

Position Description

Title of position:	General Practitioner		
Department:	GP Clinic		
Salary:	Negotiated Rate	Classification Code:	Negotiated Rate
Award:	Refer Employment Contract		
Position created:	January 2017	Region:	Loddon Mallee

Position details

1. Primary objectives

To provide competent patient-centered care that addresses health needs and promotes wellness, ensuring such care is based on latest evidence and guidelines and meets legislative requirements.

To provide healthcare with a social health focus, recognizing the expertise of all health professionals and utilising each others skills effectively, to ensure the best outcomes for our clients.

To assist in developing new, innovative multidisciplinary service models for the SCHS GP Clinic to build a service that positively contributes to reducing hospital admissions.

To assist in the recruitment and retention of a sustainable staffing base, including training support for medical students and GP Registrars.

2. Key Selection Criteria

Mandatory

- Registration as a medical practitioner with the Medical Board of Australia
- Vocational Registration
- Postgraduate qualification in Medicine (FRACGP/ACRRM)
- Current registration / eligible for registration with AHPRA
- Current driver's license
- Demonstrable commitment to ongoing professional development

Desirable

- Minimum 2 years of general practice patient service delivery
- Experience in medical education/supervision or equivalent experience in rural practice teaching
- Experience working with people from diverse cultures and backgrounds inc. ATSI community

Personal attributes and behaviours

- Knowledge of 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 a knowledge of policies and procedural guidelines that have legal implications
- Identify and respond to unsafe practice
- Demonstrate a patient focused approach in service provision with genuine empathy and interest in needs
- Maintain absolute confidentiality regarding patient and practice information
- Demonstrate an ability to work cooperatively and independently and the ability to prioritise and organise
- Excellent interpersonal, oral and written communication skills across all ages and social groups
- Capacity to motivate staff and key stakeholders and create a strong multidisciplinary team-based care culture
- Assist with the development of relationships with government, community and other stakeholder groups.
- Capacity to articulate the vision, mission, values and strategies of the organization to the community and key stakeholders.

3. Specific accountabilities

- 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 SCHS procedures
- Referring patients appropriately to other providers if their needs exceed the range of care able to be provided at SCHS
- Consulting and collaborating with colleagues to provide optimal care
- Documenting all care provided and education/information given to patients within their health record
- Charging for consultations in accordance with the SCHS fees policy
- 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
- Practicing medicine in a way that reflects SCHS' values and mission
- Providing services courteously and respectfully, with regard to the cultural beliefs and needs of patients
- Responding openly and following up complaints or feedback
- Keeping up to date with new item numbers, SIPs and incentive payments
- Collaborating with other SCHS health professional staff and identified key stakeholders to support good client care practices.
- Develop collegial relationship with both internal stakeholder within SCHS and external stakeholders, including but not limited to other GPs and GP Clinics, Mildura Base Hospital, Mallee District Aboriginal Services and Murray Primary Health Network
- Having significant contact with general public and acting as the primary spokesperson on medical issues on behalf of SCHS
- Providing leadership to GP Clinic staff, including supervision of Overseas Trained Doctors and GP Registrars if applicable

4. Maintain general health service requirements by:

- Working cooperatively, constantly respecting and supporting fellow staff and developing positive channels of communication and sharing duties as required.
- Leading and participating in team initiatives, including regular staff meetings in order to assist in the facilitation of effective communication.
- Contributing to the achievement of the goals as outlined in the Strategic Plan and the overall objectives of the organization.
- Participating in staff appraisal/professional development review process at least annually.
- Participating in the quality and safety system by assisting with monitoring and evaluating activities and mechanisms, identifying opportunities for improvement and correcting problems to improve customer care services.
- Maintaining a high level of and, demonstrating an awareness of infection control standards special precautions as applicable to the role.
- Assisting in promoting the organisation as a health service, integrating health promotion into all activities of the service, and creating alliances with other settings, consumers and the community with the aim of achieving healthy gains for the community.
- Adhere to Sunraysia Community Health Services' 'Code of Conduct' for employees.
- Completing online QUIT Brief Intervention training and integrating smoking cessation into service provision.
- Complying with OH&S, WorkCover and EEO requirements by supporting the overall quality and safety system to provide a safe and healthy work environment, free from sexual harassment and discrimination.
- Ensuring reasonable care is taken to perform work by implementing safe work practices and procedures so as to prevent / minimize injuries and illness to self and others, and by utilising appropriate personal protective equipment.
- Actively supporting and encouraging a safe work environment by identifying and reporting any health and safety hazards, accidents, incidents, property damage and mishaps in the workplace.
- Cooperating in reasonable workplace changes designated to assist in rehabilitation of self or fellow workers.
- Attending annual mandatory risk management service training – fire, emergency and manual handling.

5. Conditions of employment

- The details of the position may be adapted to changing organisational requirements as determined by service-wide planning processes and or directives stipulated by the funding source.
- Must pass and maintain a suitable pre-employment Police Check. Employment may be terminated as a result of details disclosed in a Police Check report. Incumbent must provide SCHS with evidence of currency on a 3 year basis and as required.
- All appointments likely to be engaged in child-related work are subject to a satisfactory Working with Children Check, the cost of which will be met by the incumbent. Employment may be terminated as a result of details disclosed in a Working with Children Check report.
- All positions are subject to a probationary period of three months. Ongoing employment will be subject to successful performance during this time.
- Maintain professional registration, licenses, provider numbers and insurance certificate of currency, if relevant. Incumbent must provide SCHS with evidence of currency on an annual basis and as required.
- Adhere to SCHS policies and procedures and utilise resources provided (eg SCHS motor vehicles).
- Ensure client and staff confidentiality is maintained at all times.
- Possess a valid driver's license as you may be required to travel between and / or work from any SCHS site.
- Some out of hours work may be required from time to time, but will be managed in a manner that ensures work / life balance.
- Maintain a smoke free working environment.
- National Immunisation Program: this position falls within the healthcare worker risk category (A). (Refer to the SCHS staff immunisation procedure IC 001 PRO for further information).
- Undertake annual competency based training including SCHS annual update, OH&S, fire and emergency, manual handling and hand hygiene (*include or delete as appropriate*), standard and transmission based precautions, aseptic technique, personal protective equipment (PPE) training.
- Discharge the duties and obligations of the role in a professional and competent manner.

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