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## GENERAL PRACTITIONER POSITION DESCRIPTION

### REPORTING

The General Practitioner reports to the Executive Officer.

### GENERAL PURPOSE

To provide competent patient-centered care that addresses health needs and promotes wellness. Such care is based on latest evidence and guidelines, and meets legislative requirements.

### RESPONSIBILITIES

#### 1. To provide good clinical care:

- Providing skilled health assessment, diagnosis and treatment services to patients
- Ordering diagnostic tests as needed, checking and informing patients of results as per clinics procedure.
- Referring patients appropriately to other providers if their needs exceed the range of care you are able to provide.
- Consulting and collaborating with colleagues to provide optimal care.
- Documenting all care provided and education/information given to patients within their health record, as per clinics procedure.

#### 2. To maintain good medical practice:

- Maintaining professional knowledge and standards through continuing medical education and personal professional development.
- Having a working knowledge of legislation and standards of General Practice.
- Maintaining a current resuscitation certificate.
- Practicing medicine in a way that reflects the company's values and mission.

#### 3. Maintaining trust (professional relationships with patients)

- Providing services courteously and respectfully, with regard to the cultural beliefs and needs of patients
- Responding openly and following up complaints or feedback.

#### 4. Working collaboratively with colleagues

- Collaborating in regard to rosters and providing cover to ensure patients' needs are met.
- Working constructively and harmoniously with all staff to ensure patients receive optimal care.
- Involvement in practice accreditation activities
- Participating in centre-based audits and activities
- Participate in supervision and training of GP Registrars and Medical students

#### 5. Maintaining integrity in professional practice

- Charging for consultations in line with the clinics policy.
- Declare vested interests in services that you may be referring to
- Returning phone calls in timely manner
- Completing documents i.e. medical reports in a timely manner
- Clearing in-tray daily and delegating this task if absent
- Participating in centre-based audits
- Demonstrating a working knowledge of company policy with regard to clinical practice as described in company manuals.
- Reporting "events" or untoward incidents as per professional standards and clinics policy.
- Using the computer effectively ie. Recall systems, data input.
- Keeping up to date with new item numbers, SIP's and incentive payments.
- Ensuring immunisation status is kept up to date.

## **6. Develop and maintain relationships with:**

- Other Doctors & Associates
- The CEO & Practice Manager
- The Nurse Coordinator and other Nurses
- The Office Manager and reception staff
- Community and secondary service providers
- Local Hospitals, Nursing Homes and Hostels

## **EXPECTED BEHAVIOURS AND PERSONAL ATTRIBUTES**

- Demonstrate a knowledge of and compliance with all relevant legislation and common law obligations.
- Discharge of duty of care in the course of practice including meeting practice standards, and accountability.
- Demonstrate knowledge of policies and procedural guidelines that have legal implications, for example, ensure documentation conforms to legal requirements.
- Identify and respond to unsafe practice, for example, implement interventions to prevent unsafe practice and/or contravention of law.
- Demonstrated patient-focused approach in service provision with genuine empathy and interest in their needs.
- Excellent interpersonal and communication skills across all ages and social groups.
- Be always well-presented, friendly, courteous and obliging. Represent the practice in a confident and positive manner at all times.
- Undertake all duties in a diligent manner, with honesty and integrity,
- Maintain absolute confidentiality regarding patient and practice information.
- Have a vigilant attitude to accuracy, being prepared to double check as necessary.
- Ability to work cooperatively and independently & ability to prioritise and organise, with attention to detail.
- Demonstrated commitment to ongoing professional development

## **EDUCATION, QUALIFICATIONS AND EXPERIENCE**

- Registration as a medical practitioner with Medical Board
- Vocational registration with RACGP or ACCRM
- Current Medical Indemnity
- Qualified as a GP Supervisor, or willingness to obtain qualification