

Title	General Practitioner (GP)
Location	Dalby or Chinchilla or St George or Oakey
Site Responsibilities	Dalby or Chinchilla or St George or Oakey
Reports to	Executive Clinical Services (ECliS) as per organisational chart

DOCUMENT PURPOSE

This Position Description (PD) and Performance Review document outlines the expectations of the Employer based on core duties of the Employee (it is not a detailed record of every task and duty). This document may be modified from time to time to ensure the goals and objectives of the organisation are met.

Sections 1 to 4 list responsibilities of the Employee to create accountability and maintain optimal organisational performance. Reference will be made specifically to this position, along with responsibilities of all Employees (irrespective of their role).

Sections 3 to 5 of this document will be appraised within the first six months of employment (the qualifying period) and annually. The indicators on how the Employee will be appraised are located in the Service Plans/Activity Plans relating to this position.

KEY DOCUMENTS / AUTHORITIES:

- Goondir Service Plans / Activity Plans;
- Goondir Organisational Chart;
- Goondir Delegations Register;
- Goondir Succession Plan;
- Certification Standards (ISO and AGPAL against RACGP Standards);
- Funding agreement compliances; and
- Internal and external evaluation and reporting requirements including LogiQC, the Performance Dashboard and the National KPIs/OSR reporting frameworks.

AT COMMENCEMENT OF POSITION / INDUCTION

☐ Acknowledgement between Employee and Employer of role expectations and responsibilities

Date: _____ Staff Name & Initial: _____

Supervisor Name & Initial: _____

(Copy to be retained on personnel file)

PERFORMANCE REVIEW

Date Review Conducted: _____ ☐ Qualifying ☐ Annual Appraisal

Review Period: _____ to _____

We confirm the appraisal process including ratings and training plan developed:-

Employee Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____

HR Manager Name: _____ Signature: _____

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1 SCOPE OF POSITION (Summary / Overview of Position Requirements)

- 1.1 The position is accountable for applying medical skills and knowledge in the assessment and treatment of Clients in order to promote, maintain, and improve their health with a focus on Goondir's Model of Care to improve the health and wellbeing of Aboriginal and Torres Strait Islander Patients in a culturally sensitive manner; provide mentoring and medical education to the clinical team including GP Registrars or Students where endorsed by training body; ensuring maximisation of Medicare claiming and PIP/SIP incentive payments. The GP must always demonstrate high levels of professionalism and integrity, be an innovative thinker and apply high moral and ethical standards to ensure confidentiality is maintained abiding by the Australian Doctors Code of Conduct.

The position also requires:

- 1.1 Coordination of activities across the service region;
- 1.2 Cultural Awareness & Understanding the Organisations Mission, Vision, Values and Objectives;
- 1.3 Travel across the Goondir South West region of Queensland and elsewhere as required by Employer;
- 1.4 May be subject to health screening test and/or drug and alcohol testing, pre-employment history checks, criminal history check;
- 1.5 Being available for on call or after-hours services (if rostered).

☐ Reviewed at Performance Review/Appraisal - Date: _____ Staff Initial: _____ Supervisor Initial: _____

2 QUALIFICATIONS AND EXPERIENCE (Skills, Licences and Knowledge requirements of Position)

Position Specific:

- 2.1 Current Registered General Practitioner Registration through the Australian Health Practitioners Regulation Agency (AHPRA);
- 2.2 Eligible to register for Medicare Provider number (where possible at ALL Goondir 3 sites);
- 2.3 Current First Aid and CPR Certification; and
- 2.4 A current Queensland C class open driver's licence.

All Employees

- 2.5 Registration with External Certifying Body: AHPRA as a registered General Practitioner.
- 2.6 Clinical Equipment Competency: as per clinic guidelines.
- 2.7 Ability to undertake training/ professional development to maintain professional knowledge and skills, as detailed in the Training and Professional Development Plan and as otherwise identified.
- 2.8 Ability to participate in organisational in-service sessions or external professional development or workshops.
- 2.9 Competent in use of general office equipment - Computer, Telephone, Bizhub (photocopying, faxing, scanning).
- 2.10 Use of LogiQC Quality Management System to undertake key compliances of role and to value add to the organisation through internal reporting of Incidents, Feedback, Improvements and Repairs (internal training and mentoring will be provided).

☐ Reviewed at Performance Review/Appraisal - Date: _____ Staff Initial: _____ Supervisor Initial: _____

3 KEY PERFORMANCE INDICATORS (KPI's) OF THIS POSITION

Qualifying Period and Annual Performance Review Rating Scale 1 Not Achieved 2 Partly Achieved 3 Achieved 4 Beyond Expectation	Insert Rating: 1 2 3 or 4		Comments and/or Actions: (where gaps in evidence or assessment are identified)
	Employee	Line Manager	
3.1 Responsible for meeting KPIs in the following Goondir Service Plans: General Clinical Services Plan, Chronic Disease Services Plan, Maternal and Child Health Services Plan and Health Education and Promotion Plan			
3.2 Deliver GP services including assessment, examination, treatment, and case management within a Primary Health Team in accordance with prescribed professional and ethical standards; practice in accordance with legislative requirements, the code of conduct for Australian Doctors and the policies and procedures of the organisation			
3.3 Provide and coordinate client care in accordance with the Goondir Model of Care, evidence-based practice guidelines, scope of practice and the individual needs of clients; participate in quality and service improvement activities to continually improve client care;			
3.4 Participate in chronic disease management for clients in line with the Goondir Model of Care including facilitation of referrals, assistance with completion of GP management plans and ongoing actions identified for clients in management plan.			
3.5 Effective use of the Communicare Patient Information and Recall System (PIRS) to contribute to Goondir's Model of Care utilising the 'Requirements tab' to ensure that all care (e.g. Health Checks and chronic disease management), reporting (e.g. nKPI's), Medicare income maximisation and safety & quality care is provided at all times.			
3.6 Ensure effective claiming rebates for Medicare items in line with the Goondir Model of Care;			
3.7 Ensure a coordinated approach to providing health checks & Management Plans to Aboriginal and Torres Strait Islander Clients of the service, in line with the Goondir Model of Care; oversee and participate in assessment, planning and implementation of care based on individual client needs incorporating a holistic approach to care delivery;			

Qualifying Period and Annual Performance Review Rating Scale 1 Not Achieved 2 Partly Achieved 3 Achieved 4 Beyond Expectation	Insert Rating: 1 2 3 or 4		Comments and/or Actions: (where gaps in evidence or assessment are identified)
	Employee	Line Manager	
3.8 Liaise with other health care providers including Allied Health in the appropriate delivery of healthcare. Assist CEO, CM & other GP's to develop plans relating to Allied Health and Visiting Specialists visits and Regional Programs;			
3.9 Assist the RN's with direction/guidance, provide regular practical and theoretical health education to Aboriginal Health Workers in the course of their work, ensuring current practices are performed;			
3.10 Supervise and mentor nurses and Aboriginal Health Workers in Client care/treatment; assist Aboriginal Health Workers co-ordinate health education programs and health promotion to the Aboriginal and Torres Strait Islander communities;			
3.11 Participate in health promotion/education programs and activities as scheduled in Clinical Plans as deemed necessary by Program Managers/Supervisor;			
3.12 Maintain and update professional development to ensure safe and contemporary practice; ensure the maintenance of skills, knowledge and ability to undertake medical role specific to the service.			
3.13 Must have sound knowledge, experience and certification where necessary of infection control, ensuring the Policy & Procedures for these practices are current;			
3.14 Provide input in the development of clinical practices, procedures and protocols within the clinic work area;			
3.15 Participate in GP Registrar, Medical Students training and mentoring terms/sessions where endorsed by training program as well as continued education and mentoring of AHW, Nursing and Clinical Staff development sessions.			

Qualifying Period and Annual Performance Review Rating Scale 1 Not Achieved 2 Partly Achieved 3 Achieved 4 Beyond Expectation	Insert Rating: 1 2 3 or 4		Comments and/or Actions: (where gaps in evidence or assessment are identified)
	Employee	Line Manager	
3.16 Where accepted by Medicare, application for Provider Number for each of Goondir's three (3) site practices to cover leave periods when required;			
3.17 Undertake other duties within your scope of practice and must make all attempts and endeavours to improve the service(s) that you deliver or help deliver as directed by your Supervisor or allows you to perform your positional roles and responsibilities efficiently and effectively.			
3.18 Checking of Requirements tab to ensure care and Medicare items due are undertaken or future appointments made to complete Model of Care cycle			

☐ Reviewed at Performance Review/Appraisal - Date: _____ Staff Initial: _____ Supervisor Initial: _____

4 RESPONSIBILITIES / KEY PERFORMANCE INDICATORS FOR ALL EMPLOYEES

Qualifying Period and Annual Performance Review Rating Scale 1 Not Achieved 2 Partly Achieved 3 Achieved 4 Beyond Expectation	Insert Rating: 1 2 3 or 4		Comments and/or Actions: (where gaps in evidence or assessment are identified)
	Employee	Line Manager	
4.1 Confidentiality of all Service, Employee and Client information.			
4.2 Abide by Goondir's Code of Conduct & Policy and Procedures contributing to quality, safety and risk work culture			
4.3 If nominated in the Delegations Register, Succession Plan or as an Identified Leader, accountability for tasks and responsibilities			
4.4 Use and contribution to LogiQC Quality Management System (QMS) (report of closed, outstanding tasks at Appraisal)			

Qualifying Period and Annual Performance Review Rating Scale 1 Not Achieved 2 Partly Achieved 3 Achieved 4 Beyond Expectation		Insert Rating: 1 2 3 or 4		Comments and/or Actions: (where gaps in evidence or assessment are identified)
		Employee	Line Manager	
4.5	High standard of records management (data entry, data cleansing, archiving, reporting) to meet regulatory, standards and/ or reporting requirements and timeframes.			
4.6	Attend internal and external meetings as nominated/required and sharing of key information			
4.7	Maintain communication on key matters to your area(s) of responsibility that may have an impact on the organisation			
4.8	Engagement with Internal and External Stakeholders, including contribution to marketing on Goondir Website / Facebook			
4.9	Contribution to local and whole team including undertaking additional duties as directed by Supervisor.			
4.10	Work Behaviour - Personal Presentation, Workplace Cleanliness, Punctuality, Respect, Productivity, Dependability, Attendance (run absenteeism report)			

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5 **PROFESSIONAL DEVELOPMENT PLAN AND/OR ACTION PLAN**

Knowledge / Skill / Training or Action Required	Training Provider or Actioning Officer	Cost (include itemised course fees, travel & accommodation)	Date Scheduled (HRM adds to LogiQC training register)	Training Completed (Yes/ No)
Does the PD require any changes? ☐ No ☐ YES (highlighted above)				

Additional comments (if any, include commendations)
Employee:
Supervisor:
General Comments:

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