

POSITION DESCRIPTION

Position title:	General Practitioner
Location:	GMHBA Primary Care Network
Reports to:	Reports to the Practice Manager/Coordinator for day to day operational matters Reports to the designated GP Supervisor for Clinical matters
Entities:	GMHBA
Organisational level:	Professional/Technical Specialist
Reports:	Nil

Job Purpose:

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.

Accountabilities:

Provide exemplary clinical care

- Providing skilled health assessment, diagnosis and treatment services to patients.
- Ordering diagnostic tests as needed, checking and informing patients of results as per clinics procedure.
- 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 clinics procedure.

To maintain good medical 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.
- Practising medicine in a way that reflects the company's values and mission.
- Seeking assistance from your supervisor or other practitioner on any matter when you are uncertain.
- Maintain accurate, timely and contemporaneous health records.
- Work with your clinic 'buddy' to ensure effective clinical handover processes are adhered to.

Maintaining trust (professional relationships with patients)



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- Providing services courteously and respectfully, with regard to the cultural beliefs and needs of patients.
- Responding openly and following up complaints or feedback.

Working collaboratively with colleagues

- Collaborating in regard to rosters and providing cover to ensure patients' needs are met.
- Working constructively and harmoniously with all staff to ensure patients receive optimal care.
- Involvement in practice accreditation activities.
- Participating in centre-based audits and activities.

Maintaining integrity in professional practice

- Charging for consultations in line with the clinic policy.
- Declare vested interests in services that you may be referring to.
- Returning phone calls in timely manner.
- Completing documents i.e. medical reports in a timely manner.
- Clearing in-tray daily and delegating this task if absent.
- Participating in centre-based audits – minimum of 1 NPS audit per year.
- Participating in PIP eHealth program in accordance with stated targets.
- Demonstrating 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 clinics policy.
- Using the computer effectively i.e. Recall systems, data input.
- Keeping up to date with new item numbers, SIP's and incentive payments.
- Ensuring immunisation status is kept up to date.

Regulatory & Reporting

- Ensure compliance with the Company's Delegated Authorities, Business Plan, Policies and Standards.
- Submit to company audit processes and make recommendations as required.
- Keep up to date with regulatory trends and changes, and ensure the company anticipates and navigates changes successfully.
- Comply with all professional development requirements for maintenance of registration as a Physiotherapist with AHPRA



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Stakeholders & Advice

- Provide expert advice and recommendations to key stakeholders to facilitate understanding for robust decision making.
- Take opportunities to maintain positive and constructive relationships with regulators, auditors and other external stakeholders.

Other

- Participate in the design, build and roll-out of business change programs designed to strengthen GMHBA's performance.
- Embrace the mindset and actively contribute towards embedding the GMHBA Way including working in an Agile environment.
- It is not the intention of this position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position.
- The accountabilities described within may be altered in accordance with the changing requirements of the role.

Key Relationships:

Internal:

- General Practitioners
- Nurses
- Receptionists
- Allied Health Professionals
- Practice Manager/Coordinator
- Practice Operations Lead

External:

- Community & secondary service providers
- Local hospital, nursing homes and hostels

Skills, Experience and Qualifications:

Mandatory

- Registration as a medical practitioner with Medical Board / AHPRA
- Current Medical Indemnity



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