

POSITION DESCRIPTION

POSITION TITLE: VR GP

PROGRAM: Clinical Services

REPORTS TO: Team Leader Medical Workforce

SUPERVISES/MENTORS: Participate in supervision of registrars

ABOUT TURNING POINT ALCOHOL AND DRUG CENTRE

Turning Point Alcohol and Drug Centre is a Non-Government Organisation that was established in 1994 to provide leadership to the alcohol and other drug sector in Victoria. This leadership role is based on core areas of activity:

- Clinical service provision
- Clinical and population-based research
- Service system development and review
- Education and training
- 24-hour telephone and on-line counselling and information services

Turning Point works collaboratively to improve alcohol and other drug policy and practice with the aim of maximising the health and wellbeing of people and communities living with and affected by alcohol and other drug-related harms.

Turning Point is formally affiliated with St Vincent's Hospital Melbourne and the University of Melbourne. Turning Point is part of the International Network of Drug Treatment and Rehabilitation Resource Centres for The United Nations Office of Drugs and Crime (UNODC) and is a member of the International Harm Reduction Association. The Centre is also a Registered Training Organisation and an accredited Higher Education Provider.

Turning Point is currently in discussions with Eastern Health working towards an amalgamation which is scheduled to be in place by 1 October 2009.

PURPOSE OF PROGRAM

Clinical Services provides a range of specialist treatment and support services to people affected by alcohol and drug use. The focus is on the provision of clinical services by qualified and experienced practitioners within a research and education environment. Turning Point works with people experiencing problems related to a range of drugs including heroin, alcohol, amphetamines and cannabis. Clinical Services cater for the needs of clients with complex needs such as young people, pregnant women, polydrug users or people with mental health diagnoses and mandated clients. Current services include the following.

- Assessment and counselling services

- Home-based withdrawal
- Outpatient withdrawal
- Specialist pharmacotherapy services
- Onsite pharmacy services
- Specialised methamphetamine clinic
- Acquired brain injury services
- Pain management
- Forensic services
- Drug & alcohol/mental health co-morbidity services
- Drug responsive outreach services
- Needle and syringe services
- Clinical research
- Clinical policy advice
- Clinical teaching (Student placement and medical rotations)

POSITION SUMMARY

This position is to provide medical services to people with addiction issues within a multidisciplinary team at a community based, specialist alcohol and drug treatment service. The Turning Point Clinic is located in Fitzroy, a suburb on the fringe of Melbourne city. The duties include assessment and management of problems associated with substance dependence and key related comorbidities, including opioid substitution pharmacotherapy prescribing. The position provides opportunities for participation in research and training, and all clinicians work within a harm minimisation framework.

DUTIES & RESPONSIBILITIES

KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
<p>1. Provision of medical services within a multidisciplinary team.</p>	<ul style="list-style-type: none"> • Patient consultations for the purposes of assessment and management are performed • Contribution to treatment planning through participation in multidisciplinary review meetings and case conferences. • Effective communication about the management of clients, particularly those with complex needs, so that necessary staff are well-informed and provide an integrated service to clients • An appropriate range of contemporary, evidence based treatment interventions are provided for patients with dependence problems (e.g. substitution maintenance, withdrawal and post withdrawal treatment) to facilitate improved health status

KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
<p>2. Clinical work is performed in an ethical manner</p>	<ul style="list-style-type: none"> • Compliance with ethical standards is required at all times.
<p>3. Administration activities are effectively managed</p>	<ul style="list-style-type: none"> • Documentation is always accurate, relevant and timely, including case notes and computer based record entries, for management and reporting purposes • Compliance with legal and regulatory requirements
<p>4. An Evidence-based Framework is developed and utilised</p>	<ul style="list-style-type: none"> • An evidence-based framework is developed, compliant with current best practice, to effectively guide clinical services • Evidence-based framework is understood by medical staff and adopted
<p>4. Occupational Health and Safety All employees are required to take reasonable care for their own, and others, health and safety.</p>	<ul style="list-style-type: none"> • Employees must comply with Occupational Healthy and Safety policies and procedures; • Maintain a work environment that is tidy and free of unnecessary hazards; • Report incidents and injuries in accordance with relevant procedures; • Comply with emergency management procedures including periodic emergency drills.
<p>5. Quality</p>	<ul style="list-style-type: none"> • Contribution to the operation and enhancement of Turning Point's quality accreditation system - Quality Improvement Council - Health and Community Services Standards; • Identified and promoted opportunities to improve processes and systems in accordance with quality system methods • Support and/or participate in initiatives that aim to improve ways of working (eg. Reviews & development of procedures, quality projects).
<p>6. Values</p>	<ul style="list-style-type: none"> • Contributed to the development and implementation of program work plans • Undertake initiatives that actively promote Turning Point's strategic goals and directions both internally and externally; • Act in accordance to the organisation's values; • Understand and adhere to all organisational policies, including EEO/AA policies

KEY SELECTION CRITERIA

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications, Education or Training	<ul style="list-style-type: none"> • MBBS or equivalent qualification. • Vocationally registered as a General Practitioner in Australia. • Accredited, or able to become accredited, to prescribe opioid substitution pharmacotherapies • Registered, or able to be registered, as a medical practitioner in Victoria 	<ul style="list-style-type: none"> • Interested in pursuing further training in addiction issues
Knowledge & Skills	<ul style="list-style-type: none"> • Interested in developing skills and knowledge as a clinician in the alcohol and drug field. • Skilled in communicating with patients, their families, medical colleagues and members of the multidisciplinary team; • Able to draw on evidence to inform best practice. 	<ul style="list-style-type: none"> • Experience in the management of substance misuse and mental health problems • Experience working with a client group with acquired brain injury secondary to alcohol and substance use. • Use of electronic medical records system, Medical Director. • Demonstrated experience in the provision of contemporary alcohol and substance use management • Experience in providing responses to people with comorbid substance use, psychiatric and medical conditions • Proven ability to manage complex clinical presentations exhibiting challenging behaviours
Personal Attributes	<ul style="list-style-type: none"> • Commitment to professional standards and work practices • Sound judgment in assessing complex situations • Ability to remain calm under pressure • Strong interest in client care 	<ul style="list-style-type: none"> • Able to effectively represent the organisation in internal and external forums • Ability to coordinate multiple activities
Special Requirements		
Other Information	<ul style="list-style-type: none"> • A police check may be required. 	

DIMENSIONS (approximate and subject to change)

a) **Authority: Personally Authorise**
NA

Recommend to Line Manager

b) **Dollar Dimensions (Budgets, Project Costs, Revenues, Capitals)**

NA

c) **Personnel Dimensions (People reporting to this position)**

NA

CONDITIONS OF SERVICE

Classification VR GP (Medical Officer)

Terms are negotiable, and may include salary conditions and/or percentage of Medicare billings.

Tenure

12 Month Fixed Term Contract

APPROVED BY:

Occupant:

Signature _____

Date _____

Line Manager:

Signature _____

Date _____

Human Resource Manager

Signature _____

Date _____