

POSITION DESCRIPTION – GENERAL PRACTITIONER

Purpose of the Services

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.

Provide services to Aboriginal and Torres Strait Islander (ATSI) people located in the catchment area of Nunyara Aboriginal Health Service – Whyalla and districts.

Participate in teaching and quality assurance activities and undertake health promotion and community education activities and public health activities including participation and facilitation of community screenings.

The incumbent will have a strong commitment in working with Aboriginal and Torres Strait Islander communities and, as a member of a multi-disciplinary team, apply primary health care principles and health promotion services to address the health needs of the community served by the health unit, particularly focussing on chronic disease management and health promotion and prevention activities.

The General Practitioner is required to work with limited direction but is responsible to the Nunyara Board via the CEO.

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 clinics procedure.
- Referring patients appropriately to other providers if their needs exceed the range of the care you can 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 clinics procedure.

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 Nunyara's values and mission.

3. Maintaining trust (professional relationships with patients)

- Providing services courteously and respectfully, with regard to the cultural beliefs and needs of patients, particularly Aboriginal people in the local area
- Responding openly and following up complaints or feedback.

4. Working collaboratively with colleagues

- Collaborating regarding 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

5. Maintaining integrity in professional practice

- Charging for consultations in line with the clinics policy.
- Declare vested interests in services that you may be referring to
- Returning phone calls in timely manner
- Completing documents i.e. 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 company policy with regard to clinical practice as described in company manuals.
- Reporting "events" or untoward incidents as per professional standards and clinics 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.

6. Develop and maintain relationships with:

- Other Doctors & Associates
- The Practice Manager
- The Nurse Manager and other Nurses
- The Office Manager and reception staff
- Community and secondary service providers
- 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, 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. Always represent the practice in a confident and positive manner .
- 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 and ability to prioritise and organise, with attention to detail.
- Demonstrated commitment to ongoing professional development
- Possession of current driver's licence

Education, Qualifications and Experience

- Registration as a General Practitioner with Medical Board
- Vocational registration
- Current Medical Indemnity
- Must hold a current Working with Children clearance through DCSI plus submit to a separate National Police Clearance every 2 years.