

Position Description

- **Medical Director (MeD)**
- **General Practitioner**



Position Description – General Practitioner

Position title: Medical Director/General Practitioner

Reports to: Company Director/Business Manager

Purpose of position

MeD: This is a Non-Executive Role. The position of Medical Director is to provide the Directors clinical guidance and leadership to Management staff. The MeD will be afforded all due respect regarding the decision-making process. The company directors will take all input from the MeD under consideration, with the final decision made by the company directors

GP: 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.

Responsibilities

The Medical Director is responsible for:

- 1) clinical supervision of GP Registrars
- 2) Approved International Medical Graduates
- 3) Approved Clinical staff requiring supervision
- 4) leadership and support to all clinical staff

The Medical Director will be a Clinical Leader in demonstrating acceptable team based behaviours and tendencies. This demonstrated and exemplified through 'Patient first' and through regular clinical meetings.

Given the scope of this role, covering of Annual Leave and in sharing these supervision requirements a Co-Medical Director or Deputy Director will be appointed as well.

Medical Director:

- 1) Provides Medical and Clinical feedback in the development of clinical and practice policies and procedures
- 2) Supervision of Registrars and other Doctors as required and agreed (i.e. IMG's, other doctors requiring Supervision)
- 3) Reporting to the Company Directors or their appointed delegates
- 4) Directing and Participating in Clinical care team meetings
 - a. Practitioner only attending
 - b. Full site meeting with all Clinicians invited to attend
- 5) Assisting Nursing staff in the ordering of Medical Consumables to meet operational needs within a defined budget
- 6) Provide support in ensuring adequate doctor coverage meeting operational needs
- 7) Exemplifying Best Practice guidelines and behaviours in a large multi-provider practice

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The role of Medical Director is not a full-time position, with the incumbent still seeing and treating patients booked in to see them with hours of work as per GP contract.

Responsibilities (cont)

General Practitioner:

To provide good clinical care:

- 8) Providing skilled health assessment, diagnosis and treatment services to patients.
- 9) Ordering diagnostic tests as needed and checking and informing patients of results in accordance with the practice's procedure.
- 10) Referring patients appropriately to other providers if their needs exceed the range of care you can provide.
- 11) Consulting and collaborating with colleagues to provide optimal care.
- 12) Documenting all care provided and education/information given to patients within their health record, in accordance with the practice's procedure.

To maintain good medical practice:

- 13) Maintaining professional knowledge and standards through continuing medical education and personal professional development.
- 14) Having a working knowledge of legislation and standards of general practice.
- 15) Maintaining a current cardiopulmonary resuscitation certificate.
- 16) Practising medicine in a way that reflects the company's values and mission.

Maintaining trust (professional relationships with patients)

- 17) Providing services courteously and respectfully, mindful of the cultural beliefs and needs of patients.
- 18) Responding openly and following up complaints or feedback.

Working collaboratively with colleagues

- 19) Collaborating with regards to rosters and providing cover to ensure patients' needs are met.
- 20) Working constructively and harmoniously with all staff to ensure patients receive optimal care.
- 21) Involvement in practice accreditation activities.
- 22) Participating in centre-based audits and activities.

Maintaining integrity in professional practice

- 23) Charging for consultations in accordance with the practice's policy.
- 24) Declaring vested interests in services to which you may refer patients.
- 25) Returning telephone calls in a timely manner.
- 26) Completing documents (i.e. medical reports) in a timely manner.
- 27) Clearing the in-tray correspondence daily.
- 28) Participating in centre-based audits.
- 29) Demonstrating a working knowledge of company policy with regards to clinical practice as

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described in the practice manuals.

- 30) Reporting 'events' or untoward incidents in accordance with professional obligations and practice policy.
- 31) Using the computer effectively (i.e. recall and reminder systems, data input).
- 32) Keeping up to date with new item numbers, SIPs and incentive payments.
- 33) Ensuring your immunisation status is kept up to date.

Develop and maintain relationships with:

- 34) Other general practitioners and associates
- 35) Business Manager
- 36) Practice manager
- 37) Nurse Coordinator and other nurses
- 38) Office manager and reception staff
- 39) Community and secondary service providers, and
- 40) Local hospitals, nursing homes and hostels.

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 (e.g. ensure documentation conforms to legal requirements).
- Identify and respond to unsafe practice (e.g. implement interventions to prevent unsafe practice and/or contravention of law).
- Demonstrate 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.
- Always be 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.
- Demonstrate an ability to work cooperatively and independently, and the ability to prioritise and organise.
- Demonstrate commitment to ongoing professional development.

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Education and Qualifications

- Registration as a medical practitioner with the Medical Board of Australia.
- Vocational registration.
- Current medical indemnity insurance.
- Current driver's licence.

Executed **Barr Street Medical Centre Pty Ltd ACN 616 806 841** in accordance with section 127 of the *Corporations Act 2001*:

.....
Director/company secretary

.....
Director

.....
Name of director/company secretary
(BLOCK LETTERS)

.....
Name of director (BLOCK LETTERS)

Signed by **Medical Director** in the presence of:

.....
Signature of witness

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Name of witness (BLOCK LETTERS)