

POSITION DESCRIPTION	
POSITION	General Practitioner (GP)
REPORTS TO	Regional Services Manager (General Management) Lead General Practitioner (Clinical Leadership)
DIRECT REPORTS	Nil
POSITION SUMMARY	This position is responsible for providing competent patient centred comprehensive primary health care to Awabakal patients at the medical practice that is culturally appropriate and addresses the health needs of the individuals and promotes wellness. Such care is based on latest evidence and guidelines and meets legislative requirements.
LAST REVIEW	March 2021

KEY RESPONSIBILITIES

To provide good clinical care:

- Provide culturally appropriate and competent patient centred comprehensive primary health care to Awabakal patients
- Provide skilled health assessment, diagnosis, and treatment services to patients
- Order diagnostic tests as needed and checking and informing patients of results in accordance with the practice's procedure
- Refer patients appropriately to other providers if their needs exceed the range of care you are able to provide and to ensure patients receive the highest standard of medical care available
- Monitor patient's conditions and progress and re-evaluate treatment or care-plans, as necessary
- Provide appropriate health promotion and preventative health care advice to all patients
- Consult and collaborate with colleagues to provide optimal integrated care
- Document 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:

- Maintain professional knowledge and standards through continuing medical education and personal professional development
- Maintain a working knowledge of legislation and standards of general practice
- Maintain a current cardiopulmonary resuscitation certificate
- Practice medicine in a way that reflects the company's values and mission

To maintain trust and maintain professional relationships with patients:

- Provide services courteously and respectfully, with regard to the cultural beliefs and needs of patients
- Respond openly and following up complaints or feedback

To work collaboratively with team:

- Collaborate with wider regional team and seek opportunities to partner with NDIS & Aged Care Program Coordinators in line with the integrated model of care
- Collaborate with regards to work schedules and providing cover to ensure patients' needs are met
- Work constructively and harmoniously with all staff to ensure patients receive optimal care

To maintain integrity in professional practice:

- Charge for consultations in accordance with the practice's policy
- Declare conflicts of interests in services to which you may refer patients

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- Return telephone calls in a timely manner
- Complete documents (i.e. medical reports) in a timely manner
- Clear the in-tray correspondence daily
- Participate in the sustainability of the clinical governance of Awabakal
- Participate in practice accreditation activities and centre-based audits and activities
- Demonstrate a working knowledge of company policy with regards to clinical practice as described in the practice manuals
- Report 'events' or untoward incidents in accordance with professional obligations and Awabakal policy
- Use the computer effectively (i.e. recall and reminder systems, data input)
- Remain up to date with knowledge of legislation and standards of general practice
- Remain up to date with new Medicare item numbers, SIPs and incentive payments
- Ensure your immunisation status is kept up to date
- Assist with meeting external and internal reporting requirements

To develop and maintain professional relationships with:

- Regional Services Manager
- Other General Practitioners and associates
- Clinic Coordinator
- Nurses
- Administration staff
- NDIS & Aged Care Program Coordinators
- Community and external stakeholders

GENERAL

- Ensure conduct is in line with Awabakal Code of Conduct and Core Values
- Ensure you understand and adhere to Awabakal policies and procedures
- Demonstrate and uphold exceptional safety standards at all times and in accordance with any workplace health and safety requirements, to ensure your own safety and the safety of others
- Display a positive attitude and develop and maintain effective working relationships with internal and external stakeholders
- Maintain absolute confidentiality regarding client and patient information and ensure client information and records are entered into the appropriate systems.
- Undertake any other tasks, duties or specific projects within your area of skills and expertise, as required

QUALIFICATIONS / CERTIFICATES / LICENCES

- Professional medical registration with the Australian Health Practitioners Regulation Authority (AHPRA)
- Fellowship of the Royal Australian College of General Practitioners FRACGP
- Medical indemnity insurance
- First Aid & CPR Certificate
- National Police Check
- Working with Children Check
- Drivers Licence
- Cultural Awareness training or willingness to undertake

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EXPERIENCE

- Experience working in General Practice
- Experience working in an Aboriginal Medical Practice (desirable)
- Knowledge of and experience with Medicare Billing
- Knowledge of Aboriginal health trends and issues

COMPETENCIES

- Excellent communication and interpersonal skills with the ability to communicate effectively with Aboriginal and Torres Strait Islander people
- Excellent organisational and time management skills
- Represent the practice in a confident and positive manner at all times
- Undertake all duties in a diligent manner, with honesty and integrity
- Proficient in the use of MS Office Suite
- **Aboriginality is a desirable requirement for this position**

SIGN OFF

I understand the Position Description as set out above and agree to fulfill the tasks and responsibilities to the best of my ability for Awabakal.

Print Name			
Signature		Date	