**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)**

* 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 Medical Practitioner with AHPRA

**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:**

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| --- | --- |
| **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