



## Position Description

# GENERAL PRACTITIONER

<b>RESPONSIBLE TO:</b>	CEO via Executive Manager, Clinical & Nursing Services
<b>SALARY AND CONDITIONS:</b>	As detailed in employment contract
<b>CONTRACT TERMS:</b>	As detailed in employment contract
<b>HOURS:</b>	As detailed in employment contract
<b>LOCATION:</b>	Primarily Jemmeson Street but may include other sites where GP sessions are conducted.

### Gippsland Lakes Community Health

Gippsland Lakes Community Health (GLCH) is a high profile health service provider in East Gippsland that is noted for its extensive range of health and community services, its ability to relate to and provide services to the most disadvantaged communities, and its championing of the social model of health.

GLCH values and promotes excellence of service and prides itself on delivering coordinated and accessible health services and health promotion programs. There is a focus on the health of populations as well as the health of individuals. Services are grouped under the following Units: Family Youth and Children's Services; Home Care; Community Health; Koori Health & Health Promotion; Corporate Services; and Clinical and Nursing Services.

### Clinical & Nursing Services Unit

This unit consists of a GP Practice and other visiting medical specialists along with a broad range of nursing services. Services are primarily based in Lakes Entrance with 7 days per week coverage including both clinic based and home based nursing service provision. Outreach services are provided to GLCH sites at Bruthen and Metung and contracted GP services are provided to Lake Tyers Aboriginal Health and Children Services and Nowa Nowa Community Health.

### Position Summary:

The principal function of this position is being responsible for the provision of quality primary care to clients across the life span incorporating the philosophy and values of the organisation. The spectrum of General Practice encompasses first line emergency care, preventative health care and chronic disease management and relevant specialties specific to the individual General Practitioner.

## **Major Duties**

### **Clinical responsibilities:**

Provide and coordinate client care in accordance with the evidence based practice guidelines, scope of practice and the individual needs of the client.

Consult with other members of the health care team as required with respect to patient management and related issues.

Practice in accordance with legislative requirements, the code of conduct for Australian doctors and the policies and procedures of the organisation.

Ensure documentation of clinical information is in a contemporaneous, concise and factual manner.

### **Education and Research:**

Participate in appropriate educational activities for clinical staff including peers, GP registrars and students as well as community groups.

Maintain personal professional knowledge, skills and registrations including relevant CME accreditation requirements and contribute to the training and development program of the practice.

Contribute to the activities of professional associations as deemed appropriate

Demonstrate a preparedness to participate in relevant research activities

### **Service Planning, Development and Review**

Contribute to the strategic planning of the General Practice including clinical aspects and overall functioning to ensure medical services are provided in an efficient & effective manner

Participate in team reviews of practice performance in aspects of clinical care including formulating and implementing action plans

### **Human Resources Management:**

Participate in a team approach to meeting staffing needs of practice regarding roster coverage and taking leave

Participate in the development and maintenance of appropriate performance standards and accountability requirements for clinical services.

Assist with the orientation and induction of new medical staff.

### **Quality Improvement:**

Participating in quality improvement initiatives including clinical audits, staff development and research activities as appropriate

Actively participate in quality activities and the practice accreditation process

**Work Place Health & Safety:**

Report all accidents, incidents or mishaps, as well as injuries and / or symptoms that may be related to work place health and safety risks, and ensuring appropriate documentation is completed

Adhere to correct use of safety and protective equipment in all work operations

Actively participate in identifying and reporting potential problems or hazards

**Key Selection Criteria:****Qualifications**

1. Current Registration with the Australian Health Practitioner Regulation Agency as Medical Practitioner
2. FRACGP or FACRRM or demonstrable commitment of progress towards same

**Knowledge**

1. Experience in working in the General Practice or similar setting

**Skills**

1. Excellent general practice skills commensurate with requirements of the role and contemporaneous practice guidelines.
2. Demonstrated excellent communication skills along with proven ability to relate to individuals from a broad cross-section of the community
3. Proven ability to work cooperatively as part of an effective team
4. Intermediate level computer skills with good keyboard skills, ability to access and work within specific software packages, produce basic documents and be proficient in email and internet usage.

**Attitude:**

1. Ability to maintain positive lines of communication with others in the healthcare team and the community
2. Considerate, supportive and respectful towards all clients and members of the service
3. Acceptance of the philosophy and values of the organisation

**Other requirements:**

- Current driver's licence.
- Professional Indemnity Insurance

***An initial probationary period will apply.***