

## POSITION DESCRIPTION

<b>Position Title:</b>	General Practitioner – Dame Phyllis Frost Centre
<b>Business Unit/Department:</b>	Centre Custodial Health
<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
<b>Classification:</b>	HN16 to HN59
<b>Reports To:</b>	Head of Unit Clinical Services Director Chief Medical Officer (CMO)
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	10 April 2024

### Position Purpose

The role of the General Practitioner is to provide high quality clinical care to the patients of the Dame Phyllis Frost Centre's (DPFC) Primary Health Care Service. Working collaboratively with the Head of Unit and a multidisciplinary team of Addiction Medicine, Medical Specialists, Nursing and Allied Health professionals, the General Practitioner will ensure that the primary health care needs of women are met from point of prison reception, during their stay, through to return to the community.

The needs of this patient cohort are complex, spanning medical, psychiatric, social and cultural needs. Bringing a woman-centred approach to care, the General Practitioner will provide exemplary primary care that is compassionate, trauma-informed and culturally sensitive, with an emphasis on comprehensive assessment and treatment planning, and the safe and effective provision of appropriate medical interventions, and proactive referral, within scope of practice.

Working within Western Health's Best Care clinical governance framework, the General Practitioner will contribute proactively and collaboratively as a member of the Custodial Health team to develop and refine models of care, contribute to the identification and realisation of research opportunities, and participate in an environment of collaborative learning.

### Business Unit Overview

Dame Phyllis Frost Centre (DPFC) is a correctional facility for people located in Ravenhall in Melbourne's west. DPFC is operated by Corrections Victoria and provides maximum, medium and minimum-security accommodation for people on remand and those currently serving sentences. At present, the prison can accommodate 572 people, this includes a 20-bed specialist mental health inpatient facility operated by Forensicare.

Western Health, through its' Custodial Health portfolio, is responsible for the provision of primary healthcare to people throughout their prison stay at DPFC. This can include:

- Primary Care e.g., General Practitioner, Women's Health

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- Primary mental healthcare
- Addiction Medicine and Alcohol and Other Drug Health Programs
- Population health
- Dental services
- Advanced care planning
- Medication management
- Diagnostic services – radiology and pathology
- Allied health services
- Medical aids and equipment
- Alcohol and Other Drug Health Programs
- Access to specialist services in the community

The quality and standard of health care provided to patients is the equivalent standard to that provided in the community, through the public health system. Western Health's multidisciplinary workforce will work alongside service providers to provide holistic and interconnected health service delivery for patients at DPFC, including a tailored health response for priority cohorts.

The Custodial Health portfolio sits within the Western Health at Home division of Western Health, itself consisting of a range of medical, nursing, allied health and non-bed-based community services.

### Key Responsibilities

- Assume responsibility for quality patient care in accordance with the care model of the ward/unit, ensuring that clinical procedures are performed in accordance with Western Health policy and procedure
- Accurately reflect the patient's treatment plan, requirements, outcomes or events within prescribed documentation to support ongoing care, communication and to ensure that all legal requirements are met in regards to legibility of content and identity of reporter in accordance with Western Health policies and procedures
- Analyse and use data to guide decisions and evaluate outcomes
- Participate in resolving problems in care and to ensure that the Unit/ Department Head is aware of relevant issues and problems
- Participate in the development of discharge plans that reflects the needs of patients and their significant others and demonstrates understanding of the role of community providers
- Ensure continuity of care by communicating appropriately with other practitioners including community-based general practitioners
- Ensure that the care of all patients is handed over or other suitable arrangements for follow up, including follow up of results is in place when not on call
- Lead by example in the delivery and promotion of high quality clinical care to all patients
- Work respectfully and collaboratively at all times with other Custodial Health and Corrections Victoria staff to ensure the delivery of care to patients is safe, effective, timely and appropriate to the presenting clinical need
- Escalate issues of risk and/or concern in a proactive and timely manner to the Head of Unit, or appropriate member of the Leadership Team within Custodial Health
- Participate in the development, implementation and revision of treatment protocols and clinical guidelines to promote and ensure best practice standards
- Actively contribute to Western Health's ongoing development through involvement in hospital wide activities and national and/or international organisations
- Participate in service planning as requested by the Unit/Department Head and Clinical Service Director, including the development and setting of targets, resource requirements and improvement priorities for the service agreement
- Actively participate in departmental or organisational wide quality and credentialing processes, including clinical work review groups
- Participate in developing department and personal priority goals and objectives consistent with the mission, philosophy and strategic plan of the organization
- Ensure that any dealings with the media are approved and in accordance with policy, procedure and privacy legislation
- Contribute to creating and maintaining a work climate which is conducive to positive morale and

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- employee growth, development and retention
- Ensure own health and well-being and seek assistance if impairment in physical or mental health is impacting on job performance
- Work collaboratively and respectfully with multi-disciplinary team members to achieve desired outcomes for patients through effective communication and attendance and participation in unit and site clinical meetings
- Exchange and share information from participation in seminars and conferences with colleagues via in-services, presentations, education forums, team meetings, etc.
- Build networks and participate in benchmarking to seek and share information to assist in developing best practices
- Demonstrate a caring and empathetic approach towards patients at all times
- Work within a trauma-informed understanding of care
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in clinical practice including participation in mortality and morbidity reviews
- Participate in hospital provided professional development activities and keep up to date with relevant developments in clinical and hospital practice.
- Participate in clinical teaching and professional development of other staff members
- Maintain personal qualifications in accordance with continuing certification requirements of relevant medical college or other body
- Comply with Western Health financial systems, policies and processes
- Maintain a high and accurate level of clinical and financial recording and ensure involvement in medical document audits
- Manage and operate in accordance with Western Health Human Resource policy and practise in all matters relating to recruitment and employment
- Ensure the ability to receive and return organisational relevant information and communication through phone, and/ or voicemail and email within time limits set by the organisation
- Acquire and maintain sufficient relevant computer/technology skills and utilise these to participate in services and communication offered by Western Health
- Participate in the Custodial Health out of hours On Call Roster for GPs.
- Undertake other duties and instructions as provided by the Head of Unit 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:

- Other Senior Medical Staff
- Nursing and Allied Health Staff
- Patient Support and Administrative Staff
- Medical Workforce Unit Management
- Unit/Department Heads
- Operations Managers
- Clinical Services Directors
- Director of Operations, Custodial Health
- Divisional Directors
- Executive Director Medical Services

#### External:

- GPs
- Department of Justice and Community Safety
- Corrections Victoria
- DPFC Management and Operational Staff
- Patients within DPFC
- Community Health Agencies
- Other Service Providers within DPFC
- External Health Services
- Other Senior Medical Staff

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## Selection Criteria

### Essential:

- Medical qualification
- Current Australian medical registration
- Credentials for the position
- Relevant clinical experience and clinical competence required for level of position
- Demonstrated ability to practice collaboratively as part of a multi-disciplinary health care team
- Effective organisational skills, with respect to time management and delegation
- Well developed written and verbal communication skills
- Displays and expresses a high level of ethics in regards to patients, colleagues and the organisation
- Demonstrates skill and maturity in problem solving, negotiation and conflict resolution
- Demonstrates ability to make decisions and support rationale, clearly communicate decisions to relevant parties
- Maintains confidentiality of patient, institutional and employee information
- Commitment to professional development
- Analyses own performance in accordance with position expectations. Develops goals and implements a plan to meet those goals. Maintains and own knowledge and skills
- Participates in and contributes to committees, teams and projects in keeping with the organisation's strategic goals
- Seeks out and is receptive to feedback from co-workers at all levels for the purpose of growth in the role

### Desirable:

- Demonstrated research skills
- Knowledge of health issues in relation to Western Health's catchments
- Acknowledgement of Western Health strategic themes

## 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), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008.
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.

## General Information

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- 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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