Position Description – General Practitioner

Job title: General Practitioner

Reports to: Practice Principal / 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

1. To provide good 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.

1. 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.

• Practicing medicine in a way that reflects the company’s values and mission.

1. 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.

1. 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

1. Maintaining integrity in professional practice

• Charging for consultations in line with the clinics 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

• 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.

1. Develop and maintain relationships with:

• Other Doctors & Associates

• The Practice Manager

• The Nurse Manager and other Nurses

• The Office Manager and reception staff

• Community and secondary service providers

• Local Hospitals and Nursing Homes

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, for example, ensure documentation conforms to legal requirements.

• Identify and respond to unsafe practice, for example, implement interventions to prevent unsafe practice and/or contravention of law.

• Demonstrated 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.

• Be always 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.

• Ability to work cooperatively and independently. & ability to prioritise and organise, with attention to detail.

• Demonstrated commitment to ongoing professional development

• Possession of current driver’s licence (include only if essential to perform job, such as home visits)

Education, Qualifications and Experience

• Registration as a medical practitioner with Medical Board

• Vocational registration with RACGP/ACRRM

• Current Medical Indemnity