



# Position Description

Position Identification			
Position Title:	General Practitioner – GP Clinic		
Direct Reports	Nil	Indirect Reports:	Nil
HRIS Position Number:		Effective Date:	
Location:	Brunswick, Glenlyon Road		
Scope of Practice:	Not Applicable.		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification <small>*For HR use only</small>	Medical Practitioners Award • TBC.		
Organisational Context			
Divisional:	Aged and Primary Care		
Program:	Aged and Primary Care	Unit: Brunswick Community Medical Centre	
Organisational Chart	<pre> graph TD     GM[GM Aged &amp; Primary Care] --- Manager[Manager, BCMC GP Clinic]     Manager --- GP[General Practitioner]     GM -.-&gt; CL[Clinical Lead]     Manager -.-&gt; CL     CL -.-&gt; GP           </pre>		
Position Summary			
<p>This role is responsible for providing the best health care outcomes for all patients in the general practice context, by providing high quality, best practice, evidence based clinical services.</p> <p>This role will be responsive to the financial imperatives of general practice, including informing reception staff re appropriate billing/item numbers for services provided.</p> <p>This role will efficiently utilise the operational resources of the clinic within agreed targets.</p> <p>This role will be based at Merri Health’s Brunswick site and will provide general practice support to the Brunswick Community Medical Centre.</p> <p>This role reports to the Manager, BCMC GP Clinic, and receives clinical guidance by the Clinical Lead, BCMC GP Clinic.</p>			
Position Accountabilities			
Responsibilities	<b>Service Delivery</b> <ul style="list-style-type: none"> <li>Provide quality service in accordance with clinic model of general practice / primary health care delivery.</li> </ul>		



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- 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.

## **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 Merri 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 Merri 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 and foster a 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.



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	<ul style="list-style-type: none"><li>• Ensure that patient care may be continued by another General Practitioner at the clinic if required.</li></ul> <p><b>Performance Indicators</b></p> <ul style="list-style-type: none"><li>• Ensure clinical competency / certification of self.</li><li>• Undertake QA and CME via RACGP approved activities.</li><li>• Promote local and public health initiatives.</li><li>• Document all patient consultations in a comprehensive and legible manner.</li><li>• Ensure that all relevant guidelines are strictly followed.</li><li>• Advise other staff members on specific requirements as needed.</li><li>• Draft specific clinic policies on program requirements, in conjunction with the Practice Manager and Clinical Lead.</li></ul> <p><b>Communication Skills</b></p> <ul style="list-style-type: none"><li>• 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.</li><li>• Engage in regular communication with key stakeholders.</li><li>• Collaborate with the Practice Manager, Clinical Lead, other clinicians, and relevant agencies to achieve solutions and optimal outcomes.</li><li>• Maintain involvement and responsibility for Clinical Governance and Clinical handover as appropriate.</li><li>• Ensure consumers receive information in an appropriate and accessible format.</li><li>• Ensure consumers are aware of their rights and responsibilities and how to provide feedback.</li></ul> <p><b>Other Duties</b></p> <ul style="list-style-type: none"><li>• Develop and maintain an understanding of the costs affecting work practice to ensure that optimal efficiency is achieved whilst maintaining high quality patient care.</li><li>• Consider the cost and budget implications of consumables in relation to the delivery of patient care.</li><li>• Demonstrate and apply understanding of the funding process relating to Medicare Billing in the general practice setting, and ability to explain process to patients.</li><li>• Undertake any reasonable additional tasks as directed by Merri Health.</li></ul>
<p><b>Safety and Risk</b></p>	<p><b>Occupational Health &amp; Safety (OHS)</b> 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 Merri Health's OHS Frameworks.</p> <p><b>Physical Inherent requirements (PIR)</b></p> <ul style="list-style-type: none"><li>• Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions.</li><li>• 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.</li><li>• Sound upper limb joints, with the ability to withstand repetitive upper limb activity.</li><li>• May be required to occasionally lift and carry items weighing up to 10kgs.</li></ul> <p><b>Quality &amp; Risk</b></p> <ul style="list-style-type: none"><li>• Lead matters relating to medical best practice, medical governance,</li></ul>



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	<p>risk management &amp; quality improvement.</p> <ul style="list-style-type: none"> <li>• Actively identify, monitor, and manage clinical governance framework and reporting and areas of key risk and lead appropriate escalation and response.</li> <li>• Actively monitor and improve the quality and safety of services.</li> <li>• Comply with Merri Health’s policies and procedures.</li> <li>• Participate in quality improvement activities and engage clients in these activities when relevant.</li> <li>• Ensure the continued accreditation of medical clinic.</li> <li>• Other duties as directed.</li> </ul> <p><i>Merri 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 LGBTQIA+ community and those living with a disability to join our workforce.</i></p>
<p><b>Capabilities</b></p>	<p>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 Merri Health’s Capability Matrix.</p>
<p><b>Key Selection Criteria</b></p>	
<p><b>Essential</b></p>	<ul style="list-style-type: none"> <li>• MBBS.</li> <li>• Vocationally Registered.</li> <li>• Involvement in RACGP QA and CME.</li> <li>• Post Graduate experience as a General Practitioner in private practice or community health.</li> <li>• Proven ability to improve clinical outcomes based on best practice medicine and evidence-based research.</li> <li>• Demonstrated understanding of clinical governance frameworks and applicability to primary health services.</li> <li>• Comprehensive understanding of Medicare requirements for General Practitioners.</li> <li>• Commitment to Quality Improvement in all aspects of practice performance, including best health care outcomes / access and availability / financial targets.</li> </ul>
<p><b>Desirable</b></p>	<ul style="list-style-type: none"> <li>• FRACGP.</li> <li>• Understanding of RACGP General Practice Accreditation Guidelines.</li> <li>• Initiative in suggesting strategies to enhance greater efficiency throughout the practice.</li> <li>• Ability to adopt a change management approach to new initiatives.</li> <li>• High level communication skills (verbal and written).</li> </ul>
<p><b>Checks, Licences and Registration</b></p>	<ul style="list-style-type: none"> <li>• Registration with the Medical Practitioners Board of Victoria.</li> <li>• CPR Certificate.</li> <li>• Basic Life Support Training</li> <li>• National Police check.</li> <li>• Statutory Declaration.</li> <li>• Right to work in Australia.</li> <li>• Immunisation Category A.</li> <li>• Working with children’s check</li> </ul>