

POSITION DESCRIPTION GENERAL PRACTITIONER

POSITION DETAILS	
Position:	General Practitioner
Reports to:	CEO
Location:	103 Peel St, Tamworth
Special requirements:	<ul style="list-style-type: none">• Current AHPRA registration• Fellowship of RACGP or ACRRM• Working with Children Check• Right to work in Australia (Visa sponsorship is available)

About Us

At Peel Health Care, we're more than just a workplace—we're a community where collaboration and growth thrive. We are deeply committed to fostering an inclusive, supportive environment where your well-being is a priority. Our core values—Teamwork, Community, Caring, Accountability, and Adaptability—drive us to provide exceptional care while empowering you to grow professionally and maintain a healthy work-life balance. Join us, and be part of a culture dedicated to improving lives, starting with yours.

Our practice is housed within a purpose-built, modern and spacious facility, which supports a large multidisciplinary team, inclusive of GP's and allied health professionals, who are highly experienced and offer a wide range of services, which are among the most comprehensive in regional private practice. We are part of a medical precinct which includes pathology and imaging providers. As part of our not-for-profit ethos, we are committed to helping build the future medical workforce through the provision of teaching to GP registrars, medical and nursing students.

Our beautiful city of Tamworth, Northern NSW offers the best of regional living and blends the best of a relaxed country lifestyle with cosmopolitan vitality and metro facilities. Tamworth is the regional hub for healthcare and retail, home to world-class sporting, arts and entertainment venues and offers high-quality education options. Jump on a plane and you'll touchdown in Sydney or Brisbane in an hour, and if you fancy a dip in the ocean, we are only a three-hour drive from the spectacular mid-north coast. With safe, welcoming neighbourhoods, affordable housing, and stunning natural beauty on the doorstep, you can combine that rewarding career with flexible work hours to discover the endless ways to tip that work/life balance well in your favour.

About the Role

The purpose of the General Practitioner role is 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. The General Practitioner (GP) must adhere to Peel Health Care's standards and expectations:

- Honesty, integrity, and ethical conduct at all times;
- Excellent interpersonal and communication skills, including tolerance and the capacity to develop rapport with a wide range of stakeholders;
- Leading and supporting staff to achieve their highest standard of work; and
- High levels of motivation, initiative, and innovation.

Responsibilities and Duties:

1. To provide good clinical care:

- Provide skilled health assessment, diagnosis and treatment services to patients
- Order diagnostic tests as needed, checking and informing patients of results as per clinic procedure
- Refer patients appropriately to other providers if their needs exceed the range of care you are able to provide
- Consult and collaborate with colleagues to provide optimal care
- Document all care provided and education/information given to patients within their health record, as per clinics procedure

2. To maintain good medical practice:

- Maintain professional knowledge and standards through continuing medical education and personal professional development
- Have a working knowledge of legislation and standards of General Practice
- Maintain a current resuscitation certificate
- Maintain current medical indemnity insurance
- Practice medicine in a way that reflects the company's values and purpose, and protects and enhances the reputation of Peel Health Care
- Contribute to quality improvement; risk management initiatives and policy development so that the overall Medicine Service is of the highest quality and reflective of best practice

3. Maintaining trust (professional relationships with patients)

- Provide services courteously and respectfully, with regard to the cultural beliefs and needs of patients
- Respond openly to and follow up complaints or feedback

4. Working collaboratively with colleagues

- Collaborate in regard to rosters and provide cover for colleagues when absent to ensure patients' needs are met
- Work constructively and harmoniously with all staff to ensure patients receive optimal care
- Involvement in practice accreditation activities
- Participate in practice-based audits and activities
- Participate in rostered clinics and after hours (on-call) services

- Participate in practice and clinical meetings, staff training, development programs and performance appraisals
- Participate in supervision and training of GP Registrars and Medical students

5. Maintaining integrity in professional practice

- Charge for consultations in line with the practices policy and provide clear direction to receptionists about MBS items to be claimed
- Declare vested interests in services that you may be referring to
- Return phone calls in timely manner
- Complete documents i.e. medical reports in a timely manner
- Clear in-tray daily and delegate this task if absent
- Participate in practice-based audits
- Demonstrate 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 practice policy
- Use clinical information system (Best Practice) to identify care needs, initiate recalls and care plans, and document patient consultation and care in a timely and legible manner
- Keep up to date with new MBS item numbers and incentive payments
- Ensure immunisation status is kept up to date
- Strictly observe the principals of confidentiality and security of patient notes and company information
- Undertake any other duties that may be required, in line with skills and qualifications of the GP role
- Adhere to and encourage PHC Ltd company values at all times

6. Develop and maintain relationships with:

- Other Doctors & Allied Health Clinicians
- 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

7. Workplace Health and Safety (WHS):

Contributing to a safe and healthy workplace by:

- Following WHS instructions, policies and procedures
- Reporting accidents and hazards and addressing potential risks
- Working to ensure both your own and others’ safety
- Actively participating in WHS meetings, suggesting improved risk and hazard mitigation

About You

Essential Selection Criteria:

- Commitment to Peel Health Care’s values of Teamwork, Community, Caring, Accountability and Adaptability

- Vocationally Registered with RACGP or ACRRM, or on a pathway to obtaining Vocational Registration (for non VR only)
- Experience in teaching and mentoring, including accreditation as a GP Supervisor, or willingness to obtain accreditation
- Demonstrated patient-focused approach in service provision with genuine empathy and interest in the patients needs
- Demonstrated commitment to working as a member of a multi-disciplinary team to provide patient care and identify continuous improvement opportunities
- Excellent interpersonal and communication skills across all ages and demographics
- Proven ability to multi-task and prioritise, with effective time management skills
- Demonstrated commitment to continuous learning and improvement in service delivery
- Competent IT user including clinical software, preferably with Best Practice software experience
- Demonstrated understanding of and commitment to joining an inclusive and supportive workplace, focussed on collaboration, professional growth and exceptional care

Other requirements:

- Current working with children check
- Current driver's licence
- Current AHPRA registration
- Proof of medical qualifications
- Current ALS certificate

Benefits of Working with Us

- High earning potential – tenant doctors receive 65% of billings with an average hourly billings of over \$440
- Employed doctors:
 - receive the higher of an hourly base rate of pay or 44.79% of gross billings (plus superannuation and paid annual and sick leave)
 - can access generous salary packaging on pre-tax income on mortgage/rent and other living expenses (up to \$15,900) and entertainment expenses (up to \$2,650)
- Flexible working arrangements – full or part time opportunities to support work/life balance
- Visa sponsorship available
- Financial support available for relocation expenses
- Access to relocation grants (depending on home location) administered by the Rural Doctors Network up to a value of \$1,500
- Referral to the Welcome Experience - a free 12 month local service to personally welcome, help settle and connect you and your family to Tamworth (includes support with finding housing, partner employment, childcare and schooling and social connection etc.)
- Internal training and development opportunities to support professional and personal growth
- Access to local and online training and development through the PHN and other providers
- Access to the Health Workforce Scholarship Bursary administered by the Rural Doctors Network offering up to \$10,000 annually for course fees, accommodation, and travel expenses related to professional upskilling
- On site supervision and mentoring available

- Access to Employee Assistance Program (EAP)
- On-site shower facilities
- Free on-site parking

Prepared by:	Melissa Hayes
Approved by:	Melissa Hayes
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Employee Acknowledgement

Signed by:	
Print Name:	
Date:	