

PIER STREET MEDICAL CENTRE GENERAL PRACTITIONER JOB DESCRIPTION

QUALIFICATIONS AND REQUIREMENTS OF THE POSITION

- . You will be required to be appropriately trained and experienced in the discipline of general practice and assessed as competent for this position at Pier Street Medical Centre
- . Recognition through Fellowship with the Royal Australian College of General Practitioners (RACGP) is preferable.
- . You must abide by all legislative acts governing medical practice in Victoria.

KEY RESPONSIBILITIES

- Provide high quality, primary health care services to the community and patients of Pier Street Medical Centre, in keeping with best practice standards and the unique culture of our Practice. This includes, management of acute illness, follow up, procedures and screening activities as appropriate for each of your patients. Where possible use evidence base, best practice guidelines written by NPS, RACGP and follow the Practice Policy and Procedure Manual when carrying out duties.
- Provide appropriate care and services to patients of all age ranges and level of health care needs.
- Respond to medical/health problems presented by patients including history taking, diagnosis, investigation, treatment and referral as appropriate.
- Provide management of long-term conditions and Chronic Disease Management in line with national guidelines and pathways.
- Prescribe for patients as appropriate to need.
- Provide appropriate health promotion and preventative health care advice to all patients attending our practice.
- Ordering diagnostic tests as appropriate
- Referring your patients to other providers as appropriate including our in house Allied Health Professionals.
- Checking of results, and organisation of follow up of these where needed. You must make arrangements for checking of your results if you are on leave.
- Appropriate management of phone messages from patients and or other health professionals.
- You will be required to write Medical Reports in relation to Work Cover and Insurance Claims.

OPERATIONAL

You will be required to record and maintain accurate, adequate and relevant patient records using our established practice protocols and computerised medical records system, including but not excluding details of:

- Specialist referrals
- Previous health and family history
- Prescriptions
- Investigations
- Treatment
- Diagnostic results
- Registers and recalls
- Actively communicate and coordinate with colleagues, specialist services and allied health professionals when sharing the care of a patient.

SAFETY AND QUALITY

- You will be required to record all incidents and near-misses in line with practice policy
- Practice duty of care including meeting practice standards and accountability
- Maintain patient and practice confidentiality at all times.