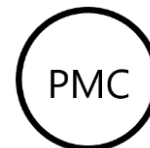


Paynesville Medical Centre Pty Ltd

Position Description – General Practitioner



Position Description – General Practitioner

Position title: General Practitioner

Reports to: Practice Manager

Purpose of position: 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.

Responsibilities

To provide good clinical care:

- Providing skilled health assessment, diagnosis and treatment services to patients.
- Ordering diagnostic tests as needed and checking and informing patients of results in accordance with clinical needs and the practice's 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, in accordance with the practice's 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 cardiopulmonary resuscitation certificate.
- Practising medicine in a way that reflects the practice's values and mission.

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:

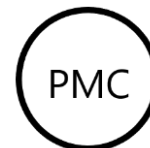
- Collaborating with regards to rosters and providing cover to ensure patients' needs are met.
- Working constructively and harmoniously with all staff to ensure patients receive optimal care.
- Involvement in practice accreditation activities.
- Participating in centre-based audits and activities.

Maintaining integrity in professional practice:

- Charging for consultations in accordance with the practice's policy.
- Declaring vested interests in services to which you may refer patients.
- Returning telephone calls in a timely manner.
- Completing documents (i.e. medical reports) in a timely manner.
- Clearing the in-tray correspondence daily.
- Participating in practice-based audits.
- Demonstrating a working knowledge of practice policy with regards to clinical practice as described

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Position Description – General Practitioner



in the practice manuals.

- Reporting 'events' or untoward incidents in accordance with professional obligations and practice policy.
- Using the computer effectively (i.e. recall and reminder systems, data input).
- Keeping up to date with new item numbers, SIPs and incentive payments.
- Ensuring your immunisation status is kept up to date.

Develop and maintain relationships with:

- Other general practitioners and associates
- Practice manager
- Nurse manager and other nurses
- Office manager and reception staff
- Community and secondary service providers, and
- Local hospitals, nursing homes and hostels.

Expected behaviours and personal attributes

- Demonstrate a knowledge of and compliance with all relevant legislation and common law obligations.
- Discharge of duty of care in the course of practice including meeting practice standards, and accountability.
- Demonstrate knowledge of policies and procedural guidelines that have legal implications (e.g. ensure documentation conforms to legal requirements).
- Identify and respond to unsafe practice (e.g. implement interventions to prevent unsafe practice and/or contravention of law).
- Demonstrate patient-focused approach in service provision with genuine empathy and interest in their needs.
- Excellent interpersonal and communication skills across all ages and social groups.
- Always be well-presented, friendly, courteous and obliging. Represent the practice in a confident and positive manner at all times.
- Undertake all duties in a diligent manner, with honesty and integrity,
- Maintain absolute confidentiality regarding patient and practice information.
- Have a vigilant attitude to accuracy, being prepared to double check as necessary.
- Demonstrate an ability to work cooperatively and independently, and the ability to prioritise and organise.
- Demonstrate commitment to ongoing professional development.

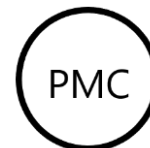
Education and Qualifications

- Registration as a medical practitioner with the Medical Board of Australia.
- Vocational registration (or working towards Vocational Registration in a timely manner).
- Current medical indemnity insurance.
- Current driver's licence.

Business Planning:

Paynesville Medical Centre Pty Ltd

Position Description – General Practitioner



- Determine annual business goals in consultation with the Practice Manager.
- Support the Practice Manager to develop and implement strategies for achievement of practice goals.
- Review budgets and business plans surrounding the goals.
- Review regular reports on business performance in relation to the budgets, business plans, and business goals as provided by the Practice Manager.

Human Resources

- Recruitment, development, and management of practice GPs to ensure high performance and continuing professional improvement, supported by the Practice Manager.
- Participating in induction processes including supporting new GPs supporting the Practice Manager in confirming credentials and scope of practice.
- Assisting the practice manager with leadership and management including team building, delegation of tasks and conflict resolution.
- Assisting the Practice Manager in GP rostering decisions.
- Reviewing contracts developed for new and existing General Practitioners to ensure suitability.
- Providing an open and welcoming environment for team members to discuss administrative matters with them whenever required.
- Educating and counselling team members when discussing the provision of practice-recommended immunisations.
- Facilitating conflict resolution between clinicians when disagreements arise.>

Emergency Response Management

- Acting as first point of clinical contact for emergencies and disasters affecting the practice.
- Fulfilling required roles as detailed in the practice's Emergency Response Plan.
- Participating in meetings to review and improve response plans after emergencies have occurred.

Clinical Governance Responsibilities

- Undertaking supervisory duties for the general practice team, including peer reviews, health record audits and performance management where necessary.
- Supervision and mentoring of IMGs, students, registrars, and new clinicians needing support.
- Overseeing the clinical handover system to ensure all GPs on leave are covered by other GPs within the practice.

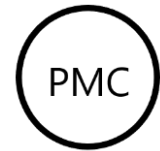
Management of Clinical Meetings

- Leading clinical meetings on a regular basis to facilitate clinical discussion between practice general practitioners.
- Fostering an environment that encourages input from all clinical team members.
- Encouraging open discussion of ethical dilemmas between the clinical team.
- Documentation and circulation of outcomes from clinical team meetings, with support from the Practice Manager.

Clinical Reviews

Paynesville Medical Centre Pty Ltd

Position Description – General Practitioner



- Performing clinical audits and instating key performance indicators to identify potential areas for improvement to safety and quality of care.
- Performing health record audits to monitor standards of consultation notes, referral letters and health summaries, and use of coding.
- Monitoring and upholding compliance to all legislative and jurisdictional requirements relating to delivery of general practice care.
- Supporting the Practice Manager in management of clinical risks.
- Ensuring all clinical team members have easy access to appropriate, best practice guidelines.
- Fostering an environment where all clinical team members can provide care in an autonomous manner.
- Management of adverse events including notification to insurers and supporting GPs in the open disclosure process.

Risk Assessment and Management:

- Review all significant events/incidents, near misses or mistakes in accordance with practice procedures in consultation with the Practice Manager where required.
- Review reports on risk assessments as provided by the Practice Manager.
- Support the Practice Manager in resolving internally and externally generated grievances where required

Medications Management:

- Ensuring all scheduled medications are acquired, stored, administered, supplied and disposed of in accordance with manufacturer's recommendations.
- Ensuring that all clinicians have ready access to prescribing support tools.
- Reviewing prescribing patterns and medicines management within the practice, particularly with respect to antimicrobial stewardship

I have read, understand, and agree to the above

(Name)

(Date)

(Signature)