POSITION DESCRIPTION
Date revised: July 2020

Title: Specialist General Practitioner
Type of Employment: Locum Visiting Medical Officer
Campus: Alfred Health
Program: Rehabilitation and Aged Care
Unit/ Department: Hospital Admission Risk Program
Responsible to: Program Director, Rehabilitation and Aged Care

ALFRED HEALTH

Alfred Health is the main provider of health services to people in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The Health Service operates three outstanding facilities: The Alfred, Caulfield and Sandringham.

Further information about Alfred Health is available at www.alfred.org.au.

OUR BELIEFS

Our staff are expected to demonstrate and uphold Alfred Health beliefs, which are:

- Patients are the reason we are here – they are the focus of what we do.
- How we do things is as important as what we do.
- Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental.
- Excellence is the measure we work to everyday.
- Through research and education we set new standards for tomorrow.
- We work together. We all play vital roles in a team that achieves extraordinary results.
- We share ideas and demonstrate behaviours that inspire others to follow.

POSITION SUMMARY

The Specialist General Practitioner is required to:

- Support Alfred Health’s response to the Covid-19 Pandemic with particular reference to the care of frail elderly
- Have knowledge and experience in the management of common, acute and chronic medical conditions
- Have a commitment to work towards the provision of best practice care to all patients in the context of current professional knowledge and organisational resources,
- Ensure the maintenance of adequate medical records and
- Ensure that there is prompt communication with other clinicians and health care providers
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Qualifications and Experience:

Senior Medical Staff – Position Description
• Appointees must be legally qualified medical practitioners, registered or registrable with the Australian Health Practitioner Regulation Agency (AHPRA) without conditions, undertakings or reprimands that could impact on their clinical practice.

• Preferably Fellowship of the either the Royal Australian College of General Practitioners or the Australian College of Rural and Remote Medicine or equivalent certification from a recognised overseas body

• Meets Alfred Health requirements for credentialing and scope of practice for General Practice.

**Key Responsibilities:**

**Clinical Practice**

• Ensure that timely, efficient and high quality care is provided to patients.
• Assume responsibility for clinical care of allocated patients and participate in setting the standards for high quality clinical practice within the Department/Unit.
• Recognise consumer diversity and respond to the cultural and physical needs of high-risk groups;
• Maintain accurate patient records in accordance with Alfred Health policy & guidelines
• Utilise the electronic clinical information system unless there is an approved paper based alternative to facilitate patients’ comprehensive clinical plans of care.
• Use resources in a responsible manner having regard to patient priority and need.
• Ensure that there is prompt communication with other relevant clinicians and health care providers to ensure communicating for safety requirements are met
• Undertake other clinical and non-clinical activities (as applicable) as directed by the Unit Head.

**Clinical Governance, Quality, Safety, Risk and Improvement**

• Practise consistent with principles of patient centred care and develop an understanding of shared decision making and "what matters to the patient".
• Comply with the Alfred Health principles of Timely Quality Care (TQC)
• Participate in monitoring and quality improvement activities.
• Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
• Follow organisational safety, quality & risk policies and guidelines including infection prevention, hand hygiene, invasive devices, medication safety and open disclosure.
• Comply with Alfred Health medication management and medication safety policies and guidelines.
• Respond to concerns regarding safety, quality & risk by taking action or escalating to an appropriate staff member.
• Maintain a safe working environment for self, colleagues and members of the public.
• Comply with Alfred Health’s *Unacceptable Behaviour in the Workplace policy*.
• Comply with Alfred Health mandatory training and continuing professional development requirements.
• Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
• Participate in College, National Standards and other accreditation programs as required.
• Adhere to your defined scope of practice.
• Participate in the resolution of incidents and complaints & enter incident data into Riskman as necessary.
• Participate in performance review processes.

**Education & Research**

• Support teaching and research activities where relevant.
• Contribute to the overall professional standing of the Alfred
• Provide registrars and others working in your Department/Unit with appropriate supervision, training and instruction in accordance with Alfred Health policies.
• Comply with Alfred Health mandatory continuing professional development requirements.

**Professional Behaviour & Communication**

• Role model Alfred Health values & beliefs and question behaviours which are not consistent with these values.
• Maintain stable performance and a calm attitude under pressure.
• Attend relevant meetings of your Department/Unit.
• Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
• Comply with relevant privacy legislation.
• Maintain confidential information and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
• In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
• Commitment to child safety - Alfred Health has zero tolerance for child abuse and is committed to acting in the best interest of children in our care.

**Performance Indicators:**

• Meet the Alfred Health requirements for credentialing and scope of practice in of your unit/department
• Provide documentation as requested by Alfred Health to facilitate review of credentials and scope of practice in accordance with Alfred Health, Department of Health & Human Services policy and ACSQH guidelines¹.
• Ensure that all deaths which occur are reviewed and classified appropriately;
• Participate in the investigation and resolution of complaints and clinical incidents as directed by the unit-head/director;
• Follow administrative requirements as detailed in the individual employment contract including submission of time sheets/ Kronos data and leave requests and ensuring leave entitlements are discharged within the various time frames required.

¹ ACSQHC, Credentialing health practitioners and defining their scope of clinical practice: A guide for managers and practitioners, December 2015