



Job Description – General Practitioner

Position:	General practitioner
Reports to:	The centre's general manager
Job Purpose:	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.
Contract type:	Full time, permanent
Staff responsibility:	Peer support to other doctors and centre staff
Functional relationships with:	<ul style="list-style-type: none">• The general manager• The nurse manager and the primary health nurses• The administrator and the reception team• Community and secondary service providers

Key tasks / duties:

1. To provide good clinical care

This will be achieved by:

- Providing skilled health assessment, diagnosis and treatment services (including contraception) to patients
- Ordering diagnostic tests as needed, checking and informing patients 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 health record, as per professional and company standards
- Providing care off site (house calls) when this is in a patient's best interest or when this improves access for a group of patients (e.g. marae-based clinics).

2. To maintain good medical practice

This will be achieved by:

- Maintaining professional knowledge and standards through continuing medical education, and more formal academic education and personal professional development
- Involvement in peer review activities and trainee teaching

- Participating in an annual performance appraisal and setting work and personal goals for the coming year
- Having a working knowledge of legislation that affects medical practice
- Maintaining a current resuscitation certification at Level 5.

3. Maintaining trust (professional relationships with patients)

This will be achieved by:

- Understanding and implementing the Health and Disability Consumers Code of Rights, the Health Information Privacy Code, The Health Practitioners Competence Assurance Act and the NZMA Code of Ethics
- Providing services courteously and respectfully, with regard to the cultural beliefs and needs of patients
- Responding openly to complaints or feedback.

4. Your duty to protect all patients

This will be achieved by:

- Recognising when you are unwell or overburdened and taking action
- Reporting as required by legislation when you believe patients or their families/whanau or the public are at significant risk
- Consulting, supporting and if needed reporting, colleagues who you feel are not competent to practise.

5. Working collaboratively with colleagues

This will be achieved by:

- Working constructively and harmoniously with other members of the centre's team to ensure patients receive optimal care
- Leading or delegating appropriately within the team
- Collaborating in regard to rosters development and providing cover to ensure patients' needs are met.

6. Maintaining integrity in professional practice

This will be achieved by:

- Making honest claims for services provided to ACC, HBL, PHOs and other service funders
- Charging for consultations in line with company and centre policy by annotating correctly on consultation slips
- Completely time sheets accurately
- Declaring vested interests in services that you may be referring to
- Returning phone calls.

7. Providing certificates and other documents

This will be achieved by:

- Completing ACC, insurance, and other reports within a week of receipt
- Sending referral letters within one week
- Completing event/incident forms as per company policy
- Clearing in-boxes daily and delegating this task if absent.

8. Undertaking research and quality improvement activities

This will be achieved by:

- Undertaking personal practice review activities or audits to enhance practice
- Participating in centre-based audits
- Involvement in practice accreditation activities.

9. Using company and group systems

This will be achieved by:

- Using the patient information system (MedTech 32) effectively e.g. READ Codes, advanced forms and re-call systems
- Issuing medical practitioner supply orders for pharmaceuticals used within the practice
- Demonstrating a working knowledge of company policy with regard to clinical practice as described in company manuals
- Using the company intranet and email facilities
- Reporting “events” or untoward incidents as per professional standards and company policy
- Practising medicine in a way that reflects the company’s values and mission.

Qualifications/Experience

- Registration as a medical practitioner in NZ
- Vocational registration or practical experience as a general practitioner

Essential skills required

- Strong interpersonal communication
- Active listening
- Clinical competence and a commitment to life-long learning
- Comfort with computerised patient management systems
- A “cool head” in emergency situations

Personal Attributes:

- Enjoys 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 empathise and develop therapeutic relationships with people.