

**Chairman:** Roger Munday  
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**213-215 Rusden St**  
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Equity principles underpin all policies and procedures of the New England Division of General Practice. The Division is committed to EEO principles and values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

## **NEW ENGLAND DIVISION OF GENERAL PRACTICE**

<b>POSITION:</b>	GP Locum
<b>CLASSIFICATION:</b>	Contractual arrangement
<b>REMUNERATION:</b>	To be negotiated plus Salary Packaging benefits
<b>OTHER BENEFITS:</b>	Negotiated number of week's employment, negotiated 8 weeks paid leave, Medical Insurance Allowance to be included, use of a Divisional mobile phone and motor vehicle (not for private use) and bonus arrangement to be agreed between parties.
<b>HOURS OF WORK:</b>	To be negotiated with the successful applicant
<b>REPORTS TO:</b>	Executive, New England Division of General Practice (NEDGP) and New England Area Health Service Sector Director of Medical Services.
<b>LOCATIONS MAY INCLUDE:</b>	Armidale, Inverell, Glen Innes, Tenterfield, Guyra, Uralla and Emmaville

### **POSITION DIMENSION:**

This position reports directly to the CEO of the New England Division of General Practice.

### **POSITION OBJECTIVE:**

To provide a quality locum service to the General Practitioners of New England for educational and recreation leave and to provide CMO relief services to the New England Regional Hospitals.

### **PERFORMANCE CRITERIA:**

1. Provide a timely high quality locum service and develop high quality relationships which result in at least 70% of practices renewing their requirement for the locum service.
2. Carry out six monthly reporting as required.

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## **GENERAL DUTIES**

- The Locum will be responsible to the Executive of the NEDGP, and also the New England Area Health Service Sector Director of Medical Services.
- The locum will be required to undertake many and varied clinical duties consistent with providing a rural GP locum service.
- The locum will liaise with the appropriate specialists required to provide optimum management for the patients he/she is attending.
- The locum will provide after hours and hospital service when required. The Locum may be required to work in the Accident and Emergency Departments of the Armidale, Inverell, Glen Innes, Guyra, Emmaville or Tenterfield hospitals on a 48 hour per week roster, which may include weekends and public holidays. Any balance of time may be worked as GP Locum.
- The Locum will ideally work 40 weeks (including sometime in January) during the contract period term consisting of ten (10) sessions per week including on-call for the practice (includes six (6) weekends with Saturday morning surgery and on-call and overtime responsibilities up to 100 hours per fortnight). The final details of these arrangements will be negotiated with the successful candidate.
- A NSW Health Department 'Contract' will be signed by the Locum to enable the Locum to provide GP/CMO services in public hospitals located in Armidale, Inverell, Glen Innes, Tenterfield, Guyra and Emmaville.
- The Locum will keep an up to date motor vehicle log, sign and abide by the Division's Fleet Policy.
- The locum will undertake all necessary reporting and paperwork associated with the position to a high standard.
- The locum will avail themselves of the regular clinical meetings and other postgraduate educational activities as appropriate.
- Other general duties as required from time to time in the locum environment.

## **Essential Criteria:**

- Meet Australian Medical Council requirements with Current registration with the NSW Medical Board
- The Locum will have and maintain a current Australian driver's license
- The successful applicant will have and maintain current Medical indemnity valid in NSW, with documentation being provided to NEDGP at the commencement of the employment period.

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- Fellow of the FRACGP, FACRRM or equivalent
- Excellent interpersonal and communication skills
- Willingness/ability to work collaboratively with other relevant health professionals
- Meet the requirements of the Working with Children Check

**Desirable**

- Vocational training in general practice/family medicine
- Experience in or knowledge of issues pertaining to rural health.