

# Position Description



<b>Position:</b>	General Practitioner	
<b>Responsibilities:</b>	<b>Overall clinical performance</b>	Self
	<b>Clinical supervision</b>	GP Lead
	<b>Practice issues</b>	Practice Manager
<b>Functional Relationships</b>	<b>Internal</b>	Practice Manager Reception and administrative staff Nurses Other doctors Pharmacist Health Improvement Practitioner Tuwharetoa Health staff Allied health providers
	<b>External</b>	Patients Visitors Business partners Other health professionals

**Main purpose of role:** A General Practitioner (GP) is an appropriately qualified and registered medical professional with knowledge and skills to provide personal, family, whanau and community orientated comprehensive primary care medical services to individuals. As part of the general practice team he/she is responsible for providing patient-centred, culturally appropriate, and individual holistic care to a defined population.

Patients should feel that they have been dealt with in a professional, friendly and courteous manner.

The GP works closely with the nursing team to provide clinical guidance, assistance education and support.

## Key Tasks

### 1. Clinical Services

#### 1.1 Restoring Health

## Standards/Outcomes Expected

Provide Primary Care Services as follows:

- a) Urgent medical and nursing services (including resuscitation, stabilization and assessment and diagnosis, treatment and referral as necessary);
- b) Assess the urgency and severity of presenting problems through history taking, examination and investigation.
- c) Recommending and, where appropriate, undertaking treatment options and carrying out/referring for appropriate interventions and procedures, including but not limited to prescribing, minor surgery and other general practice procedures, counselling, psychological interventions, advising and education.

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- d) Referral for diagnostic, therapeutic and support services as required.

## 1.2 *Maintaining Health*

Provide timely clinical and culturally appropriate health services through -

- a) Ongoing health and development assessment and advice.
- b) Appropriate evidence based screening, risk assessment and early detection of illness, disease and disability.
- c) Management and action of provider inbox test results
- d) Use of recall and reminder systems and referral, as appropriate, to national screening programmes.
- e) Interventions to assist people to reduce or change risky and harmful lifestyle behaviour.
- f) Family planning services, provision of contraceptive advice and sexual health services.
- g) Ensure Immunisation programmes are available to the practice population.
- h) Working with public health providers in the prevention and control of communicable diseases for individuals and families/whanau and reporting to relevant public health providers.
- i) Ongoing care and support for people with chronic and terminal conditions to reduce deterioration, increase independence and reduce suffering linking, where relevant, with appropriate service providers.

## 1.3 *Coordinating Care*

In particular –

- a) Co-coordinating an individual's rehabilitation process and participating where appropriate in providing recovery orientated services to restore normal functioning;
- b) Developing collaborative working relationships with community health services, DHB and non-Government public health providers, ACC and relevant non-health agencies to help to address intersectoral issues affecting the health of their enrolled populations;
- c) Establishing links with a range of primary and secondary health care providers and developing initiatives to enable patient centric, coordinated care that meets the needs of individuals, their family or whanau

## 1.4 *Improving Health*

Improve patient health through –

- a) Health promotion to the practices' enrolled population, linking to public health programmes at a national, regional and local level and utilizing such programmes to target specific populations.
- b) Health education, counselling and information provision about how to improve health and prevent

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disease and interventions or treatments that treat risk factors.

## 2. Financial

### 2.1 *Invoicing*

Ensure all patient services undertaken are charged out in accordance with appropriate protocols.

### 2.2 *Compliance*

When claiming subsidies from any funding agency, all compliance clauses must be adhered to.

### 2.3 *Other*

Assist with provision of information for practice reporting requirements, as requested.

## 3. It System Management

### 3.1 *Accuracy of information*

All information you enter into the PMS system is accurate, appropriate and in accordance with agreed protocols.

## 4. PHO Management

### 4.1 *Patient PHO enrolment*

Supporting other staff by assisting in promoting the benefits of enrolling in the PHO, to patients.

### 4.2 *Age/Sex register*

Ensure patient information in your patient register is correct and up to date to ensure funding opportunities are maximised.

### 4.3 *PHO Reporting*

Ensuring reports are completed within agreed timeframes.

## 5. Communications

### 5.1 *External*

Professional liaison with other health professionals is maintained.

### 5.2 *Internal*

All staff are informed, as appropriate, about anything that they should be aware of regarding a patient, or regarding the internal workings of the practice.  
Staff and team meetings are attended as requested.

### 5.3 *Staff problems or issues*

All staff problems or issues are referred to the practice manager in the first instance.

## 6. Quality

### 6.1 *Clinical notes*

All patient consultations must be accurately recorded in the clinical patient notes within 24 hours of seeing the patient.

### 6.2 *Continuing Medical Education*

Ongoing CME is maintained at least at the level required to maintain ongoing accreditation through the maintenance of professional standards of the RNZCGP.

### 6.3 *Peer Review*

Attendance at regular peer review meetings in accordance with the guidelines of the RNZCGP.

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6.4 **Audit** Participation in clinical audit as required by RNZCGP or other clinical indication. Participate in the Significant Event Management process in place in the practice. Participate in practice accreditation or other quality improvement systems.

## 7. Compliance

7.1 **Complaints** All complaints to be referred to the Practice Manager in the first instance. If unresolved then deal with the Health & Disability Commission.

7.2 **Privacy Act & Health Information Privacy Code (HIPC)** Total confidentiality and privacy of patients is maintained.

7.3 **Health & Safety** Comply with established health and safety policies with regard to handling of instruments, storage of drugs and disposal of sharps and other potentially dangerous equipment and substances. Comply with current NZ legislation.

## 8. Other

8.1 **A commitment to team development** Pihanga Health is committed to creating an effective learning environment for all staff. It is expected that all General Practitioners will support the supervision of other General Practitioners, locums, medical students, nurses and other health colleagues in accordance with any relevant supervision requirements and in the interest of sharing knowledge and improving patient care.

8.2 **Other duties** Hours of work are set out in the Employment Agreement, however there may be times when you are required to undertake other duties outside of these hours as requested. This may involve attendance at meetings, staff meetings or training sessions.

Delegations

**Financial**  
**Other**

None  
None