

**POSITION DESCRIPTION**

**Organisational Vision**:

South Canterbury District Health Board (SCDHB) is committed *“to enhance the health and independence of the people of South Canterbury”.*

**Organisational Values:** **I CARE**

* **I**ntegrity
* **C**ollaboration
* **A**ccountability
* **R**espect
* **E**xcellence

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| **Section One**  **Position** Locum General Practitioner  The Locum General Practitioner will work as locum tenens in practices as negotiated by SCDHB, Primary Health Partnerships & Allied Health Service (PHP&AHS).  The Locum General Practitioner will be part of the team to provide primary and continuing medical care for the enrolled patients of the Practice and first contact for patients needing medical services from within the surrounding area. |
| **Reports to:** Primary Health Manager |
| **Nature of Appointment:**  The hours of work will be determined by each practice the locum is placed at but will be approximately:  - Monday – Friday  - 8.30am start until end of morning session (approx. 12.00 – 12.30)  - 1:30pm start until the end of afternoon session (approx. 5.00pm – 5.30pm)  - Appointments are booked at 10 – 15 minute intervals  **On Call Duties:**  The Locum General Practitioner may be requested to cover the on-call or weekend surgery roster  **Variation:** Variations to the job description shall be agreed and recorded. |
| **Section Two**  The incumbent will undertake their clinical responsibilities and conduct themselves in accordance with best practice, relevant ethical and professional standards and guidelines, as determined from time to time by:   * The New Zealand Medical Association’s code of ethics * The incumbent’s relevant medical college(s) and/or professional association(s). * The New Zealand Medical Council * The Health & Disability Commissioner * The Employer’s policies and procedures |
| **Section Three**  ***Direct patient Work***   * Safe, competent and professional management of patients conditions in accordance with their clinical priority. * Good communication with patients about their conditions and treatment. * Provision of patient rights and all necessary consents acquired prior to treatment. * Maintenance of comprehensive and appropriate patient records, within the normally accepted procedures and Royal NZ College of General Practitioners (RNZCGP) clinical protocols. * Obtaining assistance and advice from colleagues and specialist staff at Timaru Hospital. * Active participation in process regulating performance and accountability which will include quality improvement measures. The Practitioner shall participate in clinical audit and peer/clinical review as agreed. * Ensure the principles of the Treaty of Waitangi are upheld. |
| **Section Four**  ***Indirect patient Work***   * Attend and participate in practice staff meetings. * Prepare necessary clinical reports and complete all Accident Compensation Commission (ACC) forms for ACC patients. * Provide professional advice as requested. * Attend and participate in CME and Peer Group activities with other GP’s. * Communicate, where appropriate with relatives of patients on medical matters. * Where appropriate participate in multi-disciplinary care planning and review. * Maintain age/sex, disease register as per guidelines. |
| **Section Five**   * Ensure that they meet their obligations under the Treaty of Waitangi * The description shall include all terms implied by operation of law, or incorporated by statute, or otherwise passed or substituted including but not limited to   Accident Rehabilitation Act 2000  Employment Relations Act 2000  Health and Safety in Employment Act 1992  Health Practitioners Competency Assurance Act 2003  Human Rights Act 1993  Medicines Act 1981  New Zealand Bill of Rights 1990  Privacy Act 1993  Wages Protection Act 1983  **Health and Safety**  The Locum General practitioner will be responsible for their own safety and will ensure that no action or inaction on their part will cause harm to any other person.  The Locum General Practitioner will abide by the Organisation’s Health and Safety Plan and will participate in plan development and Health and Safety Training as appropriate. The Locum General Practitioner will bring health and safety issues to the attention of the Practice Manager in time for consideration during the preparation of plans and budget.  **Quality Standards**  It is expected the Locum GP will participate in the development of quality activities. |
| **Section Six**  **Qualifications, Skills and Experience**   * Registered as a medical Practitioner with the Medical Council of New Zealand. * Experience as a General Practitioner or in Family Medicine/Primary Care. * ACLS – Advanced Cardiac Life Support. * Paediatric Advanced Life Support ideally but this is not a must. * Ideally some experience working in A&E and with Secondary Inpatient Care Management. * A high standard of clinical care, management and time management skills.   **Person Specification**   * Excellent interpersonal skills with all patient, families and staff * Be culturally sensitive, with an understanding of the Principles and Articles of the Treaty of Waitangi * Ability to work flexible and positively in a rapidly changing environment * New Zealand Driver’s licence or International Driver’s Licence |
| This job description gives a general outline of the duties and is not intended to be an inflexible or finite list of duties. It may therefore be amended from time to time.   |  |  | | --- | --- | | *Signed on behalf of SCDHB*  *Date*  *Name:*  *Position:* | *I accept the terms and conditions as outlined in this Position Description*    *Date*  *Name:*  *Job Title : Locum General Practitioner* | |