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### **GOVERNANCE AND IMPLEMENTATION**

This resource should be reviewed and endorsed in accordance with the organisation's governance and document control processes prior to implementation.

## DUTY STATEMENT

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|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| POSITION TITLE:          | Clinical Director                                                                                                                                                                                                                                                                                                                                                                                                    |
| REMUNERATION/CONDITIONS: | In accordance with the Medical Practitioners Award and relevant organisational pay scale                                                                                                                                                                                                                                                                                                                             |
| POSITION STATUS:         | Full-time                                                                                                                                                                                                                                                                                                                                                                                                            |
| DIRECTLY RESPONSIBLE TO: | Chief Executive Officer                                                                                                                                                                                                                                                                                                                                                                                              |
| PERFORMANCE APPRAISAL:   | 6 month probationary period; performance reviews every 12 months thereafter                                                                                                                                                                                                                                                                                                                                          |
| POSITION FUNCTION:       | Provide strategic clinical leadership and management of primary healthcare services. Ensure high-quality, culturally safe, and integrated care is delivered to clients. Lead clinical governance, risk management, and continuous quality improvement while overseeing and mentoring clinical staff, including GPs, GP Registrars, Nurse Practitioners, Nurses, Aboriginal Health Practitioners, and Health Workers. |
| MINIMUM SKILLS REQUIRED: | Current specialist registration as a General Practitioner with AHPRA                                                                                                                                                                                                                                                                                                                                                 |

### POSITION SUMMARY

The Clinical Director is responsible for the overall clinical leadership, governance, and operational management of the health service's clinical team. This includes driving service excellence, ensuring accreditation compliance, fostering a culture of cultural safety, clinical accountability, and continuous improvement, and contributing to organisational strategy. The Clinical Director supports clinical staff through supervision, mentoring, and performance management and ensures that clinical services meet the needs of the Aboriginal community in a culturally appropriate and respectful manner.

## **RESPONSIBILITIES**

### **Clinical Care & Collaboration**

- Deliver holistic, culturally safe primary health care
- Provide medical healthcare services to clients, including on-site consultations, outreach clinics and home visits where necessary and appropriate.
- Focus on preventative healthcare and early intervention to address health issues before they escalate.
- Support chronic disease management, preventative health, antenatal care, and acute presentations
- Work in partnership with Aboriginal Health Workers and Practitioners
- Maintain clinical documentation and complete care planning and referrals
- Support clients to navigate health systems and follow up on investigations
- Adhere to service agreements, collaborating with colleagues and external services to ensure the delivery of holistic care.
- Facilitate health promotion programs, health education initiatives, community groups, and other activities that align with family medicine, preventative medicine, and primary healthcare objectives.
- Stay informed with Medicare item numbers and billing requirements

### **Clinical Leadership & Oversight**

- Provide clinical leadership and guidance to all health service staff
- Manage, support, and supervise GPs, GP Registrars, Nurse Practitioners, Nurses, and Aboriginal Health Practitioners
- Ensure appropriate clinical delegation and decision-making processes are in place
- Lead regular case reviews, clinical meetings, and interdisciplinary care planning
- Support the delivery of holistic, integrated, and culturally responsive primary health care
- Promote evidence-based practice and adherence to clinical guidelines

### **Supervision, Training & Mentorship**

- Act as a GP Registrar Supervisor (RACGP or ACRRM accredited)
- Support the supervision of medical students, interns, and nursing trainees
- Provide mentoring and performance development planning for clinical staff
- Ensure staff meet Continuing Professional Development (CPD) requirements
- Facilitate education sessions, peer reviews, and case presentations

### **Clinical Governance & Quality Assurance**

- Lead the organisation's Clinical Governance Framework
- Monitor and respond to clinical risk, adverse events, and client feedback

- Oversee and audit clinical documentation, prescribing practices, and care delivery
- Chair or contribute to the Clinical Governance Committee and WHS Committee
- Ensure compliance with all relevant professional, legal, and ethical standards
- Coordinate clinical incident management, reviews, and response processes

### **Continuous Quality Improvement & Accreditation**

- Drive CQI initiatives and align service delivery with accreditation standards (e.g. RACGP, ISO, AGPAL, QIP)
- Develop and review clinical protocols, pathways, and models of care
- Lead audits, needs assessments, and service evaluations
- Contribute to strategic planning and service model redesign
- Promote data-driven decision-making and clinical performance monitoring

### **Cultural Safety & Community Responsiveness**

- Ensure all clinical staff provide culturally safe and respectful care
- Work with Aboriginal Health Workers and Practitioners to embed Aboriginal ways of knowing, being and doing in clinical practice
- Promote client-centred care and community trust in clinical services
- Support cultural safety training and reflective practice for staff

### **Work Health & Safety (WHS)**

- Oversee clinical risk assessments and mitigation plans
- Ensure infection control, emergency response, and WHS procedures are followed
- Participate in the WHS Committee and support a culture of safe practice
- Ensure compliance with relevant WHS legislation and incident reporting

### **MEETINGS**

- Executive Leadership Team meetings
- Clinical Team meetings
- Clinical Governance Committee (Chair)
- WHS Committee
- Case conferencing and multidisciplinary care meetings
- Stakeholder, regional health network, and partnership meetings

## KEY PERFORMANCE INDICATORS

| Focus Area              | KPI                                                                    |
|-------------------------|------------------------------------------------------------------------|
| Clinical Governance     | ≥90% of clinical incidents reviewed and actioned within 14 days        |
| Supervision & Mentoring | Supervise ≥2 GP Registrars and support ≥3 health staff in CPD annually |
| Quality Improvement     | Lead ≥2 CQI or service improvement projects per year                   |
| Accreditation           | Maintain full accreditation status (RACGP, ISO, etc.)                  |

## PROFESSIONAL DEVELOPMENT

- Maintain AHPRA registration and college CPD requirements
- Attend leadership, management, and cultural competency workshops
- Engage in executive coaching, clinical supervision, and reflective practice
- Attend relevant national or regional Aboriginal health, GP, or quality forums

## ESSENTIAL SKILLS AND EXPERIENCE

- Fellowship with RACGP or ACRRM and unrestricted GP registration
- Minimum 5 years' experience in primary health care, ideally in Aboriginal health settings
- Proven leadership experience managing clinical teams and programs
- Deep understanding of clinical governance, accreditation, and CQI
- Strong interpersonal and cross-cultural communication skills
- Commitment to improving health equity and Aboriginal community-led care

## MANDATORY REQUIREMENTS

- Current registration with AHPRA (Specialist General Practice)
- RACGP or ACRRM Fellowship
- Accreditation as a GP Supervisor (or willingness to obtain)
- Current National Police Check
- Current Working with Children Check or equivalent clearance
- Current CPR/ALS certificate
- Current Driver's Licence
- Compliance with all organisational policies and procedures
- Adherence to confidentiality and privacy in accordance with the Health Records and Information Privacy Act 2002 (NSW) and other relevant legislation

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## **SIGNATURE & ACKNOWLEDGEMENT**

I agree to abide by the standards and policies and have read and understood the job description and agree to comply with same.

Employee Signature: \_\_\_\_\_

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

Manager Signature: \_\_\_\_\_

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