Position Description
General Practitioner

Introduction

The following template document has been designed to provide a broad range of items a Western Australian practice may wish to include when developing a general practitioner position description.

Final details should be removed, amended and added to suit specific practice and position needs as applicable.

Position relationships

Consider and include the following where applicable:

* Position title
* Position responsible to
* Supervision requirements
* Clinical supervisor as approved by the Medical Board
* Positions with direct responsibility to this position

Qualifications and requirements of the position

* The general practitioner is required to be appropriately trained and experienced in the discipline of general practice, and assessed as competent for the position
* Preferable, but not essential, is Vocational Recognition through Fellowship with either the Royal Australian College of General Practitioners (RACGP) or the Australian College of Rural and Remote Medicine (ACRRM), or a recognised equivalent
* The general practitioner must abide by all legislative acts governing medical practice in Western Australia

Key responsibilities

Clinical

* Provide high quality, primary health care services to the community, in keeping with best practise standards
* Provide appropriate care and services to patients of all age ranges and level of health care needs
* Respond to medical/health problems presented by patients including history taking, diagnosis, investigation, treatment and referral as appropriate
* Provide after-hours, on-call and hospital services as rostered if applicable
* Provide management of long-term conditions in line with national guidelines and pathways
* Prescribe for patients as appropriate
* Provide appropriate health promotion and preventative health care advice to all patients attending the practice
* Ordering diagnostic tests as required
* Referring patients to other providers as appropriate

Operational

Record and maintain accurate, adequate and relevant patient records using the established practice protocols and computerised medical records system, including but not excluding details of:

* Specialist referrals
* Previous health and family history
* Prescriptions
* Investigations
* Treatment
* Diagnostic results
* Registers and recalls
* Actively communicate and coordinate with colleagues, specialist services and allied health professionals when sharing the care of a patient

Safety and quality and culture

* Actively contribute to the development of a culture consistent with the values of ***<<insert the employer>>***.
* Record incidents and near-misses in line with practice policy
* Practice duty of care including meeting practice standards and accountability
* Maintain patient and practice confidentiality at all times

Appointment factors

The successful applicant will be required to:

* Undertake a clinical screening interview
* Provide appropriate clinical references for contact as requested by the practice
* Participate in an orientation program
* Participate in a performance appraisal process as required
* Be available to travel by air and/or road on a regular basis (as required)
* Complete the requirements of the Medical Board of Australia, Medicare Australia and the Department of Health WA and/or the WA Country Health Service in order to maintain Medical Board registration, Medicare provider numbers, Visiting Medical Practitioner (VMP) and admitting rights (if applicable)

Hours of work

The successful applicant will be required to participate in the general practice roster including weekends and public holidays as rostered in accordance with the practice policy (if applicable).

For example:

Weekdays

* An average of 37.5 hours per week
* Lunch break of one hour taken between 1200hrs and 1400hrs
* Include any allowances for time off during the week following on-call or weekend roster

Weekends

Saturday rotating roster one in ‘X’ weekends

On-call and after-hours

* Rotating roster one in ‘X’ days

**Sample roster**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| **0800 -1200** | **0800 -1200** | **0800 -1200** | **0800 -1200** | **0800 -1200** | **0900 - 1200** | **1000 - 1300** |
| **1400 - 1700** | **1400 - 1700** | **1400 - 1700** | **1400 - 1700** | **1400 - 1700** |  |  |

Selection criteria

All applicants

The general practitioner will be required to provide evidence of:

* Relevant and Australian recognised medical degree
* Current and appropriate registration with the Medical Board of Australia, or be eligible for such
* Applied knowledge, skills and experience in general practice as appropriate for the position
* Satisfactory participation in quality improvement and continuing professional development to at least the same standards as the Royal Australian College of General Practice’s (RACGP) Quality Assurance and Continuing Professional Development (QA & CPD) Program
* Training in CPR, undertaken within the past three years
* Training in medical emergencies, undertaken within the past six months (if required for the position)
* Current Medical Indemnity Cover or be eligible for such
* A current Criminal Record Screening; and
* A current Western Australian Driver’s License

Overseas trained and restricted

The general practitioner will be required to provide evidence of:

* Primary source verification of medical qualifications (EICS verification)
* Work rights in Australia or be eligible for such

See also

Practice Assist Fact Sheets:

* Employment Contracts and Agreements
* Sponsoring International Workers
* The Australian Government Fair Work Ombudsman
* Using a Recruitment Agency - What to Expect