

## Position Description

Position Title:	<b>General Practitioner</b>
Location:	<b>Balclutha</b>
Reports To:	<b>Chief Executive Officer / General Manager Clinical Services</b>
Number of Direct Reports:	<b>Nil</b>
Date:	<b>July 2024</b>

### Our Purpose

Lead – Innovate – Advocate ... for a healthy community.

### Our Shared Values


- *We value our people. Ka whai takata mātou.*
- *We value honesty and respect. Ka whai te pono me te whakanui mātou.*
- *We value excellence. Ka whai panekiretaka mātou.*
- *We value the environment we live in. Ka whai taiao mātou.*

### Purpose of Role

The General Practitioner will provide comprehensive primary medical services to patients and whanau from the community who present at Clutha Health First General Practitioners. The General Practitioner will undertake a positive, culturally appropriate clinical experience with a goal of improving primary care outcomes and in collaboration with the nursing, administrative teams and the wider organisation.

### Key Relationships

<b>Internal:</b>	<ul style="list-style-type: none"> <li>• General Practitioners</li> <li>• Nurse Practitioners</li> <li>• General Practice Nurse Team Leader and Practice Nurses</li> <li>• Medical Officers</li> <li>• Inpatient, Maternity Ward and Community Staff and Onsite Healthcare Contractors</li> <li>• Chief Executive Officer</li> <li>• General Manager Clinical Services</li> </ul>
<b>External:</b>	<ul style="list-style-type: none"> <li>• Clutha Health First service providers</li> <li>• Primary Health Organisation Client Managers and staff</li> <li>• Ministry of Health/ACC and all other Government Agency representatives</li> <li>• Patients</li> <li>• Other General Practitioners</li> <li>• Pharmacies</li> <li>• Insurance Companies</li> </ul>

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 www.cluthahealth.co.nz

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Person Specification		
	Essential	Desirable
<b>Training, Work Experience and Qualifications</b>	<ul style="list-style-type: none"> <li>• Current registration (or eligible) with the Medical Council of New Zealand</li> <li>• Current annual practising certificate from Medical Council of New Zealand in the relevant scope of practice</li> <li>• Experience as a General Practitioner or in Family Medicine/Primary Care.</li> </ul>	<ul style="list-style-type: none"> <li>• Vocational Registration as a General Practitioner in New Zealand</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Maintain knowledge and competency on clinical knowledge, evidence-based practice.</li> <li>• Practice is defined by relevant legislation and Professional Organisations: <ul style="list-style-type: none"> <li>○ Privacy Act.</li> <li>○ Health and Disability Commissioner Act.</li> <li>○ Pae Ora Act.</li> <li>○ Privacy Act 2020 and Health Information Privacy Code 2020.</li> <li>○ Code of Health and Disability Services (Consumer Rights) Act 1996.</li> <li>○ Royal New Zealand College of GPs.</li> <li>○ Medical Council of New Zealand.</li> </ul> </li> <li>• Cultural awareness and obligations of the Te Tiriti Te O Waitangi.</li> <li>• Advanced CORE – Cardiac Life Support.</li> <li>• Committed to ongoing education and professional development.</li> <li>• Work co-operatively in a multi-disciplinary team and liaise appropriately with relevant health professionals, manager and organisation.</li> <li>• Ability to work unsupervised &amp; manage workload appropriately.</li> <li>• Navigate IT systems and processes.</li> <li>• Communicate clearly both verbally and in writing.</li> <li>• Flexible attitude to work outside traditional boundaries when necessary.</li> <li>• Committed to informed choice principles.</li> </ul>	<ul style="list-style-type: none"> <li>• Pursuit of a special interest area.</li> <li>• Research skills.</li> </ul>
<b>Physical Task Requirements</b>	<ul style="list-style-type: none"> <li>• Reasonable level of fitness to cope with the demanding physical requirements of the job.</li> <li>• Key physical requirements for the job: <ul style="list-style-type: none"> <li>○ Standing</li> <li>○ Sitting</li> <li>○ Walking</li> <li>○ Use of office, surgical and medical equipment</li> <li>○ Bending squatting or crouching</li> <li>○ Mental activities</li> </ul> </li> </ul>	

<b>Key Tasks / Accountabilities and Performance Indicators</b>	
<b>Key Tasks/ Accountabilities:</b>	<b>Performance Indicators:</b>
<b>Individual and community health will be improved through the provision of services</b>	<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 utilising 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>
<b>Individual and community health will be maintained through the provision of services</b>	<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>• Ensure immunisation programmes are available.</li> <li>• Family planning services, provision of contraceptive advice and sexual health services.</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>
<b>Health will be restored by providing the following First Level services:</b>	<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 &amp; nursing services, (including stabilisation &amp; resuscitation, assessment, diagnosis, treatment, referral as necessary).</li> <li>• Assessing urgency and severity of presenting problems through history taking, examination and investigation and diagnosing where possible.</li> <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 <b>information</b>.</li> <li>• Referral for diagnostic, therapeutic &amp; support services (support services - services which may be required for individuals to maintain maximum independence, includes personal care and domestic assistance).</li> </ul>
<b>Co-ordinate Care</b>	<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, Health New Zealand and Non-Government Organisation public health providers, ACC &amp; 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/whanau.</li> </ul>
<b>Patient Management</b>	<ul style="list-style-type: none"> <li>• Consultations will be efficient and meet the volume requirements of the practice i.e. to aim at consulting with no less than 4 or no more than 6 patients per hour.</li> </ul>

	<ul style="list-style-type: none"> <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 workload other doctors may be asked to provide services.</li> </ul>
<b>Legal, regulatory and professional requirements are met</b>	<ul style="list-style-type: none"> <li>• The employee will comply with all the relevant legal, regulatory, and contractual obligations.</li> <li>• Substantially meet and continues to improve on the quality standards, systems and guidelines of relevant professional colleges or organisations and adhere to standards of your professional body.</li> </ul>
<b>Cultural values will be acknowledged and respected</b>	<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> </ul>
<b>Actively demonstrates commitment to Te Tiriti O Waitangi</b>	<ul style="list-style-type: none"> <li>• Incorporate Maori principles / tikanga into the service delivery process.</li> <li>• Demonstrates commitment to the CHF Tikanga Best Practice programme and promotes same amongst staff.</li> <li>• Promotes strategies for Primary Care that assists to positively impact on health disparities for Maori and Pacific Island populations.</li> </ul>
<b>The staff member will perform such other duties as reasonably required by the manger in accordance with the conditions of the position</b>	<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>
<b>Maintain high standards of performance</b>	<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>
<b>Ensure the provision of a safe and clean environment for patient, staff and visitors</b>	<ul style="list-style-type: none"> <li>• Ensure maintenance &amp; 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>
<b>Adopt a philosophy which encourages flexibility, cooperation, collaboration and co-ordination of service delivery in an integrated patient orientated system</b>	<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>
<b>Assumes responsibility for personal professional/work education and development</b>	<ul style="list-style-type: none"> <li>• Negotiates with management for appropriate education and training.</li> <li>• Participates in own performance appraisal annually.</li> </ul>

### 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 Chief Executive Officer

### Treaty of Waitangi

- Clutha Health First recognises the special relationship between Māori 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 wellbeing of Māori 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 Clutha Health First, 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.

Clutha Health First employees will participate in and comply with the requirements of the Health & Safety at Work Act 2015 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 Clutha Health First incident reporting and Health & Safety policy.
- Emergency management procedures and compulsory/compliance education and training completed.
- Work towards creating an atmosphere where staff support each other, and workplace violence and bullying is not tolerated.

### 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.

### Changes to Position Description

From time to time, it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

### Acknowledged / Accepted:

Employee Name

Employee Signature

Date

Team Leader Name:

Team Leader Signature:

Date

Employee Initials: \_\_\_\_\_ Employer Initials: \_\_\_\_\_