

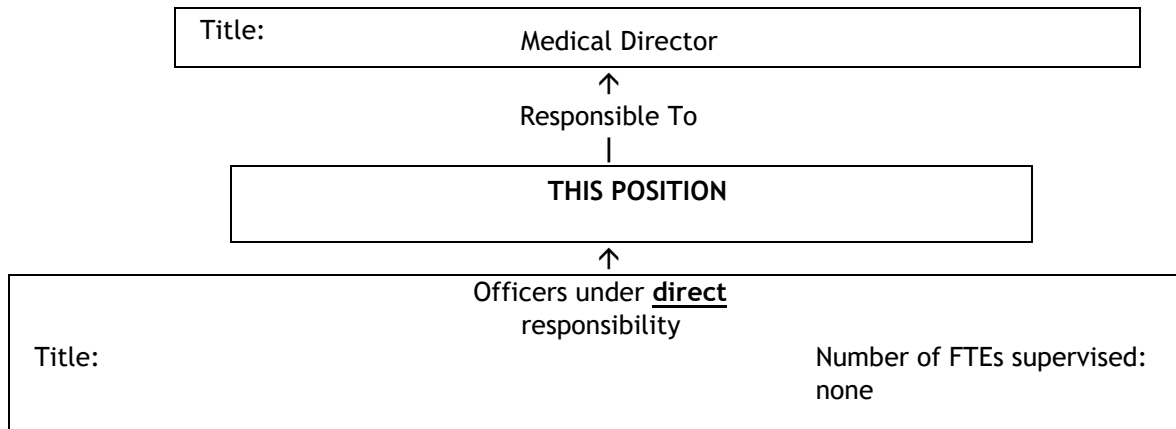


SECTION 1 - JOB TITLE

Date of document: 04 October 2023

GENERAL PRACTITIONER

SECTION 2 - REPORTING RELATIONSHIPS



SECTION 3 - KEY RESPONSIBILITIES

[Brief statement of the key responsibilities or prime function of the job]

Responsible for clinical, consultant, education and research medical services for individuals, couples, families, groups and other professionals within a multidisciplinary team context.

#### CONTEXT AND SCOPE

##### FRESH START'S MISSION

*To facilitate a future free from the effects of substance use disorders for individuals, families and communities.*

##### ROLE OF CLINICAL SERVICES DIRECTORATE

To provide medical services that assist in the treatment and rehabilitation of people recovering from drug addictions.

##### ROLE OF POSITION

The role of this position is to work as an effective member of the Fresh Start medical team, with the primary responsibility of assessing medical problems in patients and administering suitable programs of treatment.

The wide ranging duties of this position requires the person to be passionate about helping people with substance use disorders; flexible; well organised; good at setting boundaries for themselves and others; and willing to strive for excellence.



**This position is responsible for contributing to the achievement of the following outcomes:**

Duty No	Responsibilities
<p><b>1</b> 1.1</p>	<p><b>Clinical Services (80%)</b>  <b>Outcome : <i>Fresh Start patients' health is restored.</i></b>            1.1.1 Coordinate and deliver health care for patients and their families in an accredited GP Clinic.            1.1.2 Supports a multi-disciplinary approach to patient care where appropriate, recognising that the individual practitioner still remains responsible for patients admitted under their care and are in charge of their treatment and discharge.            1.1.3 Performs screening assessment, treatment and referral of patients/patients in accordance with Fresh Start Standard Operating Procedures.            1.1.4 Performs general outpatient and accident and emergency services.            1.1.5 Maintains patient information in accordance with Fresh Start Standard Operating Procedures.            1.1.6 Takes personal responsibility for ensuring that discharge plans are in place for all patients admitted under their care.            1.1.7 Provides an on-call service to the Subiaco Clinic and Fresh Start Lodge, Subiaco, for residents, accidents and emergencies, including nights and weekends, as per roster.            1.1.8 Provides a visiting medical service to Fresh Start residential facilities when required.            1.1.9 Maintains close working relationships with nursing, AOD workers and allied health staff in delivery of health care.            1.1.10 Reports notifiable diseases promptly.</p>
<p><b>2</b> 2.1</p>	<p><b>Other Services (15%)</b>  <b>Outcome : <i>Fresh Start staff are engaged in programs that enhance the health of our patients as well as the general community.</i></b>            2.1.1 Liaises with Medical Director, Clinic Manager and the residential facility managers to ensure a multi-disciplinary approach.            2.1.2 Report incidents in compliance with the Incident Management System as set out in the Fresh Start Standard Operating Procedures.            2.1.3 Undertake appropriate quality improvement projects including prospective and retrospective audits and contributes to Fresh Start clinical research and governance initiatives.            2.1.4 Provide consultation, advice and support on medical and medico-legal matters as required.            2.1.5 Liaise with community agencies regarding clinical management of patients.            2.1.6 Assist in the preparation of medical reports to the Director or CEO as required.            2.1.7 Participate in research of an applied clinical and evaluative nature.            2.1.8 Continuously monitors standards of care, and reviews work priorities, procedures and processes.            2.1.9 Participates in the development, implementation and evaluation of Fresh Start's health education and health promotion programs.            2.1.10 Performs on-site teaching for student, other staff and relevant community members.            2.1.11 Precepts medical students as required.</p>
<p><b>3</b> 3.1  3.2</p>	<p><b>Other Duties (5%)</b>  <b>Outcome 1: <i>Fresh Start team members work together in an effective and cooperative manner in order to discharge all responsibilities and achieve set goals.</i></b>            3.1.1 Support other Fresh Start team members as required.            3.1.2 Follow instructions from the CEO.            3.1.3 Maintain and willingly participate in continuing professional development including attending post-graduate educational courses as appropriate or as recommended by the Director Medicine.            3.1.4 Willingly participate in a performance appraisal process.            3.1.5 Undertake other duties as required.   <b>Outcome 2: <i>A workplace that is safe, free from harassment and values an ethical approach to all that we do.</i></b>            3.1.6 Assist in maintaining high standards of workplace health and safety.            3.1.7 Assist in the implementation of initiatives that promote equal opportunity and high standards of personal behaviour and practice as outlined in the Fresh Start Code of Conduct.            3.1.8 Assist in providing a safe, high quality health care service to Fresh Start's consumers.</p>



## SECTION 6 - SELECTION CRITERIA

### TITLE: GENERAL PRACTITIONER

[EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE  
Include Qualifications, Skills, Experience, and Other Competencies]

#### **ESSENTIAL**

1. Eligible for registration with the Medical Board as a Medical Practitioner and for a Medicare Provider Number in our Subiaco Clinic.
2. Post graduate medical experience in a relevant area.
3. Demonstrated excellent interpersonal skills and good oral and written communication skills.
4. Demonstrated experience and ability to work as part of a multi-disciplinary team.
5. Demonstrated ability to manage own workload ensuring delivery of agreed outcomes.
6. Current Driver's Licence, and Police Clearance.
7. Willingness to support Fresh Start's Christian approach and programmes.

#### **DESIRABLE**

1. Vocational Registration as a General Practitioner.
2. Training to become or eligible for registration as an Addiction Medicine Specialist.
3. Experience in the delivery of community, clinic, and in-patient services.
4. An understanding of addiction treatments and the aims and objectives of Fresh Start.
5. Active membership of a church.



**SECTION 7 - APPOINTMENT FACTORS**

**LOCATION :** Perth

**ALLOWANCES/SPECIAL CONDITIONS:**  
[e.g. non-metropolitan travel, other travel requirements, frequent overtime or work outside normal business hours]

1. Appointment subject to Federal Police Clearance, and evidence of current registration by the Medical Board of Western Australia.
2. Will be required to occasionally travel between different metropolitan locations and to Northam as required.
3. Must possess a current Australian Driver's Licence and be willing to drive a vehicle from the Fresh Start fleet.

**SPECIALISED EQUIPMENT OPERATED :** Computer, printer, smart phone

**SECTION 8 - CERTIFICATION**

(i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

(ii) **Approved by**

CHIEF EXECUTIVE OFFICER


DATE

(iii) As the occupant I have noted the statement of duties, responsibilities and other requirements as detailed in this document and in the performance of these duties will be committed to the values, vision, purpose and strategic goals of the Fresh Start Recovery Programme.

**Name (in full):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_