



**Swan Hill
District Health**
Connected Care. Best Experience.



Inclusive

Compassionate

Progressive

Accountable

General Practitioner

FTE (Permanent Full Time or Part-time Negotiable)

Join Our Team at Swan Hill District Health as a General Practitioner!

Are you:

- Looking to work for a progressive organization that invests in its staff and provides ongoing professional development opportunities?
- Finding GP work monotonous in a 9-5 clinic environment?
- Interested in teaching the next generation of medical doctors?
- Keen on pursuing a career as a medical educator?
- Passionate about clinical research?

Why Swan Hill District Health?

Swan Hill District Health (SHDH) hosts the Charles Sturt University "Mallee Clinical School," where we've revolutionized the traditional learning environment. Our innovative program ensures medical students receive one-on-one mentorship, training under excellent supervision for five years of clinical training. We're looking to build a team to deliver this truly different and innovative program.

About Swan Hill

Located just three and a half hours northwest of Melbourne and five and a half hours from Adelaide, the Swan Hill region is renowned for its position on the Murray River, fresh local produce, sprawling landscapes, unique Australian native wildlife, and Aboriginal heritage. With more sunny days per year than the Gold Coast and an average temperature of 23 degrees, Swan Hill is a natural choice for lovers of sunshine, good food and wine, and numerous outdoor and water activities.

For VRGPs the following flexible arrangements area available:

- Attractive billing percentage of 70% for clinic-based work
- Medical education support for supervisors
- Flexibility: Full-time and part-time options
- Clear pathway for conjoint university appointments (Lecturer to Professor)

Enquiries about this role should be directed to the Executive Director of Medical Services, Swan Hill District Health by email jdansie@shdh.org.au or telephone on 03 5033 9313

Applications including CV, cover letter addressing Key Selection Criteria as outlined in the Position Description and an Application for Employment can be located on the [SHDH Website](http://shdh.org.au) and submitted to employment@shdh.org.au

Swan Hill District Health reserves the right to interview and appoint candidates following receipt of individual applications

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.



Position:	GENERAL PRACTITIONER
Classification :	As per Skillset, Experience & Qualification
Department:	Medical Services – Swan Hill Primary Health Medical Centre
Reports to:	Executive Director of Medical Services
Position Summary:	To provide competent patient-centred care that addresses health needs and promotes wellness. Such care is based on latest evidence and clinical guidelines, and meets all legislative, compliance and RACGP Standards for General Practices (5 th Edition) accreditation requirements.
Responsibilities:	<p>Key Performance Indicators (KPI's) will be established between the General Practitioner and the Executive Director of Medical Services to support the following accountabilities and duties:</p> <p>To provide exemplary clinical care</p> <ul style="list-style-type: none">• Providing skilled health assessment, diagnosis and treatment services to patients.• Ordering diagnostic tests as needed, checking and informing patients of results as per clinics procedure.• Referring patients appropriately to other providers if their needs exceed the range of care you are able to provide.• Consulting and collaborating with colleagues to provide optimal care.• Documenting all care provided and education/information given to patients within their health record, as per clinics procedure.• Ensure SHDH meets NSQHS and Aged care Quality Standards. <p>To maintain good medical practice</p> <ul style="list-style-type: none">• Maintaining professional knowledge and standards through continuing medical education and personal professional development.• Having a working knowledge of legislation and Standards of General Practice.• Maintaining a current resuscitation certificate.• Practising medicine in a way that reflects the company's values and mission.• Maintain accurate, timely and contemporaneous health records.• Work with your clinic 'buddy' to ensure effective clinical handover processes are adhered to. <p>Maintaining trust (professional relationships with patients)</p> <ul style="list-style-type: none">• Providing services courteously and respectfully, with regard to the cultural beliefs and needs of patients.• Responding openly and following up complaints or feedback.• Performing all duties in accordance with Swan Hill District Health's values. <p>Working collaboratively with colleagues</p> <ul style="list-style-type: none">• Collaborating in regard to rosters and providing cover to ensure patients' needs are met.• Working constructively and harmoniously with all staff to ensure patients receive optimal care.• Involvement in practice accreditation activities.• Participating in centre-based audits and activities.• Participating in and using the Medicare framework for chronic disease management including GP Management Plans (GPMP), Team Care Arrangements (TCA), Reviews of GPMP/TCA at regular intervals, Health Assessments, Mental Health Care Planning, Aboriginal Health Services, etc.•

	<p>Maintaining integrity in professional practice</p> <ul style="list-style-type: none"> • Charging for consultations in line with the clinic policy and in accordance with Medicare requirements. • Declare vested interests in services that you may be referring to. • Returning phone calls in timely manner. • Completing documents i.e. medical reports in a timely manner. • Clearing in-tray daily and delegating this task if absent. • Participating in centre-based audits. • Participating in PIP eHealth program in accordance with stated targets. • Demonstrating a working knowledge of company policy with regard to clinical practice as described in company manuals. • Reporting “events” or untoward incidents as per professional standards and clinics policy. • Using the computer effectively i.e. Recall systems, data input. • Keeping up to date with new MBS item numbers. • Ensuring immunisation status is kept up to date. <p>Develop and maintain relationships with:</p> <ul style="list-style-type: none"> • All clinic staff including doctors, nurses, receptionists and managers • Community and secondary service providers • Local hospitals, nursing homes and hostels
Key Selection Criteria:	<ul style="list-style-type: none"> • Registration as a medical practitioner with Medical Board / AHPRA. • Current Medical Indemnity. • Fellowship of the RACGP por ACCRM • Eligibility to attain requisite provider number based on appropriate program. • 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:	Individual Contract.
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:	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

	<p>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:	All employees must be aware of and complete designated mandatory training within the required time frame.
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. • 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 the "My Work Plan" on a yearly basis.
Current:	July 2025
Managers Name:	Executive Director of Medical Services
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