



Position Description – General Practitioner

Tūhoe – Te Uru Taumatua Values

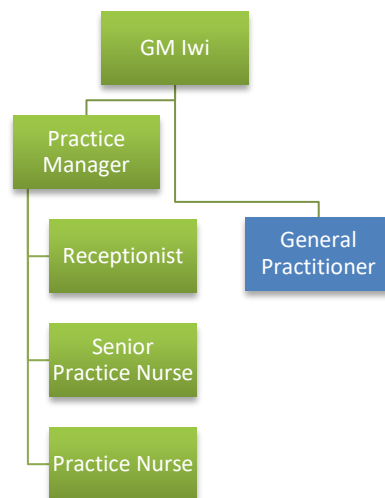
Our organisational values derive from our history and Whakapapa, they inform our behaviours and how we interact with our world and the world around us. These values are our beliefs and context for ensuring the permanence of Tūhoetanga.

Working for Tūhoe – Te Uru Taumatua

Working for Te Uru Taumatua comes with obligations and responsibility to bring to life the achievement of organisational goals and standards of excellence.

About this role

The General Practitioner has accountability to provide patient-centred care that addresses health needs and promotes wellness. Such care is based on latest evidence and guidelines, and meets legislator requirements. This position forms part of the wider Iwi team and reports directly to the Practice Manager.



Principal Areas of Accountability

As part of the Practice team, responsibilities will include working within the scope of practice, and for providing patient-centered, culturally appropriate and holistic care to patients and whanau.

The General Practitioner will work closely and within the communities of Tāneatua, Waimana and Rūātoki, and with other team members to provide efficient, effective clinical care.

The General Practitioner will also build and maintain good working relationships with other appropriate external agencies, providers, specialists and health professionals for the purpose of providing the best possible care and treatment for patients and whanau.

KEY RESULT AREAS

Clinical Services	Expected Standards
General Practitioner Services	<p>Deliver primary care GP services as follows:</p> <ul style="list-style-type: none"> • Tending to any medical or surgical cases that may present at the Centres • General Practitioner services to patients providing appropriate assessment, diagnosis, treatment and advice. • Follow-up of patient test results. • Instruct and educate patients in preventative health care. • Refer patients to other medical specialists and health professionals and local hospital as applicable • Minor surgery procedures such as excision of skin lumps etc. • Attending home visits as requested. • Recording full and accurate computerised clinical notes on the Patient Management System. • Participate in Ministry of Health/PHO/DHB initiatives • Participate in the after-hours roster • Other appropriate duties as requested by the CEO
Maintaining & improving health	<p>Provide timely clinical and culturally appropriate health services through:</p> <ul style="list-style-type: none"> • Ongoing well-health education and advice, including counselling to improve health and prevent disease. • Confer with Practice staff to plan, coordinate and evaluate activities, programs and systems and assist with resolving problems. This will include quality programs such as clinical audits, pharmaceutical and laboratory management reviews. • Acknowledge and actively participate in all aspects of the practice team activities. • Support and encourage all staff in their respective functions. • Work with public health providers in the prevention and control of communicable diseases for individuals and families/whanau and

	<p>reporting to relevant public health providers.</p> <ul style="list-style-type: none"> • Ongoing care and support for people with chronic and terminal conditions. • Assisting with the collection of data related to health and well-being.
Coordinating Care	<p>Coordination of care through delivery of:</p> <ul style="list-style-type: none"> • Co-ordinating an individual's rehabilitation process and participating where appropriate in providing recovery orientated services to restore normal functioning. • Developing collaborative working relationships with community health services, DHB and non-Government public health providers, ACC and relevant non-health agencies. • Advocating on behalf of patients with external agencies to communicate patient care and support needs.
Chronic Care Management	<ul style="list-style-type: none"> • Referring to nursing services for high needs patients requiring intensive life style modification education and management. • Advocating on behalf of patients with internal and external agencies to communicate patient care and support needs.
Financial	Expected Standards
Invoicing	Ensure all patient services undertaken are charged out in accordance with appropriate protocols.
Compliance	When claiming subsidies from any funding agency, all compliance clauses must be adhered to.
Other	Assist with provision of information for practice reporting requirements as requested.
Supplies & Maintenance	Expected Standards
Controlled drug register	Maintain control over the Controlled Drug Register in accordance with defined protocols.

IT System	Expected Standards
Accuracy of information	All information entered into the MedTech 32 system is accurate, appropriate and in accordance with agreed protocols and standards.

Systems Training	Participate in any MedTech 32, ACC, BPAC or other applicable training.
PHO Involvement	Expected Standards
PHO	Establish and maintain a good working relationship with Eastern Bay of Plenty Health Alliance, Primary Health Organisation.
Communication	Expected Standards
External	Maintain professional liaison with other health professionals as appropriate ensuring effective communication is maintained to support the patient through the healthcare experience.
Internal	Ensure all staff are informed regarding any individual patient care/issues as appropriate.
Staff	Ensure all staff issues or problems are referred to the practice manager in the first instance.
Quality	Expected Standards
Clinical Notes	All patient consultations must be accurately recorded in the Practice Management System and clinical patient notes within 24 hours of seeing the patient.
Continuous Medical Education	Takes responsibility for CME attendance and requirements after hours to maintain clinical requirements and registration.
Professional Development	Takes responsibility for own professional development by enrolling and completing the Royal New Zealand College of General Practitioner's Fellowship training and complying with the maintenance of professional standards obligations.

Peer Review & Clinical Supervision	<p>Attendance at regular peer review meetings in accordance with the guidelines of the Royal New Zealand College of Practitioners.</p> <p>Attendance at regular clinical supervision meetings in accordance with the guidelines of the Royal New Zealand College of Practitioners.</p> <p>Provide clinical supervision to Medical Center Staff</p>
Compliance	Expected Standards
Compliance	All complaints to be referred to the Practice Manager in the first instance.

Privacy Act	Total confidentiality and privacy of patients is maintained at all times.
Health & Safety	Comply with established health and safety policies with regard to handling of instruments, infection control, storage of drugs and disposal of sharps and other potentially dangerous equipment and substances. Comply with current NZ Legislation.
Child Protection	Comply with reporting child abuse to the appropriate authorities. Undertake training to identify key areas of concerns and appropriate referrals to other services.
Other duties	Hours of work are set out in the Employment Agreement however there may be times when you are required to undertake other duties outside of these hours as requested. This may involve attendance at meetings, staff meetings or training workshops.
Team participation	Proactively work to build and maintain meaningful working relationships within the Tuhoe-Te Uru Taumatua team through active participation, discussion, open and honest communication and knowledge sharing. Actively promote the vision, values and aspirations of the Tuhoe in all dealings with internal and external stakeholders.
Capability & Development	Actively take responsibility for maintaining personal development needs applicable to the position.
Business improvement	Proactively seek to offer input into business decisions through active participation and recommending where appropriate, process improvement opportunities as and when they arise.

General Practitioner Name:	
Signature:	
Date:	
Chief Executive Name:	
Signature:	
Date:	

Person Specification		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Registration as a Medical Practitioner NZ • Vocational registration or practical experience as a general practitioner • Fluency in English 	<ul style="list-style-type: none"> • Knowledge of Tūhoe Te Reo
Technical competencies	<ul style="list-style-type: none"> • Medical Practice to the highest of standards with no breaches of Code of Practice recorded • Advanced Assessment skills 	<ul style="list-style-type: none"> • Experience of at least 5 years general practice to the highest of standards
Cultural Competencies	<ul style="list-style-type: none"> • A commitment to improving and maintaining the health of Tūhoe whānau, hapū 	<ul style="list-style-type: none"> • Knowledge of Tūhoetana
Work Experience	<ul style="list-style-type: none"> • General Practice • Intercultural competency 	<ul style="list-style-type: none"> • General practice in rural area • Understanding of Tuhoe culture and/or working with Maori in the health sector in view of understanding how to communicate and deliver services in an effective and appropriate manner
Systems	<ul style="list-style-type: none"> • Proven knowledge and experience of MedTech 32, and ACC lodgment • Capable of using Microsoft applications (Word, Office, Outlook) 	<ul style="list-style-type: none"> • Highly competent in Microsoft Office, MedTech 32, ACC and other applicable applications.
Personal attributes	<ul style="list-style-type: none"> • Flexible in approach • Proficient, adaptable role model • Values based • Takes accountability for time, performance and duty of care • Excellent oral and written communication skills 	<ul style="list-style-type: none"> • Sense of humor • Enthusiastic and impressionable • Warm and empathic