

**POSITION DESCRIPTION - General Practitioner – Virtual Women’s Health****Part 1 – Expectations for Your Role**

<b>Position</b>	General Practitioner – Sexual and Reproductive Health
<b>Service / Program</b>	Operations / Primary Care / Clinical and Complex Care Services
<b>Industrial Instrument</b>	Doctors - Medical Practitioners Award 2020
<b>Instrument Classification</b>	Specialist
<b>Reports to</b>	Team Leader GP & Nurse Led Specialty Services
<b>Effective Date</b>	January 2026

**Key Deliverables**

The General Practitioner – Virtual Women’s Health will provide individually tailored person-centered care via telehealth for clients accessing the service, ensuring the service provides Each Great Care to every person, every time

- Telehealth Assessments:** Perform comprehensive health assessments via telehealth, providing person-centered care and explaining treatment options and management strategies.
- Care Coordination:** Coordinate patient care and facilitate referrals to external healthcare providers as needed.
- Timely Follow-up:** Ensure timely review and follow-up of test results.
- Confidentiality:** Maintain client privacy and confidentiality.
- Documentation:** Accurately maintain electronic records and complete documentation in line with organizational standards.
- Interpreter Services:** Use professional interpreters when necessary to ensure clear communication.
- Collaborative Care:** Support the development and implementation of patient care in alignment with MBS guidelines.
- Continuous Improvement:** Contribute to program and guideline development, ensuring quality improvements.
- Support for Nurse Practitioners:** Encourage and support the role of Nurse Practitioners in Primary Care.
- Adherence to Protocols:** Ensure clinical processes and protocols are followed.
- Team Collaboration:** Participate in team meetings and contribute to a culture aligned with Each values.
- Accreditation:** Support the General Practice accreditation process.
- Professional Development:** Keep clinical knowledge current, applying evidence-based practices and maintaining professional development.
- Ethical Practice:** Adhere to professional and ethical standards, including the Each Code of Conduct.
- Medicare Compliance:** Comply with Medicare Billing Service requirements.



## Skills

- **Advanced Clinical Skills:** Ability to manage complex clinical cases with a customer-centered approach.
- **Relationship Building:** Develop and maintain positive, culturally safe relationships with clients and staff.
- **Collaboration:** Work effectively within a multidisciplinary team.
- **Communication & Time Management:** Strong verbal and written communication, plus excellent time management.
- **Computer Proficiency:** Well-developed computer skills with attention to detail.
- **Independence & Teamwork:** Ability to work autonomously and collaboratively.

## Experience and Knowledge

- **GP Experience:** Minimum of 2 years' experience as a General Practitioner.
- **Sexual and Reproductive Health:** Knowledge and interest in sexual and reproductive health, including pelvic pain.
- **Contraception Management:** Experience with Long Acting Reversible Contraception.
- **Community Health Commitment:** Understanding of and commitment to primary health and the social model of health.
- **Cultural Competency:** Experience working with culturally diverse populations.

## Qualification/Registrations/Licences (*Mandatory only*)

- **GP Registration:** Vocationally registered GP with FRACGP or ACRRM.
- **AHPRA Registration:** Unrestricted registration with AHPRA.
- **Background Checks:** Completion of Criminal History and Working with Children Check.
- **Specialized Certification:** Women's Sexual and Reproductive Health certification.
- **Insurance:** Medical Indemnity Insurance.

## Physical Requirements

- **Office Environment:** Ability to sit for extended periods and use office equipment.
- **Data Entry:** Capability to type and handle administrative tasks.
- **Office Mobility:** Ability to move around the office and attend meetings.
- **Visual & Auditory:** Ability to read documents and communicate effectively in person and via phone/video.

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## POSITION DESCRIPTION - Employee

### Part 2 – Expectations for Our Team

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

#### Expectation of Employees

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each's values, ensuring an inclusive, safe, and engaging culture.

#### Employee Responsibilities

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each's goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

#### Quality

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

#### Safety & Wellbeing

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each's policies.

#### Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

#### Inclusion and Diversity Commitment

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all. These considerations extend to all of our customers inclusive of priority populations.



## Key Selection Criteria

### Skills & Behaviours

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

### Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.
- Proven collaborative teamwork skills.
- Understanding of the Not-For-Profit and Health sectors.

### Mandatory Compliance

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia
- Consent to Each sharing relevant personal information with the Victorian Department of Education under Early Childhood Workforce Register obligations (If required for the role).

### Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centred, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.