

POSITION DESCRIPTION: GENERAL PRACTITIONER			
Background	<p>THINK Hauora is a network that designs, delivers and supports primary health care services across Ōtaki, Horowhenua, Manawatu and Tararua.</p> <p>THINK Hauora has a strong focus on equity and a commitment to collaborating and partnering with others to improve outcomes for our communities.</p> <p>This position description (PD) captures the expected functions of the position and is reviewed from time to time as required and considered as part of the annual performance review process.</p>		
Primary Functions	To provide competent patient-centred care that addresses health needs and promotes wellness. Such care is based on latest evidence and guidelines and meets legislator requirements.		
Reports to	Practice Manager, HCP		
Direct reports	Nil		
Functional Relationships	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <p>Internal</p> <ul style="list-style-type: none"> General Practitioners and Nurse Practitioners and Nurses (also referred to as Providers) Practice Nurses Primary Care Practice Assistants (PCPA's) Patient Support Team Clinical Governance Leadership Team </td> <td style="vertical-align: top; width: 50%;"> <p>External</p> <ul style="list-style-type: none"> Patients and their family and whānau Te Whatu Ora/Health NZ and THINKHauora representatives Visitors Other site Health Professionals </td> </tr> </table>	<p>Internal</p> <ul style="list-style-type: none"> General Practitioners and Nurse Practitioners and Nurses (also referred to as Providers) Practice Nurses Primary Care Practice Assistants (PCPA's) Patient Support Team Clinical Governance Leadership Team 	<p>External</p> <ul style="list-style-type: none"> Patients and their family and whānau Te Whatu Ora/Health NZ and THINKHauora representatives Visitors Other site Health Professionals
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Primary Location	Based in the Horowhenua Community Practice in Levin		
Salary Range	In accordance with the skills and experience to undertake the role competencies		
Nature of Position	Permanent, full-time		
Hours	Forty (40) hours per week (1.0 FTE), Monday to Friday. There is an expectation that some After-hours Clinic cover will be required in addition to the 40 hours.		
Status as described in the Children's Act 2014	In line with the Children's Act 2014 and our service agreement with Te Whatu Ora-Midcentral and THINK Hauora, this position has been identified as a Core Worker position.		
Health and Safety	<p>All staff and governance at THINK Hauora participate in health and safety management practices, ensure that work is done in a safe environment, reports and works to eliminate, isolate, or minimise any hazards, and applies the THINK Hauora health and safety policies and procedures.</p> <p>Staff must act to ensure that THINK Hauora complies with its responsibilities under the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation. Be able to demonstrate actions in an emergency situation that are specific to the workplace and are designed to keep individuals safe.</p>		

ORGANISATIONAL VISION, MISSION, and VALUES	
Our Strategy	THINK Hauora 2019-2025 Strategy supported by Ka Ao, Ka Awatea, Māori Health Strategic Framework
Our Vision	Tūhonotia te hapori ki te Ora – Connecting Communities for Wellbeing
Our Strategic Aims	<p>Whānau Ora: Developing a Whānau Ora approach to accelerate and ensure equity of Māori health outcomes</p> <p>Equity: Driving equity of outcomes through people, community voice and data</p> <p>Access: Ensuring access to health care is easy, available, cross-sectors</p> <p>Value: Creating value through teams, technology, and performance</p> <p>Innovation: Activating innovation, engagement and delivery of excellence</p> <p>Networking: Enabling networking and relationships to achieve partnerships</p> <p>Growth: Driving sustainability through system and alignment focus</p>
Our Values	<p>Trust: Maintaining open and honest relationships</p> <p>Respect: Embracing diversity, uniqueness and ideas</p> <p>Unity: Valuing strengths and skills</p> <p>Accountability: Working in a transparent and responsible manner</p> <p>Courage: Participating with confidence and enjoyment</p>
Commitment to Te Tiriti o Waitangi:	<p>We are committed to Te Tiriti o Waitangi (The Treaty of Waitangi), recognising, and respecting the principles of Partnership, Protection and Participation, and the articles of Kawanatanga – governance and the relationship between Treaty Partners, Tino Rangatiratanga – the right to be self-determining in all areas, Oritetanga – authentic contributions that drive equitable access and outcomes and Te Ritenga – honouring the beliefs, values, and aspirations of Māori.</p> <ul style="list-style-type: none"> • Implementing Te Tiriti o Waitangi articles and principles into the overall governance, planning and delivery of services. • Acknowledging Te Tiriti o Waitangi articles and principles that underpin our strategy. • Being responsive to Māori interests and ensuring these are protected.
Equity	THINK Hauora is committed to improving access to services and achieving equity of health outcomes across communities. We provide support and guidance to the wider workforce to do the same. THINK Hauora believes in equity and requires staff to “stop, look, listen and think” about how they can design, develop, and deliver services that create and maintain equitable environments to effect change and ensure that whānau flourish.

KEY RESPONSIBILITIES	
Key Competency	Activities and Expectations
To provide excellent clinical care	<ul style="list-style-type: none"> • Providing skilled health assessment, diagnosis, and treatment services (including contraception) to patients. • Ordering diagnostic tests as needed, checking, and informing patients of results in a timely manner. • Referring patients appropriately to other providers if their needs exceed the range of care you are able to provide. • Consulting and collaborating with colleague to provide optimal care. • Documenting all care provided and education/information given to patients within their health record, as per professional and company standards. • Providing care off site (house calls) when this is in a patient's best interest or when this improves access for a group of patients (e.g. marae-based clinics). • Maintaining patient throughput of a minimum of 3.5 patients per hour (to maintain good clinical practice, effective workflow, and adequate medical note recording).
To maintain good medical practice	<ul style="list-style-type: none"> • Maintaining professional knowledge and standards through continuing medical education, and more formal academic education and personal professional development. • Involvement in peer review activities and trainee teaching. • Participating in an annual performance appraisal and setting work and personal goals for the coming year. • Having a working knowledge of legislation that affects medical practice. • Maintaining a current resuscitation certification at Level 5. • Maintaining a current Annual Practising Certificate with the Medical Council of New Zealand
Maintaining trust	<ul style="list-style-type: none"> • Understanding and implementing 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. • Providing services courteously and respectfully, with regard to the cultural beliefs and needs of patients. • Responding openly to complaints or feedback.
Duty to protect all patients	<ul style="list-style-type: none"> • Recognising when you are unwell or overburdened and taking action. • Reporting as required by legislation when you believe patients or their families/whanau or the public are at significant risk. • Consulting, supporting and if needed, reporting colleagues who you feel are not competent to practice.
Working collaboratively with colleagues	<ul style="list-style-type: none"> • Working constructively and harmoniously with other members of HCP team to ensure patients receive optimal care. • Leading or delegating appropriately within the team. • Collaborating in regard to roster development and providing cover to ensure patients' needs are met.

Maintaining integrity in professional practice	<ul style="list-style-type: none"> • Making honest claims for services provided to ACC, MOH, PHOs and other service funders. • Charging for consultations in line with HCP's policy by annotating correctly on consultation slips. • Completing time sheets correctly. • Declaring vested interests in services that you may be referring to. • Returning phone calls.
Provide certificates and other documents	<ul style="list-style-type: none"> • Completing ACC, insurance, and other reports within a week of receipt. • Sending referral letters within one week. • Completing event/incident forms as per company policy. • Clearing inboxes daily and delegating this task if absent.
Undertaking research and quality improvement activities	<ul style="list-style-type: none"> • Undertaking personal practice review activities or audits to enhance practice. • Participating in centre-based audits. • Involvement in practice accreditation audits.
Using company and group systems	<ul style="list-style-type: none"> • Using the patient information system (Indici) effectively (e.g. READ Codes, advanced forms and recall systems). • Demonstrating a working knowledge of HCPs policy with regard to clinical practice as described in company manuals. • Using HCP intranet and email facilities. • Reporting 'events' or untoward incidents as per professional standards HCPs policy. • Practicing medicine in a way that reflects HCP's values and mission.
Other Duties	<ul style="list-style-type: none"> • Carry out other duties as requested by your Manager • Readily performs activities that contribute to the role and the THINK Hauora strategy as requested and required
PERSONAL SPECIFICATIONS	
Qualifications	<ul style="list-style-type: none"> • Registration as a Medical Practitioner in New Zealand. • Vocational registration or practical experience as a General Practitioner
Essential	<ul style="list-style-type: none"> • Strong interpersonal communication • Active listening • Clinical competence and a commitment to life-long learning • Comfort with computerised patient management systems • A 'cool head' in emergency situations
Desirable	<ul style="list-style-type: none"> • Enjoys working in primary health care. • A passion for improving and maintaining the health of all patients. • Enthusiasm for working in a team environment. • An ability to empathise and develop therapeutic relationships with people.

EMPLOYEE ACCEPTANCE

This Position Description has been agreed between:

Practice Manager (print then sign)

Date:

and

Employee (print then sign)

Date: