



## Te Korowai Hauora o Hauraki

### Position Description

**Position Title:** General Practitioner

**Business Unit:** Clinical

**Location:** As negotiated

**Hours:** As negotiated

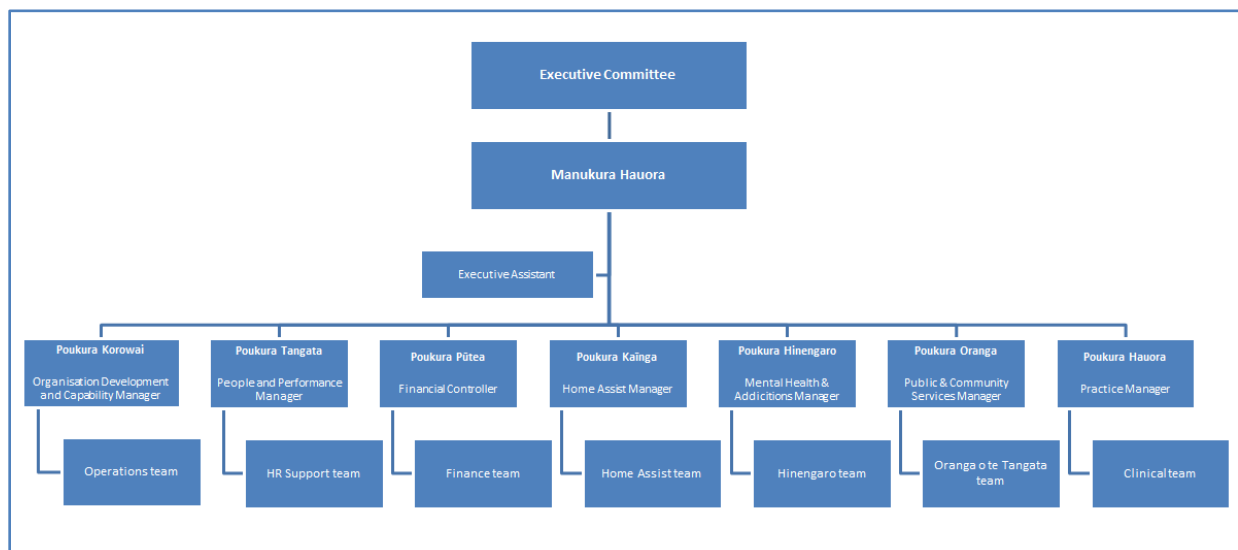
### Position Purpose

The General Practitioner is responsible for providing primary care clinical support, patient interventions and treatment within a kaupapa Māori frame work. As part of the general practice team he/she will work within their scope of practice and be responsible for providing culturally appropriate and individual holistic care to patients that addresses health needs and promotes wellness. The position is responsible for working closely with other clinical team members, and colleagues in other Te Korowai Hauora o Hauraki services, to provide efficient, effective, professional clinical services ensuring competent, friendly and responsive care is provided to those who have chosen Te Korowai Hauora o Hauraki as their Service Provider.

Responsible to the Practice Manager and an integral part of the Clinical rōpu, the position is also responsible for ensuring work carried out supports best practice, meets sector standards and client needs, respecting the rights and confidentiality of the client at all times; ensuring services are delivered professionally and of the highest quality to meet funder and contract requirements.

### Working Relationships

**Responsible to:** Practice Manager



## Functional Relationships

*Internal:* Manukura Hauora  
Clinical services team  
All services

*External:* Waikato District Health Board  
Thames Hospital  
Nursing Council of New Zealand  
Pharmacists

## Te Moemoea o Te Korowai Hauora o Hauraki

### Our Vision

*Hauraki as a healthy nation.*

### Our Mission

*To continually strive for excellence in the way we provide our services to our people and in the way we involve our people.*

## Te Kaupapa o Te Korowai Hauora o Hauraki

### Whanaungatanga

*We ensure we always work together as a whanau and in doing so create a sense of unity.*

**Loyalty** - We protect and trust one another

**Respect** - Every one of us has value and is treated with dignity and respect. We value and cherish our diverse and rich backgrounds and skills

*We care for one another.*

### Manaakitanga

**Integrity** –We keep our promises by putting reality into our words and walking the talk

**Transparency** - We continually demonstrate to others the way in which we operate is professional and business like

### Kotahitanga

*We stand together as one, one whānau, one organisation, one community*

## Te Kawa o Te Korowai Hauora o Hauraki

Te Korowai Hauora o Hauraki actively promote a healthy and safe working environment and ensure all staff adhere to organisation health and safety policies and procedures. All staff are supported to take responsibility for their own health and safety in the workplace, ensuring that all relevant documentation is completed accurately and within 24 hours.

Te Korowai Hauora o Hauraki recognises that over time employees will, through the natural process of gaining confidence in their ability and understanding of the systems, operate quicker and more efficiently at the job they hold. This will free up time that could be used to develop and enhance the skills, knowledge and abilities of the employee. As a consequence of this and because the organisation is interested in developing each employee to their full potential, each employee, will from time to time be asked to take on extra duties that are designed to upgrade their skills, knowledge and abilities. These extra duties will be discussed between the employee and their immediate manager, and the decision to allocate them will be taken jointly. All staff are supported to undertake relevant professional development to maintain knowledge and skills relevant for their position; staff are also encouraged to prepare, participate and complete quarterly and annual performance reviews with their line Manager.

As a health provider, Te Korowai Hauora o Hauraki encourages all employees to be smoke free and will offer whatever assistance available to support current employees who smoke to be smoke free. At Te Korowai Hauora o Hauraki we aspire to having a completely smoke free workforce.

All employees must understand that as an employee within a kaupapa Māori organisation there are cultural expectations to be fulfilled which encompass Tikanga Māori philosophy and approaches. All staff are expected to actively participate in cultural events and learning opportunities that will increase their understanding. There will be an opportunity to increase knowledge regarding proper pronunciation of Te Reo Māori, this will include a combination of personal as well as organisational (e.g. waiata sessions, inductions, Kaitohutohu Tikanga etc) learning.

All staff are expected to support the Board, Manukura Hauora, Managers and staff to reach the objectives of the strategic plan for the organisation, and to support the kaupapa of Te Korowai Hauora o Hauraki. All staff must ensure that personal conduct actively contributes to the building of a motivated, positive and successful workforce and must represent Te Korowai Hauora o Hauraki at all times in a professional manner, ensuring personal conduct is ethical and with integrity.

## Key Accountabilities

1. Professional Responsibility	
<b>1.1 Legislation</b>	
<b>1.1A Legislation</b>	<ul style="list-style-type: none"> <li>Ensure competence and knowledge of best practice guidelines, evidence based practice and referral pathways to effectively and safely deliver health services.</li> </ul>
<b>1.1B Privacy</b>	<ul style="list-style-type: none"> <li>Ensure total confidentiality and privacy is maintained in line with the Privacy Act &amp; Health Information Privacy Act.</li> </ul>
<b>1.1C Delegation</b>	<ul style="list-style-type: none"> <li>Understand and demonstrate legal obligations for delegation to enrolled nurses and health care assistants.</li> </ul>
<b>1.1D Documentation</b>	<ul style="list-style-type: none"> <li>Record accurately all patient consultations, including phone calls, in the electronic record of the Patient Management System within 24 hours of seeing the patient.</li> <li>Ensure all documentation is of a legal standard, is clear concise and legible; and is recorded in the appropriate format on Medtech.</li> </ul>
<b>1.2 Finance</b>	
<b>1.2A Invoicing</b>	<ul style="list-style-type: none"> <li>Ensure all patient services undertaken are charged out in accordance with appropriate protocols.</li> </ul>
<b>1.2B Claiming</b>	<ul style="list-style-type: none"> <li>Ensure familiarity for claimable services; ensuring they are claimed using Advanced Forms where appropriate.</li> <li>Ensure ACC claimable services are claimed.</li> <li>Ensure all Primary Options cases have an outcome and are claimed at the end of the acute episode.</li> <li>Ensure maternity claims are lodged and followed up at the end of the first trimester.</li> </ul>
2. Provision of high quality clinical care	
<b>2.1 General Practitioner Services</b>	
<b>2.1A Clinical practice</b>	<ul style="list-style-type: none"> <li>Maintain Medical Council of NZ practicing certificate and any relevant scope of practice requirements.</li> <li>Provide skilled, high quality health assessment, diagnosis and treatment services to patients in accordance with Medical Council of New Zealand Standards and Codes of Practice.</li> <li>Order diagnostic tests as required, checking and informing patients of results in a timely manner in accordance with the management of test results policy.</li> <li>Refer patients appropriately to other providers/services if their needs exceed the range of care provided, ensuring all referrals are followed up within standard timeframes.</li> <li>Provide care off-site as required.</li> <li>Undertake urgent triage and acute clinic where required in collaboration with the nurses (including resuscitation, stabilisation and assisting with assessment as necessary).</li> <li>Recommend and /or undertake treatment options and carry out appropriate clinical interventions and procedures in collaboration with colleagues where appropriate, including but not limited to counselling, advising and providing information.</li> <li>Working with the Practice Manager, complete necessary essential notifications to appropriate organisations, as required by legislation, when you believe patients or their families/whanau or the public are at significant risk</li> <li>Working with the Practice Manager, consult, support and report (if required),</li> </ul>

	<p>colleagues who you feel are not competent to practice and place the organisation and patients at risk.</p> <ul style="list-style-type: none"> <li>Provide after hours services as agreed.</li> </ul>
<b>2.1B Evidence Based Practice</b>	<ul style="list-style-type: none"> <li>Utilise standing orders, guidelines and evidence based best practice to guide practice decisions.</li> </ul>
<b>2.1C Timely Follow up</b>	<ul style="list-style-type: none"> <li>Follow-up of patient test results in provider inbox and faxed results on a daily basis; acting appropriately to communicate results to Registered Nurses and/or patients.</li> </ul>
<b>2.1D Health Screening</b>	<ul style="list-style-type: none"> <li>Provide timely clinical and culturally appropriate health services through appropriate evidence based screening, risk assessment and early detection of illness, disease and disability.</li> <li>Ensure health screening is undertaken at all available opportunities and is proactively encouraged and promoted; including target achievement, Cervical Smears, Immunisation, B4School checks, Cardiovascular Risk Assessment, Diabetes Annual review, Alcohol consumption and Smoking Cessation.</li> </ul>
<b>2.1E Repeat Prescriptions</b>	<ul style="list-style-type: none"> <li>Assess and prepare repeat prescriptions in accordance with repeat prescription policy.</li> </ul>
<b>2.2 Maintaining and Improving Health</b>	
<b>2.2A Education</b>	<ul style="list-style-type: none"> <li>Provide ongoing well-health education and advice, including counselling to improve health and prevent disease.</li> <li>Provide assessment and education to assist people to reduce or change risky and harmful lifestyle behaviour.</li> <li>Provide family planning services, provision of contraceptive advice and sexual health services.</li> </ul>
<b>2.2B Recalls</b>	<ul style="list-style-type: none"> <li>Ensure use of recall and reminder systems including Best Practice Intelligence, Dr Info and Medtech to carry out and refer, as appropriate, to national screening programmes.</li> </ul>
<b>2.2C Health Promotion</b>	<ul style="list-style-type: none"> <li>Work with Registered Nurses and the Clinical team to deliver immunisation programme in line with the national immunisation schedule.</li> <li>Work with public health providers in the prevention and control of communicable diseases for individuals and families/whanau and reporting to relevant public health providers.</li> <li>Provide ongoing care and support for people with chronic and terminal conditions.</li> <li>Provide health promotion to the practices' enrolled population, linking to public health programmes at a national, regional and local level and utilising such programmes to target specific populations.</li> </ul>
<b>2.2D Patient Data Entry</b>	<ul style="list-style-type: none"> <li>Ensure all screening, recalls, medications, allergies, classifications and medical history of new patients are entered in to the Patient Management System.</li> </ul>
<b>2.3 Practice Stock &amp; Maintenance</b>	
<b>2.3A Practice Stock</b>	<ul style="list-style-type: none"> <li>Work with the clinical team to ensure adequate levels of stock for materials and equipment in all treatments and consultation rooms ensuring no item is past its expiry date.</li> </ul>
<b>2.3B Drug Supplies</b>	<ul style="list-style-type: none"> <li>Work with the clinical team to maintain minimum levels of drug supplies for the practice and emergency trolley.</li> </ul>
<b>2.3C Controlled Drug Register</b>	<ul style="list-style-type: none"> <li>Work with the clinical team to maintain control over the Controlled Drugs Register in accordance with define protocols.</li> </ul>
<b>2.3D Cold Chain</b>	<ul style="list-style-type: none"> <li>Ensure ongoing familiarity with cold chain policy and responsibilities; carrying out duties as per protocol.</li> </ul>
<b>2.3D IT Systems</b>	<ul style="list-style-type: none"> <li>Ensure sound knowledge of IT systems used in the practice, including Medtech, READ Codes, advanced forms and recall systems, Bpac, Bpac Intelligence, Map of Medicine, New Zealand Formulary.</li> <li>Ensure all information entered into the Patient Management System is accurate</li> </ul>

	and in accordance with agreed protocols.
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3. Interpersonal Relationships	
3.1 Patient-centered care	<ul style="list-style-type: none"> <li>▪ Understand and implement 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</li> <li>▪ Provide services courteously and respectfully, with regard to the cultural beliefs and needs of patients</li> <li>▪ Respond openly to complaints or feedback.</li> </ul>
3.1 Coordinating Care	<ul style="list-style-type: none"> <li>▪ Develop collaborative working relationships with patients, internal services, community health services, DHB and non-Government public health providers, ACC and relevant non-health agencies.</li> <li>▪ Advocate on behalf of patients with external agencies to communicate patient care and support needs.</li> <li>▪ Contribute to MDT meetings.</li> <li>▪ Discuss plans of care with relevant Clinicians and involve other relevant services, as required.</li> </ul>
3.2 Team Work	<ul style="list-style-type: none"> <li>▪ Lead or delegate appropriately within the team</li> <li>▪ Collaborate in regard to roster development and provision of cover to ensure patients' needs are met. Communicate effectively and participate enthusiastically with the clinical team, treating other members of the team with the upmost respect to ensure patients receive optimal care.</li> <li>▪ Actively engage in and encourage interdisciplinary collaboration.</li> <li>▪ Provide ongoing support, education and mentoring to clinical students and graduates.</li> </ul>
3.3 Staff Problems, Issues and Complaints	<ul style="list-style-type: none"> <li>▪ Ensure all staff problems or issues are referred to the practice manager in the first instance</li> </ul>

4. Inter professional Health Care and Quality Improvement	
4.1 Professional Development	<ul style="list-style-type: none"> <li>▪ Maintain professional knowledge and standards through Continuing Medical Education, formal academic education and personal professional development to meet all requirements set by Medical Council of New Zealand.</li> <li>▪ Ensure all professional development and performance appraisal plans are completed.</li> <li>▪ Secure and maintain professional registration with recognised body.</li> <li>▪ Keep up to date with relevant changes in the health sector, ensuring a working knowledge of legislation that affects medical practice</li> <li>▪ Maintain a current resuscitation certification at Level 5.</li> </ul>
4.2 Peer Review	<ul style="list-style-type: none"> <li>▪ Attend regular peer review meetings and complete relevant activities and teaching as required.</li> <li>▪ Regularly attend Practice Meetings and Multi-Disciplinary Team Meetings (MDT) when able.</li> </ul>
4.3 Health & Safety	<ul style="list-style-type: none"> <li>▪ Comply with current legislation and 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.</li> </ul>
4.4 Complaints	<ul style="list-style-type: none"> <li>▪ Ensure all complaints to be referred to the Practice Manager in the first instance.</li> </ul>
4.5 Audits	<ul style="list-style-type: none"> <li>▪ Work with Manager and Compliance/HR Manager to ensure service audits are carried out when required and successful to ensure a quality service continues to be provided.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Actively participate in all quality improvements to ensure organisation retains Cornerstone Accreditation.</li> <li>▪ Check emergency equipment on a weekly and daily basis.</li> <li>▪ Actively contribute to organization quality management systems by ensuring all operations are in line with Cornerstone accreditation and Sector Standard guidelines.</li> </ul>
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## Person Specification

Competency	
<b><i>Experience, knowledge and skills</i></b>	<b>Essential</b> <ul style="list-style-type: none"> <li>▪ Registration as a medical practitioner in New Zealand</li> <li>▪ Vocational registration or practical experience as a General Practitioner</li> <li>▪ Experience using Medtech32</li> <li>▪ Ability to work in and contribute to a team</li> <li>▪ Open, honest and calm</li> <li>▪ Confidentiality</li> <li>▪ Computer literacy</li> </ul>
<b><i>Communication</i></b>	<b>Essential</b> <ul style="list-style-type: none"> <li>▪ Communicates clearly, assertively and confidently, both verbally and in written form, with internal and external stakeholders</li> <li>▪ Has a great sense of humour</li> </ul>
<b><i>Decision Making</i></b>	<b>Essential</b> <ul style="list-style-type: none"> <li>▪ Makes clear decisions and takes ownership of these, following up on problems to ensure they are resolved</li> <li>▪ Uses an evidence-based approach to decision-making</li> </ul>
<b><i>Achieves Results</i></b>	<b>Essential</b> <ul style="list-style-type: none"> <li>▪ Produces high quality work, checks work for errors, attends to details and is precise and accurate</li> <li>▪ Understands and accepts responsibility for the performance objectives and productivity of others</li> </ul>
<b><i>Problem Solving</i></b>	<b>Essential</b> <ul style="list-style-type: none"> <li>▪ Provides a range of solutions and recommendations to address the issue, thinks outside the box.</li> </ul>
<b><i>Performance Management</i></b>	<b>Essential</b> <ul style="list-style-type: none"> <li>▪ Keeps up to date with skills and information and shows willingness to learn</li> <li>▪ Motivates others to overcome obstacles and achieve goals</li> </ul>
<b><i>Organisational Skills and commitment</i></b>	<b>Essential</b> <ul style="list-style-type: none"> <li>▪ Prioritises tasks and completes in a timely manner, making plans to ensure goals are met</li> <li>▪ Allocates tasks to ensure work is completed in a timely and efficient manner</li> <li>▪ Promotes and models the organisation's moemoea, kaupapa and kawa</li> <li>▪ A proven team player who respects other team</li> </ul>
<b><i>Cultural Requirements</i></b>	<b>Essential</b> <ul style="list-style-type: none"> <li>▪ Displays integrity at all times</li> <li>▪ Willingness to embrace Tikanga and Te Reo Maori and Te Korowai Hauora o Hauraki moemoea, kaupapa and kawa.</li> </ul>

I certify that I have read this position description and reasonably believe that I understand the requirements of the position. I understand that:

a) this position description may be amended by the employer following reasonable notice to me

b) I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position.

**Position holder's name:**

**Position holder's signature:**

**Manager's name:**

**Manager's signature:**

**Date of signing:**