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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. |