



ABN 75 153 550 102 ACN 153 550 102

Position Description

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| Position | General Practitioner |
| Award | Medical Practitioners Award |
| Responsible to | Clinical Director |
| Hours of work | As per employment contract |

Key selection criteria

- At least 2 years of experience as a vocationally registered GP, preferably in a rural setting
- Current Medical Indemnity
- Registration as a medical practitioner with Medical Board
- Previous experience with supervision and teaching of junior doctors and medical students
- Strong interpersonal communication skills
- Active listening skills
- Clinical competence
- Competent with computerised patient management systems
- Ability to effectively manage in emergency situations
- Enjoys working in primary health care
- A passion for improving and maintaining the health of others
- Enthusiasm for working in a team environment
- An ability to empathise and develop therapeutic relationships with others

Objectives

Active Health Portland will focus on the following:

- An innovative team approach and integration of care across sectors including general practices, community health services and allied health professionals
- An integrated, multidisciplinary form of care encompassing general practices, allied health, disability services, pharmacy and community health
- Shared governance and shared care protocols
- The promotion of health and wellbeing with an emphasis on patient education and the encouragement of healthy lifestyles
- Adoption of self-management principles to enhance client engagement and empowerment, giving the client responsibility for their own health outcomes.

Key Performance Indicators

- To provide competent patient-centred care that addresses health and needs and promotes wellness. Such care is based on latest evidence and guidelines and meets legislative requirements.
- Supervision of junior doctors and provide support to other staff and students, as required.

Duties and Responsibilities

To provide good clinical care. This will be achieved by:

- Providing skilled health assessment, diagnosis and treatment services (including contraception to patients)
- Ordering diagnostic tests as needed, checking and informing patients of results in a timely manner
- 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 professional and company standards

Maintain good medical practice. This will be achieved by:

- Maintaining professional knowledge and standards through continuing medical education, and more formal academic education and personal professional development
 - Involvement in peer review activities and trainee teaching
 - Participating in an annual performance appraisal and setting work and personal goals for the coming year
 - Having a working knowledge of legislation that affects medical practice
 - Maintaining trust (professional relationship with patients). This will be achieved by:
 - Providing services courteously and respectfully, with regard to the cultural beliefs and needs of patients
 - Responding openly to complaints or feedback

Your duty to protect all patients. This will be achieved by:

- Recognising when you are unwell or overburdened and taking action
- Reporting as required by legislation when you believe patients or their families or the public are at significant risk
- Consulting, supporting and if needed reporting colleagues who you feel are not competent to practice

Working collaboratively with colleagues. This will be achieved by:

- Working constructively and harmoniously with other members of the clinic's team to ensure the patients receive optimal care
- Leading or delegating appropriately within the team
- Collaborating in regard to rosters development and providing cover to ensure patient's needs are met

Maintaining integrity in professional practice. This will be achieved by:

- Making honest claims for services provided
- Charging for consultations in line with company and practice policy by annotating correctly on consultation slips
- Declaring vested interests in services that you may be referring to
- Returning phone calls

Providing certificates and other documents. This will be achieved by:

- Completing WorkCover, Insurance and other reports in a timely manner
- Sending referral letters within one week
- Clearing in-boxes daily and delegating this task if absent

Undertaking research and quality improvement activities. This will be achieved by:

- Undertaking personal practice review activities or audits to enhance practice
- Participating in clinic based audits
- Involvement in practice accreditation activities

Leadership & Management:

- Contribute to the efficient and effective functioning of the Active Health Portland team
 - This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as deemed necessary.
- Be well-presented, friendly, courteous and obliging.
 - Represent *Active Health Portland* in a confident and positive manner at all times.
- Escalate operational issues to the management team as appropriate.
- Maintain accurate and confidential records necessary for practice audit purposes.
- Ensure *Active Health Portland* clients are treated with respect and all matters are managed expeditiously and in a confidential manner.
- Take accountability for own priorities and work schedule.
- Follow reasonable and lawful direction.
- Demonstrate a patient-focused approach in service provision with genuine empathy and interest in their needs.

Safe Practice and Environment:

- Be aware of and comply with the relevant '*Occupational Health and Safety*' Acts and policies.
- Promote and provide a safe working environment for students, staff and visitors in accordance with relevant Victorian legislation.

Information Management:

- Adhere to all government and Active Health Board directives and reporting requirements
- Maintain absolute confidentiality regarding patient, staff, contractor and practice information.

Improving Performance

- Contribute to the on-going development of *Active Health Portland* innovative model of general practice.
- Perform responsibilities in a manner which reflects and responds to continuous improvement.

Human Resources:

- Familiarise and comply with relevant '*Equal Opportunity*' policies.
- Participate in the Performance Appraisal process within three months after commencement of employment and every 12 months thereafter.
- Work within the policies, practices and standards approved by *Active Health Portland*.
- Comply with privacy and confidentiality obligations as outlined in state and national legislation as well as *Active Health Portland* policies and procedures.

Approvals

Name of Employee _____

Signature of Employee _____

Date _____

Signature of Manager _____

Date _____