



Position Description	
Position Title	Vocationally Registered GP
Location	Tamworth and Quirindi
Reports to	Practice Manager
Award	Medical Practitioners Award 2020

Role Purpose
The General Practitioner will provide high-quality, patient-centred care that promotes wellness and addresses health needs. Care should be evidence-based, culturally sensitive, and compliant with legislative and professional standards.

Selection Criteria	
Skills and Experience	• Experienced Vocationally Registered GP • Strong diagnostic and clinical skills • Excellent interpersonal and communication abilities. • Empathy, compassion, and cultural sensitivity • Experience working within AMS and understanding of the issues faced by Indigenous people • Experience in teaching or mentoring • Familiarity with clinical software (e.g., Best Practice) • Understanding of Medicare and RACGP accreditation standards • Well-developed interpersonal, communication and computer skills
Qualifications and Registrations	• Degree in Medicine • AHPRA and Fellow of Australian College of General Practitioners current registration GP (Fellow with either RACGP or ACCRM) • Professional Indemnity Insurance • Hold Valid Driver's License, without restriction • Hold current Employee Working with Children's Check • Covid Vaccination Certificate in accordance with the government guidelines

Key Capabilities	
Technical Capabilities	• Participate in rostered clinics and outreach clinics including with visits to Nursing or Aged Care facilities where necessary. • Work within WAC's values, mission and policies and procedures. • Ensure that income is maximised through legitimate, accurate and on time Medicare billing / claiming appropriate MBS item numbers. • 100% of claimable services submitted within 48 hours of patient visit. • Supervise the work of the registrars and medical students that are placed at WAC after completing the supervising rights <u>Provide clinical care:</u> • Work within own level of competency, seeking advice from other clinicians as required. • Provide an excellent standard of clinical services based on evidence based best practice standards which is culturally safe and sensitive. • Delivery of comprehensive primary health care that involves treatment of acute and chronic conditions, prevention, early detection, and health promotion. • Ensure that all internal and external communications, including referral letters are to the appropriate standards and done in timely manner. • Participate in targeted general practice activities to maximise KPI performance, OSR performance, MBS billings, PIP, QI, PNIP and other revenue streams. <u>Clinical Governance:</u> • Provide feedback on the development, review and amendment of policies and procedures relevant to client care and clinical practice. • Identify risks and collaborate with other managers on risk management strategies in clinical care. • Identify barriers that may prevent the delivery of best practice standards in care

	and collaborate with managers and staff in developing strategies to overcome barriers, such as skills shortage, infrastructure and resource needs, training and educational needs and other workforce needs.
Professional and Ethical Capabilities	• Work closely with all Clinic staff to properly coordinate service delivery and clinical needs in order to optimise service delivery and outcomes. • In collaboration with the clinical team, identify current and future clinical needs of the organisation and provide advice on same. • Maintain all relevant criteria for the purpose of Professional registration and certification. • Participate in attainment and maintenance of practice accreditation, with commitment to achieving and exceeding RACGP standards for General Practice. • Reflection and analysis on job performance, and active pursuit of improvement. • Act at all times to protect the right of the clients, including culture, confidentiality, privacy, individual choice and decision-making • Ensure that all statistical data / record-keeping and other documentation are completed and forwarded on time
Communicator and Collaborator Capabilities	• Attend staff meetings • Perform and complete any reasonable duties relevant to the position as requested by the Manager • Provide support and proactively engage with the clients and broader community • Establish and maintain relationships with clients, community and Walhallow staff and team members
Lifelong Learner	• Participate in service training programs as organised by Walhallow and / or any other training to upgrade skills • Maintain CPD points
Quality and risk manager	• Always follow correct policy and procedure directions • Contribute to and support the organisation's systems and processes for managing safety, quality and risk; observe

	and report hazardous situations or behaviours
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Key Performance Indicators		
#	Tasks	Outcome/KPI
1	Ensure that income is maximised through legitimate, accurate and on time Medicare billing / claiming appropriate MBS item numbers.	Medicare targets • 100% of claimable services submitted within 48 hours of patient visit. • Screening targets • Care plan targets • Feedback from clients and community • Number and nature of referrals to allied health and / or specialist medical services
2	Provide clinical care	• Annual improvement in uptake of Influenza vaccination in patient cohort. • Appropriate documentation of gestational age during antenatal care for all patients. • Appropriate documentation of smoking status and alcohol intake where relevant. • Appropriate documentation of birth weight for all indigenous babies. • 100% of patient records including plans and follow-up care is documented within 24 hours of consultation • Number and nature of health promotion activities supported.
3	Clinical Governance	• Regular attendance at Clinical team meetings and / or Clinical Governance meetings • Number of relevant items raised through meetings and / or feedback mechanisms • Quality improvement activities implemented.
4	Undertake approved research or other projects	• Number of projects involved • Annual financial contributions to WAC • 100% of required tasks, including report/s completed on time, in line with agreement
4	Professional responsibilities	• 100% registration and certification achieved on record as required. • Maintain required CPD points

Acknowledgement
In accepting this position, I hereby acknowledge and agree to the role and responsibilities as set out in the Position Description. Name: Employee signature: Date:

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