## POSITION DESCRIPTION – CONTRACT GENERAL PRACTITIONER

**POSITION:** Contract General Practitioner  
**RESPONSIBLE TO:** Practice Manager and or Practice Principle

### Overall purpose of the position

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. To provide peer support to other doctors of the practice. To conduct functional relationships with the Practice Principle, Practice Manager, Nurse Manager, Administration Manager, Nurse Team, and Reception Team.

### Tasks and Responsibilities

**To provide high level clinical care**
- Providing skilled health assessment, diagnosis and treatment services to patients
- Ordering diagnostic tests as needed, checking and following up of results in a timely manner
- 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 medical health record, as per professional standards and practice protocols
- Providing care via home visits, when this is necessary

**To maintain good medical practice**
- Maintaining professional knowledge and standards through fulfilling the requirements of the RACGP Continuing Professional Development program triennium
- Having a working knowledge of legislation and standards affecting General Practice.

**Maintaining trust**
- Providing services courteously and respectfully, with regard to the cultural beliefs
and needs of patients
• Responding and following up on complaints or feedback from patients
• Understanding and implementing codes of conduct relative to your professional association/s (AMA, RACGP, AHPRA)

Protecting all patients
• Recognising when you are unwell or overburdened and taking action
• Reporting as required by legislation when you believe patients or their families or public are at significant risk
• Consulting, supporting and if need be reporting colleagues who you feel are not competent to practice
• Understanding and abiding by the Australian Health Practitioners Relation Agency (AHPRA) guidelines for mandatory notifications
• Maintaining Professional Medical Indemnity Insurance Policy

Working Collaboratively with colleagues
• Working constructively and harmoniously with other members of the practice team to ensure patients receive optimal care
• Involvement in practice accreditation activities
• Collaborating in regard to rosters and providing cover to ensure patients’ needs are met. This includes collaborating with the practice manager to arrange annual leave.

Maintaining integrity in professional practice
• Making honest claims for services provided to Medicare and other service funders
• Charging for consultations in line with practice billing policy and annotating correctly in practice clinical software
• Returning phone calls in a timely manner

Providing documents
• Completing documents i.e. medical reports in a timely manner
• Sending referral letters in a timely manner
• Clearing in tray including investigation results daily and delegating if absent or taking annual leave

Using practice systems
• Using the patient information system Medical Director effectively
• Demonstrating a working knowledge of practice policy with regard to clinical practice as described in the Tweed Health for Everyone Policy and Procedure Manual
• Using the practice internal email system
• Reporting “events” or untoward incidents as per professional standards and practice policy
• Practicing medicine in a way that reflects the practice’s values and mission

Qualifications / Experience / Insurance
• Registration as a General Practitioner with AHPRA
• Vocational Registration with RACGP
• Current Medical Indemnity Insurance Policy
Essential skills required
• Strong interpersonal communication
• Active listening
• Clinical competence
• A ‘cool head’ in emergency situations
• Comfortable with computerised patient management systems

Personal attributes
• Enjoy working in primary health care
• A passion for improving and maintaining the health of all patients
• Enthusiasm for working in a team environment
• An ability to develop therapeutic relationships with people of a diverse range of backgrounds

Other
• Maintain practice dress standards
• Attend clinical meetings and staff meetings
• Conduct self in accordance with The THESC Practice Code of Conduct

Workplace Health and Safety
• Observe all safe work policies, procedures and instructions
• Ensure that no action or inaction on your part harms others in the workplace
• Reporting of equipment failure, maintenance requirements or safety risks
• Comply with Work Health and Safety laws and regulations
• Minimise public risk in the practice
• Handle contaminated waste appropriately
• Be familiar with and act in accordance with infection control guidelines
• Contribute to the security and safety of the practice environment
• Attend THESC mandatory training sessions in line with AGPAL Accreditation, best practice.

General Practitioner Contractor Declaration
• I agree with and understand the requirements of my contract, as detailed in this position description
• I have had the opportunity to ask questions regarding the terms of my contract and have received satisfactory answers

Printed Name: ______________________________________

Signature: __________________________________________________________________________

Date: _______________________________________________________________________________