



# MOSSFIEL MEDICAL CENTRE

166 Heaths Road Hoppers Crossing

VIC 3029

ABN 52 132 584 028

Telephone - 03 9749 6666

Facsimile- 03 9748 8866

Email – [enquiry@mossfielmedical.com.au](mailto:enquiry@mossfielmedical.com.au)

Website – [www.mossfielmedical.com](http://www.mossfielmedical.com)

## Mossfiel Medical Centre

General Practitioner

### Position description and Duty Statement

Position	Reports to	Supervisory Responsibilities
General Practitioner	Principal GP	Nil

### Selection Criteria and Duty Statement

To provide competent, patient-centred care that addresses health needs and promotes wellness. Such care is based on latest evidence and guidelines, and meets legislative requirements. To provide peer support to other doctors of the practice. To conduct functional relationships with the Practice Principal, Practice Nurses; the Practice Manager, Office Manager and Reception Team; in addition to community and secondary service providers.

### Responsibilities -

#### *To provide high level clinical care*

1. Providing skilled health assessment, diagnosis and treatment services (including contraception) to patients;
2. Ordering diagnostic tests as needed, checking and following-up of results in a timely manner;
3. Referring patients appropriately to other providers if their needs exceed the range of care you are able to provide;
4. Consulting and collaborating with colleagues to provide optimal care;
5. Documenting all care provided and education/information given to patients within their medical health record, as per professional and practice standards/protocols;
6. Providing care via home visits and Residential Aged Care/Nursing Home visits, when this is necessary.

#### *To maintain good medical practice*

- ✦ Maintaining professional knowledge and standards through fulfilling the requirements of the RACGP- administered Continuing Professional Development (CPD) program every triennium;
- ✦ Involvement in peer review activities and registrar and medical student teaching;
- ✦ Participating in annual performance appraisal and setting work and personal goals for the coming year;
- ✦ Having a working knowledge of legislation that affects medical practice.

#### *Maintaining trust*

- ✦ Understanding and implementing the Australian Medical Council – Good Medical Practice guidelines; and other codes of conduct relative to your professional association/s (AMA, RACGP);
- ✦ Providing services courteously and respectfully, with regard to the cultural beliefs and needs of patients;
- ✦ Responding openly to complaints or feedback.



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## ***Protect patients***

- ✦ Recognising when you are unwell or overburdened and taking action;
- ✦ Reporting as required by legislation when you believe patients or their families or public are at significant risk;
- ✦ Consulting, supporting and, if needed, reporting, colleagues who you feel are not competent to practise;
- ✦ Understanding and abiding by the Medical Board of Australia's Guidelines for Mandatory Notifications;

## ***Working collaboratively with colleagues***

- ✦ Working constructively and harmoniously with other members of the practice's team to ensure patients receive optimal care;
- ✦ Leading or delegating appropriately within the team;
- ✦ Collaborating in regard to roster development and providing cover to ensure patients' needs are met. This includes collaborating with the Practice Manager to arrange annual leave.

## ***Maintaining integrity in professional practice***

- ✦ Making honest claims for services provided to Medicare and other service funders;
- ✦ Charging for consultations in line with the practice policy by annotating correctly on Medical Director;
- ✦ Declaring vested interests in services that you may be referring to;
- ✦ Returning phone calls.

## ***Providing certificates and other documents***

- ✦ Completing insurance and other reports within two (2) weeks of receipt;
- ✦ Sending referral letters within one (1) week of receiving request;
- ✦ Completing event/incident forms as per practice policy;
- ✦ Clearing in-boxes daily and delegating this task if absent;
- ✦ Participate in the Duty Doctor roster system.

## ***Using company and group systems***

- ✦ Using the patient information system Medical Director effectively;
- ✦ Demonstrating a working knowledge of company policy with regard to clinical practice as described in the Mossfiel Medical Centre Policy and Procedure Manual;
- ✦ Using the practice intranet/messaging system;
- ✦ Reporting 'events' or untoward incidents as per professional standards and practice policy;
- ✦ Practising medicine in a way that reflects the practice's values and mission.

## ***Qualifications/Experience***

- ✦ Registration as a General Practitioner in Australia;

## ***Essential skills required***

- ✦ *Strong interpersonal communication;*
- ✦ Active listening;
- ✦ Clinical competence with a commitment to life-long learning;
- ✦ Comfort with computerised patient management systems;
- ✦ A 'cool head' in emergency situations.



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## ***Personal attributes***

- ✦ Enjoys working in primary health care;
- ✦ A passion for improving and maintaining the health of patients;
- ✦ Enthusiasm for working in a team environment;
- ✦ An ability to empathise and develop therapeutic relationships with people of a diverse range of backgrounds.

## ***Other***

- ✦ Consistently be aware of OHS requirements and comply with them;
- ✦ Maintain practice dress standards;
- ✦ Participate in Professional and Staff Development Programs, as required;
- ✦ Attend Doctors' meetings; Staff Meetings; and National Prescriber Service workshops;
- ✦ Participate in regular performance evaluation processes
- ✦ Conduct self in accordance with the Mossfiel Medical Centre Policy and Procedure Manual.

## **Expected behaviours and personal attributes**

- ✦ Ability to interact effectively and in a supportive manner with persons of all backgrounds;
- ✦ Ability to work accurately and effectively at all times, including times of high pressure;
- ✦ Excellent interpersonal skills and a strong focus on customer service;
- ✦ Excellent written and oral communication skills (English language);
- ✦ Excellent time management skills;
- ✦ Ability to problem solve and demonstrate effective decision-making;
- ✦ Ability to work independently, as well as part of a team.
- ✦ Ability to mentor others.