

POSITION DESCRIPTION

Name of Applicant: TBA

POSITION DETAILS

Practice Name: Trinity Medical Centre

Position Title: General Practitioner

Practice Principal: Dr Jim Kosmas

Location Address: 4 Cascade Drive, Seaford SA 5169

Practice Opening Time: Monday to Saturday 9 am until 10 pm.

MAIN PURPOSE OF POSITION

This position is for a newly formed After Hours Clinic from within our centre providing after hours care from 6 pm – 10 pm Monday to Saturday. Supervisor support will be offered and will successful applicant will be offered an added incentive for working after hours.

POSITION REQUIREMENTS

1. Qualifications

- Eligible for registration with the Medical Board of SA as a general practitioner.
- 3+ years of experience as a GP.

2. Clinical

- Maintain comprehensive and legible medical records, with printed name and signature for each occasion of service.
- Demonstrate an awareness of and commitment to safe working practices
- Maintain confidentiality by ensuring no information concerning patients or clients is divulged or discussed with persons outside the clinic or within the clinic if the person is not involved in the treatment of the patient (Except in recognised clinical meetings)
- Become familiar with the Australian Health System Code of Conduct and Ethics and observe its provisions.

3. Personal skills

- Ability to perform duties efficiently and in a professional manner
- Well-developed skills in communication, negotiation and conciliation
- Sound practical skills and ethical behaviour
- Efficient organisational and time management skills
- Mature approach to interpersonal relationships
- A personal commitment to high standards of care within the surgery

4. Supervision

During after-hours, a colleague will be present at all times in the same practice and will be available to provide supervision.

Nominated Supervisor(s) name and qualifications:

Dr Jim Kosmas, MBBS Adelaide 1993, MBSA registration # 12363

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5. Research and Teaching

Whilst there would be encouragement for a doctor to undertake research and teaching in the practice, it is not a requirement.

6. Orientation

Upon arrival, incoming Doctor will attend an hour-long orientation session with Dr Brian Symon. Practice staff to assist incoming Doctor's familiarisation with practice software, Medicare billing, computer systems whilst Provider number is being allocated. Appointment with Medicare Australia to undertake a "Prescriber Information Session" upon arrival. Dr Jim Kosmas and/or alternative on-site supervisor to arrange for incoming Doctor to observe practice consultations whilst Provider number is being allocated. For the first three months of clinical practice, practice staff and supervisor/s will work-through GP orientation checklist with incoming GP.

7. Supervision

The incoming Doctor will not be obligated to provide supervision for registrars, nurses or medical students.

8. Other responsibilities

In addition to the core competency standards, the doctor is expected to comply with legislative, policy/protocol requirements as they relate to:

- The supervision requirements as set out by the Medical Board of SA;
- Occupational, health and safety requirements as an employee;

LOCAL BACKGROUND AND ENVIRONMENT

The local health service is located 15 minutes away and will generally be the first point of contact for emergency cases. The Noarlunga Health Service is the closest supporting hospital. A great sense of community exists with the local GPs to support the area.

KEY INTERNAL AND EXTERNAL RELATIONSHIPS

There are opportunities for the successful applicant to be involved with the division and also with the RACGP. It would be expected that the doctor would make appropriate referrals to allied health and specialists within Seaford. It would also be expected that the doctor would have a close working relationship with the residential aged care facilities in the area and provide care for residents on an as-needed basis.

SUPERVISION ARRANGEMENTS OF THE GENERAL PRACTITIONER

During usual hours the supervising doctor will be working in the same practice. He may not be present at all times but will be available for support by telephone. If the supervising doctor is out of the area he will organise another doctor to be available for support for the duration of his absence. There are a range of specialists available by telephone in the local area to provide advice and support both in- and after-hours.

CHALLENGES/PROBLEM SOLVING

The challenges of this position include being exposed to a wide range of both general practice and emergency situations. Whilst this is demanding and challenging it is not overwhelming, especially when given the support and encouragement of the experienced supervising doctor, and support from the other general practitioners. Whilst the workload is reasonably high, the practice staff and visiting allied health professionals, together with the supervising doctor and other GPs all provide good support. The Doctor will also have to balance family life and work, whilst studying toward the FRACGP.

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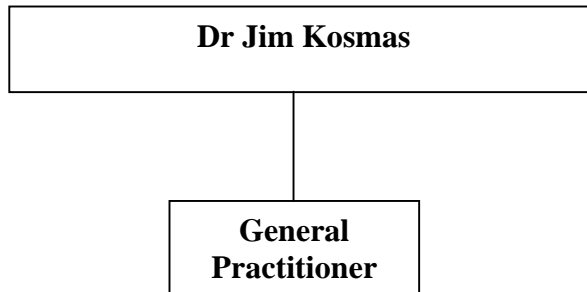
DECISION MAKING

Decision making will be greatly influenced by the doctor's previous training and experience. As with any medical setting, common sense prevails and the doctor should defer to the supervising doctor when unsure of clinical settings. The practice management staff and practice nurse are also good sources of information when matters pertaining to process need to be followed. There is a Practice Manual available both in hard copy and on the computer, available to the doctor.

PERFORMANCE MONITORING

This position requires that you will be responsible for participating in ongoing review of your clinical practice as per limited registration guidelines. You will also be responsible for participating in continuing medical education and professional development as covered by the supervision arrangements stipulated by the Medical Board of SA; and for maintaining your professional competence for general practice. It is encouraged upon arrival that you join the RACGP as a member as soon as possible.

ORGANISATIONAL CHART



VERIFICATION

The position holder agrees to work in accordance with the requirements of the position and accepts to comply with policies and procedures of the General Practice.

POSITION HOLDER

Signature.....

Date.....

SUPERVISOR/S

Signature.....

Date.....