GPSA General Practitioner Registrar Position Description Template

[INSERT LOGO AND NAME OF TRAINING PRACTICE]

***This Position Description is to be read in conjunction with the GPSA Employment Agreement Template provisions and the NTCER (National Terms & Conditions for the Employment of Registrars).***

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| POSITION TITLE | General Practice Registrar |
| EMPLOYEE NAME | Dr  |
| DATES OF EMPLOYMENT | From ……….. /…………/……….. To ……….. /…………/……….. |
| REPORTS TO: | ☐Practice Principal ☐GP Supervisor ☐Practice Manager |
| EMPLOYMENT TYPE | ☐Full Time No of Hours per week …………..☐Part Time No of Hours per week …………..☐Casual […………………….. Insert details] |
| REMUNERATION & EMPLOYMENT CONDITIONS | As per Employment Agreement |
| INTERNAL RELATIONSHIPS | ☐ Practice Doctors☐ Practice Nurse☐ Reception Staff☐ Allied Health Staff☐ Other […………………….. Insert details] |
| EXTERNAL RELATIONSHIPS | ☐ [insert local hospital, community health centre, or aged care centre etc.]☐ ……………………………..☐ …………………………….. |
| POLICE CHECK REQUIRED☐ Yes ☐ No | WORKING WITH CHILDREN CHECK REQUIRED☐ Yes ☐ No | PRE EMPLOYMENT MEDICAL REQUIRED☐ Yes ☐ No |
| QUALIFICATIONS REQUIRED | Registration as a Medical Practitioner with the Medical BoardTraining provider placement |
| ADDITIONAL DOCUMENTATION REQUIRED | ☐ Evidence of APHRA registration☐ Evidence of current medical indemnity insurance☐ Current resuscitation certificate☐ Current drivers license☐ Medicare Provider Numbers for all sites☐ Credentials for work in external facilities (e.g. rural hospitals) |

**Position Summary:**

The GP Registrar is a trainee General Practitioner within the Australian General Practice Training program who, under the supervision of an accredited General Practitioner in an accredited Training Practice is responsible for providing general medical services for patients and ensuring that the standard of patient centred care addresses health needs and promotes wellness. Patient care services must be delivered and maintained at the highest level based on the latest evidence and in accordance with the Training Practice policies and procedures, and relevant legislation and standards.

The GP Registrar, while in training, will take a role in the planning and implementation of the medical health program of the Training Practice, and will work closely with other staff to achieve an efficient and integrated service with high quality results.

The GP Registrar will be supervised by an accredited Supervisor, and is to be involved in training and educational requirements with respect to external clinical teacher visits, training adviser meetings and educational release meetings as prescribed by the Regional Training Provider.

**Tasks and Responsibilities**

**To provide good clinical care:**

* Providing skilled health assessment, diagnosis and treatment services to patients
* Ordering diagnostic tests as needed, checking and informing patients of results as per clinic procedure.
* Referring patients 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 patients within their health record, as per clinic procedure.

**To maintain good medical practice:**

* Maintain professional knowledge and standards through continuing medical education and personal professional development.
* Maintain a working knowledge of legislation and standards of General Practice.
* Practise medicine in a way that reflects the practice’s values.
* Adhere to infection control and occupational health & safety policy and standards

**Maintaining trust**

* Provide services courteously and respectfully, with regard to the cultural beliefs and needs of patients
* Respond openly and follow up complaints or feedback in a timely manner.
* Report and document near misses or mistakes in clinical care to the GP supervisor immediately as per the practice policies
* Seek permission from the supervisor prior to participating in any research projects.
* During the term of employment and after it has ceased the GP Registrar will not use or divulge any information confidential to the Training Practice, pertaining to either patients or business matters and will return all confidential information which may be in their possession to the Training Practice.
* The GP Registrar will advise the GP Supervisor and the Training Practice of;
	+ All complaints from patients, either directly or via the <insert relevant State authority>;
	+ All letters or reports written to the GP Registrar’s Medical Defense Organisation;
	+ Any correspondence with the Australian Health Practitioner Regulation Agency; Medical Defense Organisation; and the Coroner's Office;
	+ Any incident which might adversely impact the Training Practice.

**Working collaboratively with colleagues**

* Collaborating in regard to rosters and providing cover to ensure patients’ needs are met.
* Working constructively and harmoniously with all staff to ensure patients receive optimal care.
* Participate in activities and tasks in preparation for practice accreditation
* Participate in centre-based audits and activities
* Attend scheduled clinical and non-clinical staff meetings
* Address staff and patient concerns sensitively and in a timely manner
* Develop communication pathways with local allied and ancillary health providers
* Carry out all other duties as negotiated.

**Maintaining integrity in professional practice**

* Charging for consultations in line with clinic policy and the Medicare schedule.
* Declare vested interests in services that you may be referring to
* Returning phone calls in timely manner
* Completing documents i.e. medical reports in a timely manner
* Clearing in-tray daily and delegating this task if absent
* Demonstrating a working knowledge of practice policy with regard to clinical practice as described in practice manuals.
* Using the computer effectively i.e. recall systems, data input.
* Keeping up to date with new item numbers, SIP’s and incentive payments.
* Ensuring immunisation status is kept up to date.

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| **Expected behaviours and personal attributes**  |
| * Demonstrate a knowledge of and compliance with all relevant legislation and common law obligations.
* Discharge of duty of care in the course of practice including meeting practice standards, and accountability.
* Demonstrate knowledge of policies and procedural guidelines that have legal implications, for example, ensure documentation conforms to legal requirements.
* Identify and respond to unsafe practice, for example, implement interventions to prevent unsafe practice and/or contravention of law.
* Demonstrated patient-focused approach in service provision with genuine empathy and interest in their needs.
* Excellent interpersonal and communication skills across all ages and social groups.
* Be always well-presented, friendly, courteous and obliging. Represent the practice in a confident and positive manner at all times.
* Undertake all duties in a diligent manner, with honesty and integrity,
* Have a vigilant attitude to accuracy, being prepared to double check as necessary.
* Ability to work cooperatively and independently, and ability to prioritise and organise, with attention to detail.
* Demonstrated commitment to ongoing professional development.
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**Endorsement and Acceptance**

Employee Name ……………………………………………

Signature………………………………………………………. Date ………/………/………