



**MAARI MA HEALTH
ABORIGINAL CORPORATION**

Improving Aboriginal health and closing the gap

MEDICAL WORKFORCE CONSULTANT - DUTIES	
Medical workforce FTE profile and budget	<ul style="list-style-type: none"> • Prepare and maintain an annual medical workforce FTE profile and budget. Seeking input from Maari Ma’s HR Coordinator, Practice Development Consultant, Public Health Physician and Executive Manager Finance. The medical workforce profile and budget requires formal support from the EM Finance and is submitted to the CEO for consideration and approval [typically by mid-June ready for the next financial year]. • On a quarterly basis, review and update the medical workforce FTE profile and budget. Report on current status (FTE, vacancies, variations since the last update). Submit draft report to the medical workforce support group and finalise with group input. Submit final quarterly report to the EM Finance and CEO. • This profile/budget process confirms available GP FTE vacancy/ies and is a required step prior to progressing recruitment.
Medical workforce recruitment agencies	<ul style="list-style-type: none"> • Actively forge strong links between Maari Ma and medical workforce recruitment agencies. • Maintain a register of the agencies we currently use, including agency contact details, contract terms, conditions, fees. • Continue to scope the medical workforce recruitment agency sector, identifying new providers who may be of use to Maari Ma and seek to develop links as required.
Promote GP vacancies	<ul style="list-style-type: none"> • Collate vacancy and practice information to inform the recruitment process and vacancy marketing. • Update the ‘frequently asked questions and answers’ document to assist recruitment agencies and interested candidates. • Register, process and maintain general practitioner vacancies on approved websites e.g. Seek, MMHAC, RDN etc. • Manage GP recruitment on approved social media platforms such as Facebook and LinkedIn. • As approved, develop new promotional material (e.g. testimonials) to enhance marketing activities.
Administer GP candidate application and recruitment process (full time and part time)	<ul style="list-style-type: none"> • In the first instance, direct CVs, applications and enquiries received to the Practice Development Consultant to review and assess suitability.

	<ul style="list-style-type: none"> • As required, arrange for an internal group (nominated GP, Manager General Practice (MGP) and COO to interview candidate and complete referee checks. • Prepare recruitment documentation including internal brief, correspondence and contract (employee or sole trader or family trust) for CEO approval. • For appointments approved by the CEO, liaise with the incoming GP to obtain and collate documents required such as AHPRA registration, medical indemnity etc. • Work closely with the HR Coordinator to obtain and complete internal documentation and processes required to finalise recruitment and records management. • Prepare and lodge new contract with the finance team to ensure GP payment / superannuation arrangements are entered into our payroll / accounts systems.
Registration and visas	<ul style="list-style-type: none"> • Ensure all medical staff have appropriate qualifications, valid registration and visa approvals to be employed by Maari Ma Health. • Stay up to date with requirements for employers sponsoring a visa for Internal Medical Graduates and implement the Australian Government DoH 'Visas for GPs Program' as required. • Maintain a database for medical officer's visas and medical board registrations. • Conduct an annual audit of AHPRA/Medical Board of Australia registrations, Medical Indemnity and visas for all general practitioners. • Maintain GP documentation required by AGPAL to meet accreditation standards.
Medical workforce summary of contract arrangements and key dates	<ul style="list-style-type: none"> • Maintain a register of GP contractual terms and arrangements. • Ensure key contract dates are flagged and actioned e.g. annual 1 October 1.5% daily rate increase, annual contract renewal and correspondence to GP to confirm.
GP Locums	<p>Once the need for a GP Locum is identified (usually via GP rostering process), seek CEO approval to engage.</p> <ul style="list-style-type: none"> • Actively work with the medical workforce recruitment agencies to engage a suitable Locum. • Submit Locum details to nominated GP and Manager General Practice to confirm suitability. • Liaise with Locum agency to finalise placement contract; obtain key information required to progress placement i.e. HPI-I, MR, AHPRA etc. • Submit placement contract to HR and Finance with CEO approval for corporate records. • Notify relevant staff about Locum placement; complete preparation checklist & circulate to engage relevant staff to complete their tasks (accommodation, travel, PS/MD set up etc). • Communication with Locum prior to and after placement (including feedback to and from Locum agency).

<p>GP Training Program</p>	<ul style="list-style-type: none"> • Function as Maari Ma’s key contact with our GPT provider (currently GP Synergy). • Manage Maari Ma’s GP Training accreditation. • Support new GPs with the supervisor accreditation application process to ensure Maari Ma maintains the required GP supervisor capacity. • Manage the GP Training portal (GPRime), ensure data regarding our practice profile, accreditation status, training capacity and accredited supervisors is current. • Twice per annum (Term 1 and Term 2), oversight and manage GP Registrar recruitment as per the detailed tasks outlined in Maari Ma’s GPS checklist. • Ensure GP Registrar recruitment and employment documentation lodged with HR and Finance to ensure the corporate records are up to date.
<p>GP accommodation and arrangements</p>	<ul style="list-style-type: none"> • Liaise with the HR Coordinator and Regional Office Coordinator to identify and allocate suitable accommodation for GPs (including Registrars and Locums). • Liaise with the Regional Office Coordinator to ensure relocation and travel arrangements for newly recruited GPs (including Registrars and Locums) is arranged in accordance with what is outlined in the doctors contract. • Liaise with the Regional Officer Coordinator and PHCS Manager (responsible for fleet management) to ensure allocation of vehicle is arranged in accordance with what is outlined in the doctor’s contract.
<p>Medical workforce recruitment reference group</p>	<ul style="list-style-type: none"> • Work closely with the Practice Development Consultant who is also the Chair of the MWRSG. • Arrange regular meetings of the working group to inform our GP recruitment efforts. • Actively work with MWRSG members to be orientated / coached as you undertake your duties to ensure the orientation for and handover to this position is supportive, thorough, and effective.
<p>Organisational Activities</p>	<ul style="list-style-type: none"> • Develop and document the procedures outlining ‘how to’ all the steps involved in undertaking medical workforce recruitment to ensure the knowledge is left in the hands of Maari Ma to continue on with should this position finish. • Ensure the secure management of data and organisational confidential information and compliance with privacy policies and legislation. • Appreciate, respect and value differences within the Community teams and within Maari Ma. • Contribute to and support positive team morale across the Community teams and Maari Ma. • Promote and present a positive image of Maari Ma Health. • Prepare reports and presentations as required. • Document complete procedures for the role and duties.

