in Emergency Medicine, Adult Internal Medicine, Paediatrics or Rural Medicine an advantage.
- Knowledge of contemporary clinical management and modern approaches in assessment and management of the broad range of acute and chronic medical conditions.
- Competence in performing the range of minor urgent procedures commonly undertaken in a rural setting including competency to respond to neonatal resuscitation.
- Demonstrated effective communication skills in dealing with patients, their relative and professional colleagues.
- Evidence of ongoing participation and commitment to continuing medical education.

Working at Swan Hill District Health:

Work/life balance is what you get working at Swan Hill District Health. We are located on the mighty Murray River, around 3.5 hours from Melbourne. We employ approximately 630 staff and service a 100 km radius area with a catchment area of around 35,000 people. Swan Hill is a safe place where you will be greeted with a warm smile from our friendly local community.

Employee Benefits:

Access to generous remote area salary packaging arrangements

Professional Development and other training opportunities

Request more information:

For a full Position Description and more information on how to apply, please visit www.shdh.org.au.

Please contact Sarah Symes, Medical Services Manager Email: ssymes@shdh.org.au

To Apply:

Applications will only be accepted if they contain a CV, Application for Employment form and Cover Letter addressing the Key Selection Criteria. Please forward to: employment@shdh.org.au

Aboriginal and Torres Strait Islander people are encouraged to apply



Position:	GP CLINICAL LEAD
Classification:	Dependent on Qualifications
Department:	Medical Services
Reports to:	Executive Director of Medical Services
Position Summary:	<p>The GP Medical Lead will be responsible for delivering exceptional care to acute hospitalised patients at Swan Hill District Hospital (SHDH). Simultaneously, they will provide medical supervision and attention to patients utilising ambulatory care services within their assigned portfolio.</p> <p>Operating as a vital member of a diverse team comprising both specialists and generalists, the GP Clinical Lead will take charge of coordinating various programs, including the "Better at Home" program and other stream programs.</p>
Responsibilities:	<p>Key Performance Indicators (KPI's) will be established between the GP Clinical Lead and the Executive Director of Medical Services to support the following accountabilities and duties:</p> <p>Clinical</p> <ul style="list-style-type: none">• Provide clinical management and treatment of patients under your care. Ensure detailed patient treatment plans are in place to support the timely management of patients.• Ensure a high standard of clinical record documentation is maintained. This includes the completion of the patient's clinical records (including medication charts / orders) to reflect clinical decisions and the keeping of appropriate databases up-to-date.• Work with other medical staff and the multidisciplinary team to ensure provision of safe and quality care, continual improvement of services, promotion of teamwork and development of recommended hospital protocols.• Provide a consultant service as required for patients of other senior medical staff.• Support continuity of patient care through training and supervision of other medical staff in clinical handover and documentation activities, and exercising clinical judgement and delegated authority to admit or transfer patients to other facilities, or to discharge patients to ongoing care in the community.• Responding to hospital 'Code Blue' and 'Medical Emergency Team' calls, and providing emergency resuscitative measures as a key member of the team when rostered and on site.• Liaise with patient's admitting medical officer and other visiting medical officers, and assess requirement for attendance by these other medical staff.• Ability to participate on the acute on call roster. <p>Clinical Governance and Quality Improvement</p> <ul style="list-style-type: none">• Participate in the facility clinical governance requirements for ongoing maintenance of professional competence and clinical performance.• Participation in peer review, M&M, and other personal development

	<p>activities consistent with the relevant specialist medical college requirements to maintain professional standards.</p> <ul style="list-style-type: none"> • Participate in activities to ensure facility/ service compliance with the National Safety and Quality Health Service Standards and maintain full accreditation status. • Ensure SHDH meets NSQHS and Aged care Quality Standards. <p>Education and training</p> <ul style="list-style-type: none"> • Ensure supervision of junior medical staff) in accordance with PMCV, Junior Doctor training framework and relevant specialist medical College policies and guidelines. • Be the term supervisor for junior doctors rotating in the acute ward. • Be the subject lead with our university partner and facilitate medical student teaching in medicine. • Lead by example and in accordance with SHDH values and policies/procedures. <p>Other duties</p> <ul style="list-style-type: none"> • Attend, participate and support administrative meetings as required by the Department Head or Director of Medical Services. • Other duties as directed within scope of practice and clinical privileges granted.
Key Selection Criteria:	<p>We are seeking a Rural Generalist Specialist who can demonstrate the following personal skills and qualities:</p> <ul style="list-style-type: none"> • Good with people: Can quickly establish a natural rapport with a range of people. • Integrity: Is consistently honest, fair, and ethical in words and in conduct; takes responsibility for own actions. • Respect: Treats others fairly and objectively, ensuring freedom from discrimination, harassment and bullying, and using the views of others to improve outcomes on an ongoing basis. • Active listening skills: Is able to receive information and insights conveyed verbally; takes steps to confirm a shared understanding about the meaning of the information and insights provided. • Coaching and mentoring skills: Is able to help others improve their knowledge or skills by providing encouragement, feedback and insights into alternative ways of approaching particular situations. • Conflict resolution skills: Is able to work with people to overcome differences of opinion or communication difficulties. • Giving feedback: Is able to provide insights to others about the performance of an action or the outcome of a decision impacting them. • Influencing skills: Is able to affect the beliefs, behaviours or actions of other people. • Current National Police Check and Working with Children's Check (If applicable). • Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunisation for all vaccine preventable illnesses.
Salary/Award:	VIC Staff Specialist EBA, VMO Sessional Agreement.

Infection Control:	<ul style="list-style-type: none"> Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. The risk minimisation strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
Continuous Quality Improvement:	<ul style="list-style-type: none"> Each staff member is expected to demonstrate a commitment to best practice. All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.
Person Centered Care:	<p>The Health Service supports in its values the philosophy of Person-Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Child Safety:	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
Our Purpose:	<p>Connected Care / Best Experience</p> <p>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
Privacy and Confidentiality:	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility with adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
Mandatory Training:	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> Take reasonable care for their safety and the safety of others while at work.

	<ul style="list-style-type: none"> • Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system. • Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.
Previous Revision dates:	August 2023
Current:	
Managers Name:	Dr Rex Prabhu
Managers Signature:	
Employees Name:	
Employees Signature:	



The Application for Employment form is required to be submitted with the following documents:

- ☐ Covering letter in support of application
- ☐ Response to Key Selection Criteria
- ☐ Applicants Curriculum Vitae

Position Applying for

General Information

Name

Address

Contact

Home phone

Mobile

Email

Are you of Aboriginal/Torres Strait Islander Origin? ☐ No ☐ Aboriginal ☐ Torres Strait Islander
(This question is voluntary)

Do you wish to be identified under this category? ☐ Yes ☐ No

Are you an Australian Citizen or Permanent Resident: ☐ Yes ☐ No Date of Grant/...../.....

If no, what is your current Visa Status – Visa type Expiry date/...../.....

Place/Country of issue: Issue Number:

Do you require sponsorship? ☐ Yes ☐ No

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is subject to:

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

Hours of Work – (Availability)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? ☐ Yes ☐ No

If **Yes**, please provide details:

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice: - (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ **Date:**/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:

Email address: employment@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585