



### Position Description – General Practitioner

Position title: General Practitioner

Reports to: Practice Directors and General 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 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 company'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 centre-based audits.
- Demonstrating a working knowledge of company policy with regards to clinical practice as described 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.
- Current medical indemnity insurance.
- Current driver's licence.