

## POSITION DESCRIPTION

<b>Position Title:</b>	General Practice Advisor
<b>Business Unit/Department:</b>	General Practice Integration Unit
<b>Division:</b>	Western Health at Home
<b>Award/Agreement:</b>	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026
<b>Classification:</b>	HN16 – HN59
<b>Reports To:</b>	Clinical Services Director, Western Health at Home Division
<b>Direct Reports:</b>	None
<b>Date Prepared/Updated:</b>	26 May 2026

### Position Purpose

The General Practice Advisor provides clinical and professional leadership on general practice matters across Western Health, contributing to the delivery of strategic priorities focused on strengthening engagement and integration with general practice.

### Business Unit Overview

Western Health at Home division provides comprehensive suite of inpatient, clinic based and home-based care to serve our population challenged with managing their chronic and complex conditions. It supports timely transition home from the hospital setting and the provision of services in either the patient's home or clinic setting with the goal of supporting our patient's health care in their home.

The General Practice Integration Unit (GPIU) delivers initiatives that support and strengthen the interface between Western Health and general practice, including communication with general practitioners (GPs), which is a key component of patient safety. As the primary point of contact for GPs regarding the health service, the GPIU undertakes a broad range of activities and provides advice and support to internal departments on engaging and communicating effectively with general practice.

Our Renal team provides inpatient renal support, rapid clinical review in the Renal Rapid Review Clinic in addition to providing over 38,000 dialysis treatments each year across the following multiple geographically diverse WH Units.

Our Endocrinology and Diabetes team provides inpatient services for patients at Footscray and Sunshine Hospitals, in addition to providing outpatient care at four Western Health sites and the provision of home-based care and education through the Diabetic Nurse Education team.

Our Hospital in the Home (HITH) team provides admitted type care in the comfort of the patient's home to improve their recovery following inpatient admission through comprehensive wound management, IV antibiotic therapy, medication administration and thrombolysis therapy. HITH is an alternative to an inpatient

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stay. Patients are still regarded as hospital inpatients. Care may be provided by nurses, doctors, or allied health professionals, and additional home support services are provided as required.

Our Justice Health team provide primary and specialist care at Dame Phyllis Frost Corrections Centre.

Our community team provide a comprehensive range of Medical, Nursing, Allied Health and Pharmacy Services, specialising in the delivery of care and education for patients challenged with chronic disease and complex conditions. The team either provide care in the patient's home, Residential Aged Care Facility (RACF), our Rehabilitation Centre or in our Integrated Care Hub. Transition to Care (CB TCP) support is provided with 30 home-based support packages at a time. The team is further supported by a Central Access and Telehealth Unit and Care Coordination team (ACE), all combining to enable the delivery of care and support to over 26,000 patients annually with over 110,000 clinical contacts.

### Key Responsibilities

- Facilitates effective relationships between Western Health (WH) and General Practitioners (GP).
- Integrates a GP perspective into WH's service planning processes, clinical information systems, and organisational initiatives, including participation in planning activities to inform service priorities, resourcing and service improvement.
- Contributes GP expertise to key WH forums, including quality and safety meetings.
- Provides specialist GP expertise to inform the day-to-day operations of the General Practice Integration Unit (GPIU).
- Broadly engages with GPs across WH's catchment to facilitate collaboration and identify how WH can support GP interests and priorities.
- Supports initiatives to improve referral pathways between GP and specialist services, including the development of referral guidelines.
- Works collaboratively with GPIU colleagues to establish and maintain effective internal and external partnerships.
- Responds directly to GP enquiries, including matters escalated by GPIU team members.
- Works with collaboratively with WH specialists, the North Western Melbourne Primary Health Network (NWMPHN), GPs, general practices and other relevant internal and external stakeholders to deliver GP education and capability-building initiatives
- Contributes to the professional development of medical staff at WH on matters relating to general practice and patient care in the community.
- Contributes to the professional and corporate life of WH through participation in relevant committees, forums, and external networks, including the Primary Care and Population Health Advisory Committee, and the Statewide General Practice Liaison Network.
- Demonstrates flexibility to work across multiple sites, including external locations, and outside standard hours as required (e.g., for training purposes).
- Maintains a current awareness and understanding of the broader national and international healthcare environment impacting the primary-secondary and tertiary care interface.
- Participates in development of GPIU and personal priority goals and objectives consistent with the Western Health Best Care Framework and Strategic Direction.
- Ensures that any dealings with the media are approved and in accordance with policy, procedure and privacy legislation.
- Contributes to a work environment that fosters positive morale, professional development, and staff retention.
- Demonstrates a high standard of ethical practice in interactions with internal and external colleagues, and ensures the ethical, secure and confidential handling of patient information in line with privacy and data governance requirements.
- Maintains personal wellbeing and seeks appropriate support where health or wellbeing may impact safe and effective job performance.

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- Actively shares and translates learnings from seminars, conferences and professional forums into practice through team education sessions, presentations and meetings.
- Builds networks and participates in benchmarking activities to share and seek information that supports the development of best practice.
- Maintains professional qualifications and registration in accordance with relevant regulatory requirements and continuing professional development obligations of the relevant professional college or body.
- Participates in and contributes to GPIU strategic planning, achievement of KPIs, and annual reporting.
- Develops and maintains relevant digital and technology capability to effectively use WH, services and communication platforms.
- Undertakes other duties as requested by the Divisional Director and/ or Clinical Services Director.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

### Key Working Relationships

#### Internal:

- Manager GPIU
- Administrative staff GPIU
- Senior Medical Staff
- Nursing and Allied Health Staff
- Patient Support and Administrative Staff
- Unit/ Department Heads
- Clinical Services Directors
- Divisional Directors
- Director of Medical Services
- Chief Medical Officer

#### External:

- GPs
- North Western Melbourne Primary Health Network
- Victorian GP Liaison Network

### Selection Criteria

#### Essential

- Medical qualification.
- Current and appropriate Australian medical registration.
- Hold Fellowship with the Royal Australian College of General Practitioners (RACGP) and/or The Australian College of Rural and Remote Medicine (ACRRM)
- Minimum of 5 years' experience in general practice in Victoria post specialist training.
- Understanding of the issues pertaining to general practice in the Western Metropolitan region of Melbourne.
- Highly developed written, verbal, and presentation and skills with the ability to communicate effectively across a broad range of internal and external stakeholders.
- Demonstrated commitment to strengthening integration of health services, general practitioners and other primary care providers.
- Demonstrated ability to interpret and apply organisational strategic priorities to inform service planning, stakeholder engagement, and system improvement.
- Demonstrated experience in building and sustaining effective relationships with a diverse range of stakeholders.
- Demonstrated capability in problem solving, negotiation, and conflict resolution, with a high level of professional judgement and maturity.
- Ability to work flexibly after hours and across sites.

#### Desirable

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- Knowledge of health issues relevant to Western Health’s catchment population.
- Experience representing general practice in healthcare planning, service development, or stakeholder forums.

### Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment.
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures.
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health.
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, Part 5A of the Family Violence Protection Act 2008 and Part 6A of the Child Wellbeing and Safety Act 2005.
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.

### General Information

- Redeployment to other services and sites within Western Health may be required.
- Employment terms and conditions are provided according to relevant award/agreement.
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- Western Health is committed to Gender Equity.
- Western Health provides support to all personnel experiencing family and domestic violence.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.
- Western Health is a smoke free environment.

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee’s Name: \_\_\_\_\_

Employee’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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