

Job Description — General Practitioner

Position: General practitioner

Reports to: Whai Oranga Practice Manager

Job Purpose: To provide competent patient/whānau-centred care that addresses health needs and promotes wellness. Such care is based on latest evidence and guidelines, and meets legislative requirements.

Staff responsibility: Peer support to Gp's the whole Whai Oranga team, attendance at staff meetings, huddle, in-house – Continuing Medical Education (CME).

Functional relationships

with:

- Whai Oranga Managers
- The kaimahi/staff and board of trustees of Whai Oranga O Te Iwi Health and Dental Services
- Te Awakairangi PHO, Hutt Valley District Health Board, community and secondary service providers. All employees of Whai Oranga o Te Iwi will be committed to upholding the articles of Te Tiriti o Waitangi and Tino Rangatiratanga.

Key tasks / duties:

1. To provide good clinical care

This will be achieved by:

- Providing skilled health assessment, diagnosis and treatment services (including contraception) to whānau
- Ordering diagnostic tests as needed, checking and informing whānau of results in a timely manner
- Referring whānau appropriately to other providers if their needs exceed the range of care you are able to provide
- Consulting and collaborating with colleagues to provide optimal care
- Documenting all care provided and education/information given to whānau within their health record, as per professional and company standards
- Providing care off site (house calls) when this is in a best interest of the whānau or when this improves access for a group of whānau (e.g. marae-based clinics).

2. To maintain good medical practice

This will be achieved by:

- Maintaining professional knowledge and standards through continuing medical education, and more formal academic education and personal professional development
- Involvement in peer review activities and trainee teaching
- Participating in an annual performance appraisal and setting work and personal goals for the coming year
- Having a working knowledge of legislation that affects medical practice
- Maintaining a current resuscitation certification at Level 5.

3. Maintaining trust (professional relationships with whānau)

This will be achieved by:

- Understanding and implementing the Health and Disability Consumers Code of Rights, the Health Information Privacy Code, The Health Practitioners Competence Assurance Act and the NZMA Code of Ethics
- Providing services courteously and respectfully, with regard to the cultural beliefs and needs of whānau
- Responding openly to complaints or feedback.

4. Your duty to protect all whānau

This will be achieved by:

- Recognising when you are unwell or overburdened and taking action
- Reporting as required by legislation when you believe whānau or their extended whānau or the public are at significant risk
- Consulting, supporting and if needed reporting, colleagues who you feel are not competent to practise.

5. Working collaboratively with colleagues

This will be achieved by:

- Working constructively and harmoniously with other kaimahi/staff of the centre's team to ensure whānau receive optimal care
- Leading or delegating appropriately within the team
- Collaborating in regard to rosters development and providing cover to ensure whānau needs are met.
- Providing mentorship to medical students, nursing students or nurses.

6. Maintaining integrity in professional practice

This will be achieved by:

- Making honest claims for services provided to Accident Compensation (ACC), Health Benefits Limited (HBL), Primary Health Organisations (PHOs) and other service funders
- Charging for consultations in line with company and centre policy by annotating correctly on consultation slips
- Declaring vested interests in services that you may be referring to
- Returning phone calls.

7. Providing certificates and other documents

This will be achieved by:

- Completing ACC, insurance, and other reports within a week of receipt
- Sending referral letters within one week
- Completing event/incident forms as per company policy
- Clearing in-boxes daily and delegating this task if absent.

8. Undertaking research and quality improvement activities

This will be achieved by:

- Undertaking personal practice review activities or audits to enhance practice
- Participating in centre-based audits
- Involvement in practice accreditation activities.

9. Using company and group systems

This will be achieved by:

- Using the patient information system (MedTech 32) effectively e.g. READ Codes, advanced forms and re-call systems
- Issuing medical practitioner supply orders for pharmaceuticals used within the practice
- Demonstrating a working knowledge of company policy with regard to clinical practice as described in company manuals
- Using the company internet and email facilities
- Reporting "events" or untoward incidents as per professional standards and company policy
- Practising medicine in a way that reflects the company's values and mission.

Qualifications/Experience

- Registration as a medical practitioner in New Zealand
- Vocational registration or practical experience as a general practitioner or working towards this pathway.

Essential skills required

- Strong interpersonal communication
- Ability to engage with whānau who have high health needs
- Clinical and cultural competence and a commitment to life-long learning
- Comfort with computerised patient management systems
- A "cool head" in emergency situations.

Personal Attributes:

- Enjoys working in primary health care with an interest in Māori health
- A passion for improving and maintaining the health of all whānau
- Enthusiasm for working in a team environment
- An ability to empathise and develop therapeutic relationships with whānau.

Values

Tika, pono, aroha - maintains integrity and consistency; acts honestly and transparently in the mahi; serving whānau with respect and compassion.

Tino rangatiratanga - demonstrates respect for the self-determination, autonomy and leadership of and within whānau.

Kotahitanga – commits to unity of purpose in working towards whānau ora, and working in a focused collective way to meet the needs of whānau goals and aspirations.