

Position Description

Position Identification			
Position Title:	General Practitioner – Aged and Primary Care		
HRIS Position Number: *For HR use only	Not applicable	Effective Date:	March/2026
Location:	All Holstep Health sites as required (Brunswick and West Heidelberg)		
Scope of Practice:	General Practitioner		
Delegation of Authority: *For HR use only	Refer to Delegation of Authority Policy		
Agreement/Classification *For HR use only	Medical Practitioners Award 2020		
Organisational Context			
Division:	Aged and Primary Care		
Reports to:	Director – Aged and Primary Care		
Program:	General Practice Clinics	Unit : General Practice Clinics	
Position Summary			
Our Fully Accredited General Practices provides a range of bulk billing Medical Services delivered by a multi-disciplinary team of: General Practitioners, Practice Nurses, Consultants along with various co-located services such as Austin Health Hepatitis C Clinic. Our services are supported by Medical Administration, Medical Reception and Practice Management.			
The Practice team objectives are: • To be responsive to local community needs and priority groups • To provide high quality, safe, professional primary health care General Practice services to clients • To focus on prevention of disease by promoting health & wellbeing and care advice to our clients • To work in partnership with our clients and their families/carers towards a positive experience and understanding, involving them in decision making about their treatment and care • To be a learning organisation that continually improves what we are able to offer clients			
Position Accountabilities			
Responsibilities	Service Delivery • Provide quality service in accordance with clinic model of general practice / primary health care delivery. • Ensure compliance with all documentation requirements of the health service and relevant government departments. • Contribute to relevant activities including planning and quality improvement. • Assist in the development and review of service goals and strategies on an ongoing basis. • Ensure clear communication to clinic staff and provides adequate information to ensure continuity of care. • Adhere to all aspects of confidentiality regarding patients, staff, and personal documentation. • Takes responsibility for their own clinical handover and receives handover from other GP’s as needed and/or directed by the Practice Manager and Clinical Lead. • Actively support patients to make informed decisions about their treatment and ongoing care. • Provide home visits to eligible clients • Provide preventative care eg. child and adult immunisation, in accordance with national schedules and best practice guidelines		

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	Quality and Service Improvement • In collaboration with the Practice Manager and Clinical Lead identify opportunities to further strengthen sustainability of the medical services. • Participate in risk management and continuous quality improvement activities as part of day-to-day work. • Maintain clinical registration and any required indemnity cover. • All care provided and correspondence is documented in the patient medical record as per Holstep Health / practice policy. • Maintain accurate, up-to-date clinical records to a high standard. • Successful outcomes are generated from service improvement programs. • Clinical procedures are performed in accordance with Holstep Health policy and procedures, and RACGP Standards for General Practice. • Medical practice reflects a high level of skill and clinical knowledge. • Integrates new research and innovation into clinical practice. • Develops an understanding of the need to use resources efficiently and effectively in accordance with GP Clinic. • Contribute to accreditation and quality assurance requirements and undertake quality improvement activities. • Take personal responsibility for the quality and safety of work performed. • Adhere to all Medicare and Department of Human Services (Victoria) guidelines. Professional Development • Demonstrate a commitment to excellence, best practice and improving performance delivery of high-quality general practice care to all patients. • Maintain and enhance professional knowledge and technical skills by keeping up to date with new developments and relevant trends. • Undertake professional development activities to maintain and enhance skills. • Demonstrate the application of RACGP Accreditation Standards for General Practices throughout all aspects of performance. • Participate in relevant networks and forums and maintain links with key external agencies. • Participate in the development of the annual work plan and ensure activities are carried out. • Attend staff meetings and other organizational meetings as required. • Contribute to a positive culture within the program to develop a peer-team approach amongst GPs and multidisciplinary approach to client care. Continuum of Care • Ensure that approaches to common and serious conditions are consistent with contemporary practice; that is clinical practice, based on the best available evidence. • Ensure that patient care may be continued by another General Practitioner at the clinic if required. Performance Indicators • Ensure clinical competency / certification of self. • Undertake QA and CME via RACGP approved activities. • Promote local and public health initiatives. • Document all patient consultations in a comprehensive and legible manner. • Ensure that all relevant guidelines are strictly followed. • Advise other staff members on specific requirements as needed.
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	- Draft specific clinic policies on program requirements, in conjunction with the Practice Manager and Clinical Lead. Communication Skills - Deliver information in a clear and concise manner to a range of audiences, including patients, families, carers, support staff, management, other medical practitioners, allied health practitioners, and other key stakeholders. - Engage in regular communication with key stakeholders. - Collaborate with the Practice Manager, Clinical Lead, other clinicians, and relevant agencies to achieve solutions and optimal outcomes. - Maintain involvement and responsibility for Clinical Governance and Clinical handover as appropriate. - Ensure consumers receive information in an appropriate and accessible format. - Ensure consumers are aware of their rights and responsibilities and how to provide feedback. - Establish, maintain and value professional relationships with other service providers and work to understand their role and capacities in the provision of client care Other Duties - Develop and maintain an understanding of the costs affecting work practice to ensure that optimal efficiency is achieved whilst maintaining high quality patient care. - Consider the cost and budget implications of consumables in relation to the delivery of patient care. - Demonstrate and apply understanding of the funding process relating to Medicare Billing in the general practice setting, and ability to explain process to patients. - Undertake any reasonable additional tasks as directed by Holstep Health. - Supervise medical students on placements as required
Safety and Risk	Occupational Health & Safety (OHS) - All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with OHS Frameworks. - The incumbent must champion continuous improvement of OHS practices. Physical Inherent Requirements (PIR) - Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions - Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes - Sound upper limb joints, with the ability to withstand repetitive upper limb activity - May be required to occasionally lift and carry items weighing up to 10kgs Quality & Risk - Assessing, monitoring and reviewing emerging risks

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	- Identify and analyse risk against the corporate risk appetite – understand where major areas of risk exist and ensure level of acceptable risk exposure according to corporate risk appetite - Supporting risk management framework across Holstep Health - Understand and implement accreditation standards that apply to team and organisation - Participate in quality and accreditation self-assessment(s) and support implementation of agreed improvements - Assist with the development, review and implementation of policies and procedures and support staff to understand and apply them. <i>Holstep Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, the LGBTIQ+ community and those living with a disability to join our workforce.</i>
Capabilities	All employees are expected to align their behaviours and utilise capabilities (or 'soft skills') in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Holstep Health's Capability Matrix.
Key selection criteria	
Essential	- MBBS or equivalent - Vocationally registered with RACGP - Current registration as a Medical Practitioner with AHPRA - Proven ability to improve clinical outcomes based on best practice medicine and evidence-based research. - Demonstrated understanding of clinical governance frameworks and applicability to primary health services. - Comprehensive understanding of Medicare requirements for General Practitioners. - Current CPR certificate every 3 years as required by Medical Accreditation - Commitment to continuous medical education and Quality Improvement in all aspects of practice performance, including best health care outcomes / access and availability / financial targets.
Desirable	- FRACGP. - Post Graduate experience as a General Practitioner in private practice or community health. - Understanding of RACGP General Practice Accreditation Guidelines. - High level communication skills (verbal and written). - Ability to work with a diverse cultural and linguistic client population as well as marginalised groups - Excellent interpersonal and communication skills - Computer literate and ability to use clinical software packages (e.g. Medical Director) - Highly developed time management and organisational skills - Knowledge of client-centred care approach in service provision - Experience in preventative healthcare, chronic disease management, mental health, addiction medicine, older person's health, child & family health - Understanding and commitment to community health principles & practice

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	• Initiative in suggesting strategies to enhance greater efficiency throughout the practice. • Ability to adopt a change management approach to new initiatives.
Checks, Licences and Registration	• Registration with the Medical Practitioners Board of Victoria. • National Police check • Evidence of rights to work within Australia • Working with Children check • Current full or probationary drivers licence • Immunisation Category A • Statutory Declaration • CPR & First Aid Certificate (Must obtain within 1 month of employment) • Professional qualifications