

## POSITION DESCRIPTION

<b>Position</b>	General Practitioner	
<b>Reporting to:</b>	Service Manager – Primary Health & Medical	
<b>Staff responsibility:</b>	Nil Collegial support to other clinical staff within Te Oranganui and at times throughout the organisation	
<b>Job purpose</b>	To provide Primary Medical Services which are of a high quality and culturally appropriate to the centres clients, in keeping with the standards set by the New Zealand Medical Council.  You will be required to work at any of Te Oranganui Medical Centres and provide on call cover at the Whanganui Accident and Medical Centre.	
<b>Accepted by:</b>	<b>Employee Signature:</b>	<b>Date:</b>
<b>NAME</b>		

### Background

Te Oranganui is an Iwi governed Health and Social Service Organisation. Established in 1993, Te Oranganui has seven service lines and covers the iwi boundaries of Ngāti Apa/Ngā Wairiki, Te Ātihaunui a Pāpārangi and Ngā Rauru Kītahi. The seven services are;

Te Waipuna:	Primary Health & Medical
Te Taihāhā:	Disability Support Service
Waiora Hinengaro:	Mental Health and Addictions
Toiora Whānau:	Whānau and Community
Waiora Whānau:	Healthy families
Whakahaumanu Mana Tāne:	Drug Treatment Programme
Te Taituāra:	Support Services

### Vision

Korowaitia te puna waiora, hei oranga motuhake mō te iwi

### Mission statement

To empower whānau into their future

### Values

<i>Tika</i>	Excellence in how we do things
<i>Whānau</i>	At the centre of everything we do
<i>Pono</i>	Act with honesty and integrity
<i>Mahitahi</i>	Committed to working together for the betterment of our Whānau, Hapū, Iwi and communities

**Key Result Area 1: Direct Patient work**

**Tasks:**

- 1.1 Safe, competent and professional management of patients conditions in accordance with their clinical priority;
- 1.2 Good communication with patients about their conditions and treatment;
- 1.3 Provision of patients-rights and all necessary consents acquired prior to treatment;
- 1.4 Maintenance of comprehensive and appropriate patient records within the normally accepted procedures of Te Oranganui and the Royal New Zealand College of General Practitioners (RNZCGP) clinical protocols;
- 1.5 Review investigation results and letters from other providers relating to patients in their care; or the care of the doctor they are replacing (if a locum) or in the care of other GPs in the practice who are on leave by agreement;
- 1.6 Respond to trauma and general medical emergencies (If required) and or members of the public and or emergency services. Endeavour to provide immediate and appropriate response to any life-threatening situation;
- 1.7 Obtaining assistance and advice as needed from Te Oranganui Medical centre GP colleagues and specialist staff at Whanganui Hospital or other appropriate services;
- 1.8 Cover on call at the Whanganui Accident and Medical as required.

**Key Result Area 2: Indirect patient work**

**Tasks:**

- 2.1 Attend and participate in practice staff meetings which include service planning, clinical teaching and assessment of practice;
- 2.2 Prepare necessary clinical medical reports and complete all ACC forms for ACC patients;
- 2.3 Provide professional advice as requested;
- 2.4 Communicate, where appropriate with relatives of patients on medical matters
- 2.5 Where appropriate participate in multi-disciplinary care planning and review
- 2.6 Maintain age/sex, disease register as per guidelines

**Key Result Area 3: Continuing Medical Education/Professional Development Training**

**Tasks:**

- 3.1 Participate in organisational performance management processes including regular performance appraisal
- 3.2 Maintain own professional competencies by self-directed learning as appropriate
- 3.3 Attend and participate in CME and peer group activities with other GPs at Te Oranganui Medical Centres
- 3.4 Undertake all organisational & compulsory training (where applicable)
- 3.5 Participation in professional development in line with job description or TOIHA succession planning (where applicable)
- 3.6 Professional Development requirements identified for following year/s.
- 3.7 Actively maintain Indemnity Insurance cover.

### General provisions

- Actively participate in Te Oranganui kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions etc;
- Uphold the principles of Whānau Ora – working across teams and functions; acknowledging the unique skills and abilities all kaimahi bring
- Ensure you maintain an accurate and up to date understanding of Te Oranganui policies and that you uphold these at all times;
- Ensure the health & safety of yourself as well as others in your working environment, upholding organisational health and safety policies and procedures at all times;
- Proactively promote Te Oranganui in a positive light in all activities
- Actively participate in ongoing professional development

*The above statements are intended to describe the general nature and level of work being performed by the job holder. They are not intended to be an exhaustive list of all responsibilities, duties, or skills required of the job holder. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed.*

### PERSON SPECIFICATION

#### Experience & Qualifications

- Registered as a Medical Practitioner with the Medical Council of New Zealand
- Ideally have Vocational Registration as a General Practitioner in New Zealand
- Experience as a General Practitioner or in Family Medicine/Primary Care
- ACLS – Advanced Cardiac Life support Level 5 or above
- A high standard of clinical care, management and time management skills

#### Essential Skills

- Excellent interpersonal skills with all patients, their whanau and colleagues.
- Able to work as part of a team with other GP and nursing colleagues within the practice
- Be culturally sensitive with an understanding of the Principles and Articles of the Treaty of Waitangi
- Ability to work flexibly and positively in a rapidly changing environment
- Hold a current New Zealand driver's license