

Disclaimer

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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

POSITION TITLE:	General Practitioner
REMUNERATION/CONDITIONS:	As per negotiated contract and Award conditions
POSITION STATUS:	Full-time
DIRECTLY RESPONSIBLE TO:	Practice Manager / Clinical Director
PERFORMANCE APPRAISAL:	6 month probationary period; performance reviews every 12 months thereafter
POSITION FUNCTION:	Provide high-quality, culturally safe medical care in a multidisciplinary team environment, supporting Aboriginal Health Workers as primary care leaders and ensuring continuity, prevention, and community-driven health outcomes.
MINIMUM SKILLS REQUIRED:	Medical Practitioner with current AHPRA registration

POSITION SUMMARY

The General Practitioner delivers holistic, evidence-based medical care that responds to the needs of the local Aboriginal and Torres Strait Islander community. The role promotes culturally informed engagement, supports chronic disease management, and champions collaborative team care under the guidance of Aboriginal Health Workers and Practitioners.

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
- Provide supervision, guidance, and support to Registrars, Registered Nurses, and Aboriginal Health Workers, fostering a collaborative learning environment.
- 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.
- Participate in 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

Liaison and Administration:

- Develop and maintain effective communication skills within the team and with clients.
- Establish and maintain rapport with all clients to ensure a supportive and respectful relationship.
- Represent and promote the service positively to both external and internal stakeholders.
- Collaborate effectively with team members to meet organisational objectives and enhance service delivery.
- Ensure responsible use and management of resources and assets, contributing to the efficient operation of the service.
- Actively engage in accreditation and quality improvement processes to maintain high standards of care.
- Provide performance reports to management as directed.
- Ensure client records and data are handled in compliance with the Health Records and Information Privacy Act 2002 (NSW) and other relevant legislation.

Continuous Improvement & Accreditation

- Participate in RACGP audits and accreditation processes
- Lead or contribute to CQI activities and service evaluations
- Assist in policy development and clinical guideline review

Supervision and Training:

- RACGP Accreditation: The GP must meet the RACGP's requirement of two years post-Fellowship experience before undertaking training to become an accredited supervisor. Once eligible, the GP will pursue the necessary RACGP-approved training to become an accredited supervisor for GP Registrars.

- Supervision of Registrars: The GP will provide supervision and mentorship to GP Registrars, ensuring their clinical skills and cultural competence are developed in accordance with RACGP guidelines.
- Provide ongoing supervision, guidance, and support to Registrars, Registered Nurses, and Aboriginal Health Practitioners, fostering a collaborative learning environment and ensuring high standards of clinical care.

Research and Community Engagement:

- Contribute to and participate in research initiatives aimed at improving health outcomes for Aboriginal and Torres Strait Islander communities.
- Engage with and support community service groups, contributing to local initiatives focused on health promotion, education, and community wellbeing.
- Collaborate with local stakeholders to address healthcare challenges and improve service access for the Aboriginal community.

WHS & Clinical Governance

- Comply with WHS protocols and infection control procedures
- Attend Clinical Governance Committee meetings and contribute to risk management
- Maintain safe prescribing and documentation practices
- Participate in peer review, audits, and quality case discussions

Cultural Safety

- Practice cultural humility and uphold cultural protocols
- Work with Aboriginal staff to embed cultural knowledge into care
- Engage with Elders and community members when appropriate

MEETINGS

- Clinical team meetings
- All staff meetings
- Monthly Clinical Governance Committee (as required)
- Interdisciplinary case conferencing
- Stakeholder, community, and partnership meetings (when appropriate)

KEY PERFORMANCE INDICATORS

Focus Area	KPI
Clinical Safety & Outcomes	≥70% of GPCCMP items up to date for eligible clients
Cultural Engagement	≥90% of care episodes involve collaboration with Aboriginal staff
Client Experience	≥85% satisfaction on client surveys
Team Collaboration	Active participation in ≥90% of clinical and MDT meetings
Accreditation Compliance	Contribute to ≥1 RACGP-aligned audit or review per annum

PROFESSIONAL DEVELOPMENT

- Attend and complete mandatory training, refresher courses, and clinical updates.
- Maintain continuing professional development (CPD) hours as per AHPRA.
- Participate in cultural safety and trauma-informed care training.
- Engage in reflective practice, peer review, and skill-building activities.
- Access funded or in-service learning opportunities identified through appraisal.

ESSENTIAL SKILLS AND EXPERIENCE

- Demonstrated experience in delivering primary health care in a team-based model
- Ability to work effectively in Aboriginal community-controlled settings
- Strong communication, active listening, and culturally sensitive engagement skills
- Clinical problem-solving, triage, and time management in a dynamic environment
- Competence using clinical software (e.g. Communicare, Best Practice, MMEx)
- Experience working with clients across life stages and with complex needs
- High level of confidentiality and professionalism

MANDATORY REQUIREMENTS

- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current Professional Indemnity Insurance.
- Current CPR certificate/Advanced Resuscitation certificate.
- Ensure cultural awareness and sensitivity in all aspects of work.
- Cultural competence and demonstrated understanding of Aboriginal and Torres Strait Islander health
- Experience in primary health care, chronic disease, and preventative health

- High -level cultural competency and understanding of working in an Aboriginal community-controlled health setting
 - Current National Police Check
 - Current Working with Children Check or equivalent clearance
 - Current Driver's Licence
 - Compliance with all organisational policies and procedures
 - Adhere to confidentiality and privacy requirements in line 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: _____