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| **Job Description –** | |
| **Job title:** General Practitioner | **Reports to:** Practice Manager for administrative issues, and to Clinical Director for clinical issues |
| **Purpose of position**  To provide competent patient-centered care that addresses health needs and promotes  wellness. Such care is based on latest evidence and guidelines, and meets legislative  requirements. | |
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| **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 Berwick Healthcare procedures. * 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 Berwick Healthcare procedures and standards. * Ensure patient handover occurs to another doctor or practice nurse when applicable   **2**. **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 values and mission of Berwick Healthcare.  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 * Participating in centre-based audits and activities * Attend practice meetings where appropriate  1. **Maintaining integrity in professional practice**  * Charging for consultations in line with Berwick Healthcare general guidelines. * Declare vested interests in services that you may be referring to * Returning phone calls in timely manner * Completing documents ie medical reports in a timely manner * Clearing in-tray daily and delegating this task if absent * Participating in centre-based audits * Demonstrating a working knowledge of Berwick Healthcare policy with regard to clinical practice as described in Berwick Healthcare manuals. * Reporting “events” or untoward incidents as per professional standards and Berwick Healthcare policy. * Using the computer effectively ie. 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. * Keeping up to date with eHealth requirements within the practice.  1. **Develop and maintain relationships with:**  * Other Doctors & Associates * The Practice Manager and reception staff * Nursing staff * Personnel of other healthcare provider tenants of Berwick Healthcare * Community and secondary service providers * Local Hospitals, Nursing Homes and Hostels | |
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| **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 Berwick Healthcare 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 | |
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| **Education, Qualifications and Experience** | |
| * Registration as a medical practitioner with AHPRA * Vocational registration with RACGP * Current Medical Indemnity | |

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| **Hours Of Work** |
| *Clinic Hours - Monday to Friday hours 0830 to 1900.*  Rostered hours as per Agreement**,** however it is expected that our staff will work extra time on occasions if this is required to deliver essential patient care. |