

POSITION DESCRIPTION

Position Title	General Practitioner
Directorate	Operations
Department	Clinical
Unit	General Practices
Reports To	Executive Director Clinical
Award	National Employment Standards

Position Objective

- Provide a quality clinical general practice that takes an integrated approach to health.
- Advocate on behalf of patient to ensure appropriate access to relevant services and refer as appropriate.

Key Responsibilities

Clinical

- Work within the RACGP standards, having reference to the relevant therapeutic guidelines.
- Work within agreed Scope of practice.
- Participate in case conferences as relevant
- Maintain thorough electronic medical records and other relevant documentation that comply with legal requirements and recognized guidelines.
- Provision of medical reports as appropriate and requested by external bodies.
- Be involved as time permits in the delivery of special programs undertaken by IPC Health.
- Ensure appropriate follow up of patients following tests and referrals.
- Assist with teaching of and support for Medical students and registrars as required.

Financial Viability

- Maintain up to date knowledge of Medicare and other income sources to ensure proper charging for services.
- Contribute to initiatives that improve efficiency.

Staff Liaison

- Participate in and contribute to staff meetings and professional development programs
- Monitor and gauge the demand for services/programs in cooperation with other staff
- Work collaboratively with other GPs, Clinic nurses, (Refugee Health nurses as appropriate) and clinic staff to provide a supportive team environment.

Professional Development

- Undertake own professional development to maintain and update professional knowledge and skills
- Maintain professional registration with APHRA.
- Meet tri-annual requirements to maintain vocational registration with RACGP.
- Practice within a professional and ethical framework
- Participate in Continuous Quality Improvement activities including future planning for the clinics and initiatives that will provide the best service possible.

Key Selection Criteria

- Well developed clinical skills.
- Clinical assessment and experience managing acute and chronic patients in a community setting.
- High level of skill in clinical decision making, problem identification, solution, analysis and interpretation.
- Knowledge of MBS, RACGP standards and drugs and poisons legislation.
- Good team member, good communication skills.
- Demonstrated commitment to continuing professional development.
- Understanding of and commitment to community health principles.
- Current Victorian Drivers License.
- Ability to liaise with patients from a diverse range of backgrounds.
- Fully registered Medical Practitioner.
- Vocationally registered General Practitioner.

Other Information

- This role is subject to a satisfactory National Police History check.

Occupational Health and Safety

- Ensure that IPC Health's Occupational Health and Safety Policy and Procedures are continually observed and complied with.
- All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with IPC Health's OHS Frameworks.
- Regularly inspect own immediate work environment and report any incidents, hazards or near misses that can cause harm or that represent a threat to public safety to the relevant Manager or Supervisor.

- Actively participate in hazard elimination where practical.

Organisational Values

IPC Health is committed to an organisational philosophy where respect, responsiveness, fairness, creativity, quality and connectedness are core values.

IPC Health is proud to be an Equal Employment Opportunity (EEO) employer. We are committed to the safety of both our clients and staff and engaging in a diverse workforce. IPC Health encourages individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the GLBTIQ community to join our workforce.

Physical Inherent Requirements

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| Office Duties: | <ul style="list-style-type: none"> • Sitting at a workstation using a computer or sitting for up to two hours at a time with breaks. • General office based work such as handling files, various paperwork, attending to phone calls and stakeholder enquiries. |
| Driving: | <ul style="list-style-type: none"> • Required to drive private or IPC Health owned vehicles. |
| Work Environment: | <ul style="list-style-type: none"> • May be required to work from different sites, including home visiting and offsite facilities. • Exposure to varied weather conditions. |
| Carrying and Lifting: | <ul style="list-style-type: none"> • Infrequent lifting and carrying of items up to 5kgs. |
| Standing and Walking: | <ul style="list-style-type: none"> • Standing and walking for periods up to an hour at a time with breaks. |
| Bending and Reaching: | <ul style="list-style-type: none"> • Required to occasionally bend and reach. |

Human Resources Use Only

Position Number(s) 10342

Last Reviewed 17 November 2016