

**Clutha Health First  
Position Description**

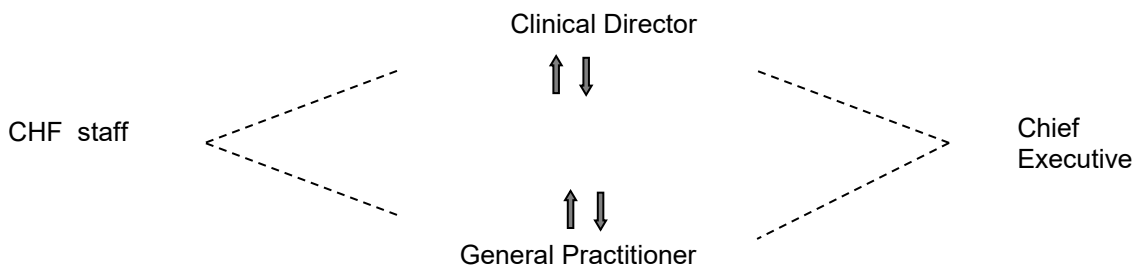
**Position Title:**           General Practitioner

**Location:**                Clutha Health First General Practitioners

**Responsible to:**        Clinical Director

**Prepared/Reviewed:**   Clinical Director

**Organisational Relationship**



**Position Holder's Name :** \_\_\_\_\_

**Position Holder's Signature :** \_\_\_\_\_

**Clinical Director's Name :** \_\_\_\_\_

**Clinical Director's Signature :** \_\_\_\_\_

**Date :** \_\_\_\_\_

## **Treaty of Waitangi**

Clutha Health First recognises the special relationship between Maori and the Crown and has an understanding of the articles/principles of the Treaty of Waitangi. As an employee you will be required to develop an understanding of the cultural concepts, values and tikanga that might affect the well being of Maori patients.

## **Health and Safety**

Clutha Health First is committed to achieving the highest level of health and safety for its staff. All employees are expected to take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organisation. As an employee of CHF, the health and safety of clients, patients and colleagues, as well as your own, are your responsibility. You are expected to work safely at all times, and to actively participate in the health and safety programs. It is expected that you will report all accidents or potential hazards to your manager.

To participate in and comply with the requirements of the Health & Safety in Employment Act 1992 plus amendments and associated CHF procedures.

- Work practices ensure safety for self and others
- Advice or assistance is sought before commencing an unfamiliar work practice
- Hazards are identified, control plans documented, hazards eliminated, minimised or isolated.
- Comply with CHF incident reporting and Health & Safety policy
- Emergency management procedures and compulsory/compliance education and training completed.

## **Quality and Risk**

Clutha Health First is committed to continuous quality improvement. Our focus is to improve our practice and the quality of care received by patients. Our goal is to embed continuous improvement in our daily activities, by focusing on improving systems and processes, enhancing our communication with other health providers and increasing consumer involvement.

## **Purpose of the Position**

The General Practitioner will provide medical services to patients from the community who present at Clutha Health First General Practitioners

**Note:** This job description has been prepared to assist in appointment. All CHF Job Descriptions are subject to review from time to time and therefore may be revised after consultation with the employee to suit changing service requirements.

<b>Nature of Scope and Responsibilities</b>	
<b>Accountabilities and Performance Measures</b>	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> <li>• <b>Individual and community health will be improved through the provision of services:</b></li> </ul>	<ul style="list-style-type: none"> <li>• Promote health to the enrolled practice population, linking to public health programmes at a national, regional and local level and utilizing such programmes to target specific populations</li> <li>• Provide health education, counseling and information about how to improve health and prevent disease and interventions or treatments that treat risk factors</li> <li>• Intersectoral linkages and relationships are made to improve health</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Individual and community health will be maintained through the provision of services:</b></li> </ul>	<ul style="list-style-type: none"> <li>• Provide ongoing health and development assessment and advice</li> <li>• Appropriate evidence based screening, risk assessment and early detection of illness, disease and disability</li> <li>• Use of recall and reminder systems and as appropriate referral to national programmes (including but not limited to Well Child Tamariki Ora National Schedule, national Cervical Screening Programme and Breast Screen Aotearoa)</li> <li>• Interventions to assist people to reduce or change risky and harmful lifestyle behaviour</li> <li>• Family planning services, provision of contraceptive advice and sexual health services;</li> <li>• Immunisation</li> <li>• Working with public health providers in the prevention and control of communicable diseases for individuals and families/whānau and reporting to relevant public health providers;</li> <li>• 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</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Health will be restored by providing the following First Level services:</b></li> </ul>	<ul style="list-style-type: none"> <li>• Health information to enable and assist people to care for themselves and take responsibility for their health and their family/whānau's health;</li> <li>• Urgent medical and nursing services, (including stabilisation and resuscitation, assessment and diagnosis, treatment and referral as necessary);</li> <li>• Assessing the urgency and severity of presenting problems through history taking, examination and investigation and diagnosing where possible;</li> </ul>

	<ul style="list-style-type: none"> <li>• 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 imparting information;</li> <li>• Referral for diagnostic, therapeutic and support services (support services are those services which may be required for individuals to maintain maximum independence, including but not limited to personal care and domestic assistance).</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Co-ordinate Care</b></li> </ul>	<ul style="list-style-type: none"> <li>• Co-ordinating an individual's rehabilitation process and participating where appropriate in providing recovery orientated services to restore normal functioning;</li> <li>• Developing collaborative working relationships with community health services, DHB and Non-Government Organisation public health providers, ACC and relevant non-health agencies to help to address intersectoral issues affecting the health of their enrolled populations;</li> <li>• 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 whanau.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Patient Management</b></li> </ul>	<ul style="list-style-type: none"> <li>• Consultations will be efficient and meet the volume requirements of the practice ie to aim at consulting with no less than 4 or no more than 6 patients per hour.</li> <li>• Consultations will be efficient and meet the volume requirements of the practice.</li> <li>• Certificates and other documentation arising from a consultation will be provided to the patients promptly</li> <li>• Consultation notes are comprehensive, accurate and contents confined to those concerning the patient's clinical state and management. Notes must be suitable to be read by the patient.</li> <li>• Fair contribution to the management of casual patients, in the first instance casuals will be directed to the Emergency Clinician but depending on work load other doctors may be asked to provide services.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Legal, regulatory and professional requirements are met</b></li> </ul>	<ul style="list-style-type: none"> <li>• The employee will comply with all the relevant legal, regulatory and contractual obligations.</li> <li>• The employee substantially meets and continues to improve on the quality standards, systems and guidelines of the relevant professional colleges or organisations and adhere to the standards of your professional body.</li> </ul>

<ul style="list-style-type: none"> <li>• <b>Cultural values will be acknowledged</b></li> </ul>	<ul style="list-style-type: none"> <li>• Work with CHF to ensure the Services are delivered in a culturally appropriate and competent manner, ensuring that the integrity of each individual's culture is acknowledged and respected and that the particular needs of the community are catered for.</li> <li>• Endeavour to incorporate Maori principles/ tikanga into the service delivery process.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>The staff member will perform such other duties as reasonably required by the manger in accordance with the conditions of the position.</b></li> </ul>	<ul style="list-style-type: none"> <li>• That all other additional duties are performed in an efficient manner, at the required time and within a negotiated timeframe.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Maintain high standards of performance</b></li> </ul>	<ul style="list-style-type: none"> <li>• Meet the performance expectations as identified in the Staff Development Performance Appraisal process.</li> <li>• Undertake annual CPR, OOS, Fire Training and any other service requirement training as per Clutha Health First CQI plan and procedures.</li> <li>• Perform all duties in a responsible manner; with due care for the health and safety of self and other employees, patients and the general public, within the limit of his/her knowledge base.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Ensure the provision of a safe and clean environment for patient, staff and visitors</b></li> </ul>	<ul style="list-style-type: none"> <li>• Ensure maintenance and responsible use of consumables and equipment.</li> <li>• Ensure appropriate reporting of incidents, equipment faults and problems to the Manager.</li> <li>• Practice is safe and meets legal requirements.</li> <li>• Practice protects and enhances individual rights.</li> <li>• All records are maintained to meet policy and procedure requirements.</li> <li>• Maintain knowledge of fire and Civil Defence procedures</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Maintain good communication and interpersonal relationships within Clutha Health First</b></li> </ul>	<ul style="list-style-type: none"> <li>• Act in a professional manner in relationships with all staff to enhance interdisciplinary harmony within the hospital.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Adopt a philosophy which encourages flexibility, cooperation, collaboration and co-ordination of service delivery in an integrated patient orientated system</b></li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all policies, procedures and standards of practice of CHF, relevant Acts, Regulations, Employment contracts and statutory obligations are adhered to, in the interest of client safety, good employer requirements of the Health &amp; Disability Services Act and within the principles of Equal Employment Opportunity, the Treaty of Waitangi and recognition of Tangata Whenua.</li> <li>• Actively participate in quality assurance activities.</li> <li>• Be flexible and prepared to work outside traditional boundaries to develop flexibility and achieve efficiency.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Assumes responsibility for personal professional/work education and development</b></li> </ul>	<ul style="list-style-type: none"> <li>• Maintains and/or extends knowledge and skill base required for effective performance.</li> <li>• Negotiates with management to attend appropriate education and training.</li> <li>• Participates in own performance appraisal annually.</li> </ul>

## Person Specification

### Work Experience

- Registered as Medical practitioner with the Medical Council of New Zealand
- Ideally have Vocational Registration as a General Practitioner in New Zealand
- Experience as a General Practitioner or in Family Medicine/Primary Care

### Skills/Knowledge

- ACLS – Advanced Cardiac Life Support
- Able to work within CHF's aims, objectives and values.
- Able to maintain confidentiality and use discretion.
- Able to demonstrate a high level of ability to communicate with other health professionals, clients and family members/whanau.
- Able to maintain accurate and up-to-date records, in accordance with the CHF documentation standards.
- Ability to plan own workload so that priority tasks are carried out on time with a minimum of supervision.
- A commitment towards ongoing self development.
- Ability to work as an effective member of a team.
- Flexible attitude to work outside boundaries of the position when requested.
- Alert, reliable, thorough, mature, have integrity and initiative.
- Have an appropriate presentation and standard of personal care and grooming.
- Able to maintain a current New Zealand driver's licence.

## Physical Task Requirements

- The following denote the key physical requirements for the job

#### Standing

- Bending
- Stairs
- Fine Manipulation
- Lifting / overhead reaching
- Pushing / Pulling
- Climbing / Balancing
- Manual handling of people
- Ability to participate in personal restraint if required within the mental health area

#### Walking

- Sitting
- Simple Grasping
- Operating Machinery / Equipment
- Carrying
- Twisting
- Crouching / Squatting
- Other reaching

## Relationships

**Internal Relationships:** General Practitioners  
Other Practice Nurses  
Medical Officers  
Inpatient & Maternity Ward Staff  
Other Allied Healthcare Professionals  
Reception and Administration Staff  
Inter-disciplinary members of the health service team including independent contractors in other sectors.

**External Relationships:** Clutha Health First service providers and tenants  
District Health Board Managers and Representatives  
Primary Health Organisation Client Managers and staff  
Ministry of Health/Acc and all other Government Agency representatives  
Patients  
Other General Practitioners  
Chemists  
Insurance Companies

## Performance Measures

- Set realistic measurable goals for own performance and assume responsibility for acquiring knowledge/experience to meet those goals.
- Plans for growth and undertakes change based on regular self-evaluation and the Staff Appraisal process.
- Participates in an annual Staff Appraisal with the Practice Manager.