

POSITION DESCRIPTION

Job title: General Practitioner

Reports to: Chief Executive Officer

Purpose of position

The purpose of this role is to provide best practice patient-centred care that addresses the health needs and promotes wellness of our patients whilst ensuring legislative and regulatory compliance.

Responsibilities

1. To provide best practice clinical care

- Providing skilled health assessment, diagnosis and treatment services to all patients.
- Ordering diagnostic tests as needed, checking and informing patients of results as per organisational procedure.
- Appropriate referral of patients requiring additional care.
- Consulting and collaborating with colleagues to provide optimal care.
- Documenting all care and education/information provided to patients within their health record, as per organisational Policy and Standards for General 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.
- Adhering to compliance with RACGP Standards for General Practices.

3. Developing relationships and trust with patients and staff

- Mindful of different cultural beliefs and practices.
- Ensuring respectful and professional behaviour with patients and staff.
- Respond to and follow up complaints or patient feedback in a constructive and timely manner.

4. Working collaboratively

- Work collaboratively with staff for rostering purposes (including Saturday and evening work as required) and providing cover to ensure patient and organisational needs are met.
- Develop relationships with patients and staff to ensure a constructive and harmonious workplace/clinic where patients receive optimal care in a professional environment.
- Actively participate in practice accreditation and centre-based audits and activities.
- Treat everyone with fairness, dignity and respect.

5. Maintaining integrity in professional practice

- Declare any potential, perceived or real conflicts of interest (including patient referral services).
- Efficient and effective time management (returning phone calls and attending to patients in a timely manner) to ensure patient and organisational needs are met.
- Charging for consultations in line with contractual and organisational Policy.
- Completing necessary documentation (ie administration, medical reports, patient files etc. are in a professional and timely manner).
- Adhere to all organisational Policy, Procedures and Guidelines.
- Reporting less than desirable behaviours/incidents as per professional standards and organisational Policy.
- Comply with IT policy and utilising the organisation's IT infrastructure and resources effectively (ie. Recall systems, patient and data input etc.).
- Keeping up to date with new item numbers, SIP's and incentive payments.
- Ensuring immunisation status is kept up to date.
- Maximising commercial outcomes for the organisation while ensuring professional practice.

6. Develop and maintain relationships with:

- All internal staff
- Community and secondary service providers
- Schools and educational centres
- Local Hospitals, Nursing Homes and Hostels

Expected behaviours and personal attributes

- Demonstrate a knowledge of and compliance with all relevant legislation and regulations.
- Discharge duty of care in the course of practice including meeting Standards for General Practice and organisational Policy.
- Behaviour in a manner consistent with the organisation's Vision, Mission, Values and expected standards of behaviour.
- Adherence with all organisational Policies, Procedures and Guidelines.
- Identify and respond to unsafe practice (ie implement interventions to prevent unsafe practice and/or contravention of law).
- Demonstrated patient-focused approach in service provision with genuine empathy and interest in patient needs.
- Excellent interpersonal and communication skills across all demographics.
- Display well-presented, friendly, courteous and professional behaviours at all times.
- Always represent the organisation in a confident and positive manner.
- Undertake all duties in a diligent manner, with honesty and integrity.
- Maintain absolute confidentiality regarding patient and organisational information.
- Ability to work co-operatively and independently.
- Ability to prioritise and organise, with attention to detail to ensure accuracy.
- Demonstrated commitment to ongoing professional development and keeping abreast of best practice and personal development.

Essential Criteria

- Registration as a Medical Practitioner with Medical Board
- Vocational registration with RACGP
- Current Medical Indemnity
- Professional development. maintaining up-to-date knowledge and skills
- Satisfactory National Policy Check and/or Working with Vulnerable People Check

Hours Of Work

Core Hours of Operation: Monday to Friday 8:30 to 5:30pm.

Ad Hoc: Occasional Saturday and evening rostered work.

There is an expectation that staff will work reasonable additional time on occasions as required to deliver essential patient care.

Breaks: 30 minutes for lunch and 10 minutes each for morning and afternoon tea to be taken in shifts with other staff to ensure continuity of care.

I have read and understand the role and responsibilities outlined in the above position description.

Full Name: _____

Signature: _____

Date: _____