

JOB DESCRIPTION

JOB TITLE:	General Practitioner	DATE:	June 2021
REPORTS TO:	Human Services Manager	DEPT:	SHW
HOURS:	15.2 hours per week – 2 days (9:00 am to 3:00 pm)	CATEGORY:	6 Month Fixed Term Contract
APPROVED BY:	CEO		

JOB SUMMARY

- Provide high quality, primary health care services to the homeless and disadvantaged community, in keeping with best practice standards.
- Provide appropriate care and services to patients of all age ranges and level of health care needs.
- Respond to medical/ health problems presented by patients including history taking, diagnosis, investigation, treatment, and referral as appropriate.
- Provide management of long-term conditions in line with national guidelines and pathways.
- Prescribe for patients as appropriate to need.

REPORTING RELATIONSHIPS

Reports to the Human Services Manager

DUTIES & ESSENTIAL JOB FUNCTIONS

Clinical Responsibilities

- In collaboration with the multidisciplinary team provide quality and appropriate comprehensive primary health care to individuals, families, and the community.
- Respond to medical/ health problems presented by patients including history taking, diagnosis, investigation, treatment, and referral as appropriate.
- Participate in screening, recall, follow up and referral processes.
- Complete health checks on all eligible clients (Medicare item number 715).
- Complete care plans and participate in Team Care Arrangements on all eligible clients including regular reviews of clients with mental health issues.
- Respond to medical emergencies should they occur.
- Provide management of long-term conditions in line with national guidelines and pathways.
- Provide appropriate health promotion and preventative health care advice to all patients attending the practice.

DISCLAIMER: While all care has been taken in the preparation of this material, no responsibility is accepted by the author(s) s, for any errors, omissions, or inaccuracies. The material provided in this resource has been prepared to provide general information only and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the General Practitioner may differ from those outlined in the Job Description and other duties as assigned, might be part of the job.

- Ordering diagnostic tests as required.
- Referring patients to other providers as appropriate.
- To identify those clients that have a mental health or dual diagnosis or D&A diagnosis
- Completion of care plans

Operational

- Record and maintain accurate, adequate, and relevant patient records using the established practice protocols and computerized medical records system, including but not excluding details of:
 - Specialist referrals.
 - Previous health and family history.
 - Prescriptions, Investigations, Treatment, Diagnostic results, Registers and recalls.
 - Actively communicate and coordinate with colleagues, specialist services and allied health professionals when sharing the care of a patient.
 - Administering, monitoring, and ensuring compliance by patients with their medication.
 - Understanding of Medicare billing process including item numbers.

Safety and quality

- Record incidents and near-misses in line with practice policy.
- Practice duty of care including meeting practice standards and accountability.
- Always maintain patient and practice confidentiality.
- Comply with all WH&S and safe workplace regulations.

Managerial

- Facilitate coordination of clinical and other supports and services tailored to the individual's needs.
- Strengthening partnerships between various clinical and community support organisations responsible for delivering services to the Exodus/PIR target group.
- Improve referral pathways that facilitate access to the range of services and supports needed by the PIR target group.
- Promote a community-based recovery model to underpin all clinical and community support services delivered to people experiencing severe and persistent mental illness with complex needs.
- Building stronger partnerships between health and community sectors, services, and support programs.
- Promote collective responsibility and encourage innovative solutions to ensure Exodus guests/clients are able to access the services and programs needed to sustain and support their optimal health, wellbeing, and recovery.
- Ensure a direct link to Royal Prince Alfred and Concord hospitals in-and out-patient services for acute presentations.
- Provide a direct link with the inner west Medicare local partners in recovery program.

ACADEMIC AND EDUCATION REQUIREMENTS

Essential	Highly Desirable
Must have relevant and Australian recognized medical degree, e.g., MBBS or similar	Mental Health Skills Training (Level 1) Drug and Alcohol Training
Current medical registration, with the Australian Health Practitioner Regulation Agency (APHRA), FRACGP and/or other recognition as provided for the Career Medical Officer Award.	Experience in using PracSoft practice management software program (or similar computerized medical records)
Experience in a Primary Care environment or similar and ability to adapt clinical practice in accordance with current evidence based best practice	
Competency in maintaining accurate medical records and provide basic reporting	
Personal Professional Indemnity insurance certificate of currency / Medical Negligence Insurance	

WORK EXPERIENCE AND SKILLS

Essential	Highly Desirable
1+ year experience as GP/ Registration with the Australian Health Practitioner Regulation Agency as a General Practitioner	Previous experience working with marginalised and disadvantaged members of the community
Demonstrated excellent written and verbal communication skills applicable to medical practice.	Understanding of PIR initiative and a coordinated support approach for people with severe persistent mental illness
Demonstrated ability to work independently within a complex clinical environment utilising excellent clinical skills, judgement, and expertise.	Working in a multi-disciplinary health care setting
Demonstrated teamwork, time management and problem-solving skills as part of a multidisciplinary team.	A demonstrated knowledge of Medicare billing framework and Practice Incentive Scheme and application in primary health care and a demonstrated willingness to appropriately maximise Medicare billing.
Demonstrated commitment to quality improvement, patient safety and risk management	A demonstrated understanding of applicable accreditation standards including AGPAL accreditation standards and a willingness to provide leadership in continual quality improvement in clinical practice

PERSONAL QUALITIES AND BEHAVIOURAL TRAITS

Essential
Be always well presented, friendly, courteous and obliging.
Represent the practice in a confident and positive manner at all times.
Demonstrated patient-focused approach in service provision with genuine empathy and interest in their needs.
Demonstrate a knowledge of and compliance with all relevant legislation and common law obligations.
Undertake all duties in a diligent manner, with honesty and integrity.
Personal passion for community health, welfare, and embracing a holistic approach to social health and wellbeing outcomes to disadvantaged and marginalised sectors of the community.
Maintain absolute confidentiality regarding patient and practice information.
Have qualities of strength, calmness and resilience

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print)

Date

Employee Signature

Date

Supervisor's Signature

Date