



ABN 75 153 550 102 ACN 153 550 102

Position Description

Position	General Practitioner
Award	Medical Practitioners Award
Responsible to	Clinical Director
Hours of work	As per employment contract

Key selection criteria

- At least 2 years of experience as a vocationally registered GP, preferably in a rural setting
- Current Medical Indemnity
- Registration as a medical practitioner with Medical Board
- Previous experience with supervision and teaching of junior doctors and medical students
- Strong interpersonal communication skills
- Active listening skills
- Clinical competence
- Competent with computerised patient management systems
- Ability to effectively manage in emergency situations
- Enjoys working in primary health care
- A passion for improving and maintaining the health of others
- Enthusiasm for working in a team environment
- An ability to empathise and develop therapeutic relationships with others

Objectives

Active Health Portland will focus on the following:

- An innovative team approach and integration of care across sectors including general practices, community health services and allied health professionals
- An integrated, multidisciplinary form of care encompassing general practices, allied health, disability services, pharmacy and community health
- Shared governance and shared care protocols
- The promotion of health and wellbeing with an emphasis on patient education and the encouragement of healthy lifestyles
- Adoption of self-management principles to enhance client engagement and empowerment, giving the client responsibility for their own health outcomes.

Key Performance Indicators

- To provide competent patient-centred care that addresses health and needs and promotes wellness. Such care is based on latest evidence and guidelines and meets legislative requirements.
- Supervision of junior doctors and provide support to other staff and students, as required.

Duties and Responsibilities

To provide good clinical care. This will be achieved by:

- Providing skilled health assessment, diagnosis and treatment services (including contraception to patients)
- Ordering diagnostic tests as needed, checking and informing patients of results in a timely manner
- 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 professional and company standards

Maintain good medical practice. This will be achieved by:

- Maintaining professional knowledge and standards through continuing medical education, and more formal academic education and personal professional development
 - Involvement in peer review activities and trainee teaching
 - Participating in an 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 (professional relationship with patients). This will be achieved by:
 - Providing services courteously and respectfully, with regard to the cultural beliefs and needs of patients
 - Responding openly to complaints or feedback

Your duty to protect all patients. This will be achieved by:

- Recognising when you are unwell or overburdened and taking action
- Reporting as required by legislation when you believe patients or their families or the public are at significant risk
- Consulting, supporting and if needed reporting colleagues who you feel are not competent to practice

Working collaboratively with colleagues. This will be achieved by:

- Working constructively and harmoniously with other members of the clinic's team to ensure the patients receive optimal care
- Leading or delegating appropriately within the team
- Collaborating in regard to rosters development and providing cover to ensure patient's needs are met

Maintaining integrity in professional practice. This will be achieved by:

- Making honest claims for services provided
- Charging for consultations in line with company and practice policy by annotating correctly on consultation slips
- Declaring vested interests in services that you may be referring to
- Returning phone calls

Providing certificates and other documents. This will be achieved by:

- Completing WorkCover, Insurance and other reports in a timely manner
- Sending referral letters within one week
- Clearing in-boxes daily and delegating this task if absent

Undertaking research and quality improvement activities. This will be achieved by:

- Undertaking personal practice review activities or audits to enhance practice
- Participating in clinic based audits
- Involvement in practice accreditation activities

Leadership & Management:

- Contribute to the efficient and effective functioning of the Active Health Portland team
 - This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as deemed necessary.
- Be well-presented, friendly, courteous and obliging.
 - Represent *Active Health Portland* in a confident and positive manner at all times.
- Escalate operational issues to the management team as appropriate.
- Maintain accurate and confidential records necessary for practice audit purposes.
- Ensure *Active Health Portland* clients are treated with respect and all matters are managed expeditiously and in a confidential manner.
- Take accountability for own priorities and work schedule.
- Follow reasonable and lawful direction.
- Demonstrate a patient-focused approach in service provision with genuine empathy and interest in their needs.

Safe Practice and Environment:

- Be aware of and comply with the relevant '*Occupational Health and Safety*' Acts and policies.
- Promote and provide a safe working environment for students, staff and visitors in accordance with relevant Victorian legislation.

Information Management:

- Adhere to all government and Active Health Board directives and reporting requirements
- Maintain absolute confidentiality regarding patient, staff, contractor and practice information.

Improving Performance

- Contribute to the on-going development of *Active Health Portland* innovative model of general practice.
- Perform responsibilities in a manner which reflects and responds to continuous improvement.

Human Resources:

- Familiarise and comply with relevant '*Equal Opportunity*' policies.
- Participate in the Performance Appraisal process within three months after commencement of employment and every 12 months thereafter.
- Work within the policies, practices and standards approved by *Active Health Portland*.
- Comply with privacy and confidentiality obligations as outlined in state and national legislation as well as *Active Health Portland* policies and procedures.

Approvals

Name of Employee _____

Signature of Employee _____

Date _____

Signature of Manager _____

Date _____