

**Romsey Medical Centre**

**99 Main Street**

**Romsey Vic 3434**

**✆ (03) 5429 5254**

**🗏(03) 5429 6147**

**🖰doctors@romseymedical.com.au**

**www.romseymedical.com.au**

**Lancefield Medical Centre**

**18 Chauncey Street**

**Lancefield Vic 3435**

**✆ (03) 5429 5254**

**🗏(03) 5429 6147**

**🖰doctors@romseymedical.com.au**

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**We Care for your Health**

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| **Position Description – General Practitioner**  |
| **Job Title**GENERAL PRACTITIONER  | **ASSOCIATE** |
| **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, meets legislative requirements and is in accordance with the Policies and Procedures of the Romsey Medical and Lancefield Medical Centres. |
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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 clinics procedure.
* 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 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.
* Practising medicine in a way that reflects the company’s values and mission.
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
1. **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 i.e. 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.
1. **Develop and maintain relationships with:**

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| * Other Doctors & Associates
* The Business Manager
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| * The Nurse Manager and other Nurses
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| * The Administration and reception staff
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| * + Community and secondary service providers
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| * 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 the practice 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
* Possession of current driver’s licence
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| **Education, Qualifications and Experience** * Registration as a medical practitioner with Medical Board / AHPRA
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| * Current Medical Indemnity Policy
* Current Victorian Drivers Licence
* Current CPR certificate
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