



SCHEDULE ONE

POSITION DESCRIPTION GENERAL PRACTITIONER – GONVILLE HEALTH LIMITED

RESPONSIBLE FOR: **Overall Clinical Performance** – GH Clinical Director
Day to day practice issues – Clinical Service Manager

FUNCTIONAL RELATIONSHIPS WITH:

Internal -	Clinical Service Manager GHL Clinical Director Nurse Practitioners Nurse Prescribers Long Term Conditions Coordinator General Practitioners Reception and administrative staff Nursing and Allied Health Community Pharmacy Whanganui Regional Health Network
External -	Patients and their whānau Visitors Other health professionals

MAIN PURPOSE OF THE JOB:

A General Practitioner (GP) who is an appropriately qualified and registered medical professional with the knowledge and skills to provide personal, family, whānau and community orientated comprehensive primary care medical services to individuals.

As part of the general practice team, they will be responsible for providing patient-centered, interdisciplinary and culturally appropriate, and individual holistic care to a defined population as part of the general practice team.

The role also includes development and provision of quality review and systems which align with the GH quality systems and overview, supported by the GH Clinical Director.

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

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

Key Tasks		Standards/Outcomes Expected	
1		Clinical Services	
	1.1	Restoring Health	<p>Provide Primary Care Services as follows:</p> <ul style="list-style-type: none"> • Medical services (including resuscitation, stabilization and assessment and diagnosis, treatment and referral as necessary); • Assess the urgency and severity of presenting problems through history taking, examination, and investigation. • 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. • Referral for diagnostic, therapeutic and support services as required.
	1.2	Maintaining Health	<p>Provide timely clinical and culturally appropriate health services through -</p> <ul style="list-style-type: none"> • Ongoing health and development assessment and advice. • Appropriate evidence-based screening, risk assessment and early detection of illness, disease and disability. • Referral to interventions to assist people to reduce or change risky and harmful lifestyle behaviour. • Family planning services, provision of contraceptive advice and sexual health services or referral where appropriate. • Working with public health and other providers in the prevention and control of communicable diseases for individuals and families/whānau and reporting to relevant public health providers. • 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	<p>In particular –</p> <ul style="list-style-type: none"> • Medically responsible for individual’s rehabilitation process and participating where appropriate in providing recovery orientated services to restore normal functioning; • 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 where medically appropriate • Establishing links with a range of primary and secondary health care providers and developing initiatives to enable patient centric, co-ordinated care that meets the needs of individuals, their family or whānau.

2		Financial	
	2.1	Invoicing	<ul style="list-style-type: none"> • Ensure all patient services undertaken are charged out in accordance with appropriate protocols.
	2.2	Compliance	<ul style="list-style-type: none"> • When claiming subsidies from any funding agency, all compliance clauses must be adhered to.
	2.3	Other	<ul style="list-style-type: none"> • Assist with provision of information for practice reporting requirements, as requested.
	2.4	Patient Numbers	<ul style="list-style-type: none"> • 24 patients per day for a routine list. When assigned to the acute list, the Employee is expected to consult with 28 acute patients per day dependent on patient flow in the clinic and other tasks requested of the Employee.
3		IT System Management	
	3.1	Accuracy of information	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Supporting other staff by assisting in promoting the benefits of enrolling in the PHO, to patients.
5		Communication	
	5.1	External	<ul style="list-style-type: none"> • Professional liaison with other health professionals is maintained.
	5.2	Internal	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • All staff problems or issues are referred to the Service Manager in the first instance.
6		Quality	
	6.1	Clinical notes	<ul style="list-style-type: none"> • All patient consultations must be accurately recorded in the clinical patient notes by the end of the day the patient is seen. • Clinical records must be updated as often as indicated by the patient's condition; the minimum requirement is daily during week days. • Investigations, changes of treatment, including prescriptions and procedures, are to be documented in the clinical records. • Written referrals are to contain adequate clinical information, degree of urgency and a legible signature. • All documentation must be dated with time of entry recorded.

	6.2	Continuing Medical Education	<ul style="list-style-type: none"> Ongoing CME is maintained at least to the level required to maintain ongoing accreditation through the maintenance of professional standards of the RNZCGP.
	6.3	Peer Review	<ul style="list-style-type: none"> Attendance at regular peer review meetings in accordance with the guidelines of the RNZCGP.
	6.4	Audits	<ul style="list-style-type: none"> Total confidentiality and privacy of patients is maintained. Monthly Audit of GP notes meet the standard required for Cornerstone Accreditation Monitor In-boxes are checked in a timely manner Audits as required by the clinic
7		Compliance	
	7.1	Complaints	<ul style="list-style-type: none"> All complaints to the Service Manager in the first instance.
	7.2	Privacy Act	<ul style="list-style-type: none"> Total confidentiality and privacy of patients is maintained.
	7.3	Health & Safety	<ul style="list-style-type: none"> Comply with established health and safety policies with regards to handling of instruments, storage of drugs and disposal of sharps and other potentially dangerous equipment and substances. Comply with current NZ legislation. Comply with all safe work procedures, policies and instructions. Report all incidents hazards and injuries to supervisors in a timely manner, full and accurate completion of accident and hazard forms, if and when required. Actively participate in the ongoing development of safe workplace practices in GH.

IDEAL PERSON PROFILE	
QUALIFICATIONS, SKILLS AND EXPERIENCE	
<i>Essential</i>	<ul style="list-style-type: none"> Registered with the Medical Council of New Zealand Hold a current Annual Practising Certificate Have a medical indemnity insurance (which complies with New Zealand requirements) Have a current ACLS certificate or the equivalent
Desirable	<ul style="list-style-type: none"> Ability to communicate fluently in English, both verbally and in writing Ability to work effectively as part of a multi-disciplinary team Sensitivity to the needs of other cultures High professional standards Commitment to professional development Have a current VIP certificate Have cultural, equity and bias certificates

PHYSICAL ATTRIBUTES

Under the Human Rights Act 1993 discrimination based on disability is unlawful. Whanganui Accident and Medical Board will make all reasonable efforts to provide a safe and healthy work place for all, including persons with disability.

Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfil these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by obtaining advice from Occupational Health Unit/Infection control team.

- Must be able to function in rapidly changing and demanding conditions when required
- Hearing and speech sufficient to communicate clearly with patients and co-workers, monitor patient status and equipment, recognise impending emergencies relating to patients and equipment and hear emergency alarm
- Ability to wear face masks and rubber gloves for protection against infectious disease.
- Absence of a health condition which could increase appointee's susceptibility if exposed to infections more frequently than usual
- Skin condition should allow frequent contact with water, soap/disinfectant soap, chemicals and latex rubber
- Skin should not be fissured, scaly, cracked on hands, forearms, face or neck
- The appointee must not have infection or colonisation with MRSA
- The appointee must not have a health condition that will put others at risk
- Manual dexterity sufficient to operate a variety of specialised equipment used within wards/departments at Wanganui Hospital as required, including syringes and intravenous pumps together with safe administration of drugs and use of clerical items including personal computers
- A high degree of physical capacity is required as the work is physically demanding, involving standing, walking, sitting, stretching, twisting bending and lifting/moving weights up to and above 15 kilograms frequently (stature extremes may increase hazard of shared activities)
- A high degree of mental concentration is required

BEHAVIOURAL GUIDELINES

<i>Competency</i>	<i>Description</i>	
Communication	All communication has a clear purpose, is well structured, uses appropriate language and grammar and conveys the information in a clear and concise manner. Asks questions and summarises key points to ensure understanding.	
Time Management	Is able to set goals and realistic timeframes to meet those goals. Understands the significance of their time management skills from an organisational perspective.	
Responsibility/ Accountability	Accepts responsibility for implementation and completion of a task/action. Learns from mistakes to ensure improvement in future performance. Accepts accountability for outcomes and seeks to improve future performance.	
Teamwork and Co-operation	Invites all members of a group to contribute to a process. Understanding and appreciative of different and opposing perspectives on an issue. Actively promotes a friendly climate,	

	good morale and co-operation within the team. Accepts responsibility for the effectiveness of the team.	
Problem Solving	Takes a logical approach to problem solving by eliminating irrelevant information and analysing relevant information to reach a workable and appropriate solution. Suggests alternative approaches based on consideration of the issues involved, in a consistently positive and constructive way.	
Customer Responsiveness	Anticipates current and future customer needs by seeking information about the underlying needs of the client, beyond those initially expressed. Regularly introduces work practices designed to improve service quality.	
Leadership	Sets a good example by providing a clear sense of purpose. Actively seeks to improve other's skills and talents through coaching, training opportunities and feedback. Uses strategies to promote team morale, quality service etc, e.g., team projects, multi-skilling.	
Cultural Awareness	Has an understanding of the Articles and Principles of Te Tiriti O Waitangi / the Treaty of Waitangi. Is aware of the Māori Model of Health Te Whare Tapa Wha. Attempts to pronounce Māori words correctly. Is aware of Kaupapa/Tikanga Māori. Demonstrates some understanding of health gains.	