

	<h2>Position Description</h2>
<b>Position Title</b>	<b>General Medical Practitioner</b>
<b>Team</b>	Clinical Team
<b>Reporting Line</b>	Accountable to the Practice Manager.  Responsible for the following positions: NIL
<b>Conditions</b>	Award: MEDICAL PRACTITIONERS (COMMUNITY HEALTH) AWARD 2002  The doctor is an employee, employed by BCH to provide medical services to patients of the Practice. The Practice is responsible for the administration of the practice and payment of the doctor's income tax, superannuation, WorkCover, and other employment related expenses.
<b>Classification/ Salary Range</b>	As per contract of employment  Plus salary packaging is available
<b>Time Fraction</b>	Clinic Hours: Monday – Friday.  Hours negotiable as defined per contract of employment
<b>Employment Mode</b>	Ongoing
<b>Delegations</b>	Refer to Delegations Policy

This position description is approved by:

\_\_\_\_\_  
Chief Executive Officer Signature

\_\_\_\_\_  
Date

Employee - I have read, understood and accept the following position description:

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

<p><b>Organisational Context</b></p> <p>Ballarat Community Health aims to ensure the best possible health outcomes for Ballarat and region by working in partnership with the community, promoting health and well being and preventing illness. We strive for this through excellence in service delivery, leadership and responsiveness to the community.</p>
<p><b>Position Summary</b></p> <p>The General Medical Practitioner will provide health care patients in a Community Health setting. The medical practitioner's role will be to diagnose physical and mental illnesses, disorders and injuries, and prescribe medications and treatment to promote or restore good health. Case-manage and refer patients to internal and external services as appropriate.</p> <p>The General Medical Practitioner shall:</p> <ul style="list-style-type: none"> <li>• Provide high quality medical and health promotion services to all patients</li> <li>• Provide service in accordance with AMA Code of Ethics, the Trade Practices Act and the Health Insurance Act (1973)</li> <li>• Maintain Vocational Registration as defined by the RACGP</li> <li>• Assist BCHC and the practice to meet accreditation standards</li> <li>• Maintain registration and good standing with Medical Board of Victoria</li> <li>• Comply with all policies and procedures of the practice</li> <li>• Embrace the vision and culture of BCHC</li> <li>• Be flexible according to the needs of the practice</li> <li>• Ensure completion of all forms necessary for the practice to receive payments relating to or on behalf of the doctor.</li> <li>• Contributes to the identification of service gaps</li> <li>• Attend practice, and relevant BCHC, meetings</li> <li>• Establish and co-ordinate integrated care plans for patients where indicated, incorporating the referral to specialist or allied health services as needed.</li> </ul>
<p><b>Qualifications</b></p> <p>VR General Practitioner per Medical Practice Act of 1994 or RLRP</p>
<p><b>Key Tasks and Responsibilities</b></p> <p><b>Service Delivery</b></p> <p>The medical practitioner will perform consultations, attend to emergencies, and perform minor operations, arranging medical investigations as detailed in the following tasks:</p> <ul style="list-style-type: none"> <li>• Examine the patient to determine the nature of the disorder or illness, and record the patient's medical information</li> <li>• Order, perform and analyse laboratory tests, X-rays and other diagnostic images and procedures</li> <li>• Provide overall care for patients, prescribe and administer treatments, medications and other remedial measures</li> <li>• Aid in the prevention of diseases and disorders by advising patients on diet, exercise, hygiene and general health</li> <li>• Prescribe and administer medication and inoculate patients to prevent infectious or contagious diseases</li> <li>• Provide pre- and post-natal care</li> <li>• Report births, deaths and notifiable diseases to relevant government authorities</li> <li>• Arrange for patients to be admitted to hospital</li> <li>• Arrange for patents to receive other services and supports as required</li> <li>• Maintain accurate and up-to-date records</li> <li>• Other practice related duties within RACGP guidelines as required</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• Ensure appropriate client records are maintained and statistical reports are completed to funding body standard</li> </ul> <p><b>Health Promotion</b></p> <ul style="list-style-type: none"> <li>• Participate in and develop health promotion activities in line with the Health Promotion Plan</li> </ul>

## Professional Development

- Attend professional development sessions and keep up to date with current developments, theories and practises

## Confidentiality

- Ensure that client and staff confidentiality is respected and upheld.

## Computer - Use of the following packages

- Microsoft Office – Word, Excel, Power Point
- Medical Director

## General

- Attend meetings as required
- Other duties as directed
- Represent and promote Ballarat Community Health Centre appropriately
- Participate in performance development plans and supervision.
- Establish and maintain a cooperative working relationship with staff.
- Be aware of, and perform all duties in accordance with the organisation's stated policies and procedures.

## Personal Attributes

- Good communication skills
- Understanding of the community health setting, and able to offer integrated medical services
- Self-confidence
- Conscientiousness
- Able to relate well to people
- Compassion towards others
- Enjoy working with people
- A high degree of motivation and self-discipline

## Quality Improvement

- Participate in the organisations continuous quality improvement programs and activities

## Occupational Health & Safety

- Recognise your responsibility and ensure the health, safety and well-being of yourself, colleagues and clients
- Report near misses and incidents promptly
- Participate in occupational health and safety activities
- Observe any lawful instructions regarding health and safety

### Physical Requirements

- Ability to use a computer within the context of appropriate OH&S regulations
- Ability to drive a motor vehicle if required
- Ability to lift/move training equipment if required

## Key Selection Criteria

### Qualifications & Experience

1. VR General Practitioner per Medical Practice Act of 1994 or RLRP
2. Experience as a general practitioner
3. Current Victorian Driver Licence

### Attributes

4. Excellent communication skills
5. Interest in and ability to case manage patients in a multidimensional health setting
6. Ability to work in a multidisciplinary team
7. A keen interest in health promotion

**The successful applicant must satisfactorily complete a police records check and maintain a current Working with Children Check whilst employed in this position**