

POSITION DESCRIPTION

Position	General Practitioner - Clinical Lead	
Team	Te Waipuna Health	
Reporting to:	Kaihautū Te Waipuna Health	
Staff responsibility:	General Practitioners	
Job purpose	Provide clinical and professional oversight and positive leadership of the Medical Practitioners, to ensure all practitioners within the team work together to achieve delivery that is as excellent as possible, within the available resources.	
Hours	32 hours per week (2 days Clinical Role and up to 3 days patient contact)	
Accepted by:	Signature:	Date:
NAME		

Background

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

Te Waipuna Health:	Primary Health & Medical
Te Taihāhā:	Disability Support Service
Waiora Hinengaro:	Vocations, Mental Health and Addictions
Toiora Whānau:	Whānau and Community
Te Puawai Whānau:	Family Start & Tamariki Ora Services
Waiora Whānau:	Healthy Families
Whakahaumanu Mana Tāne:	Clinical Services Corrections
Te Taituarā:	Business Unit

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. Clinical protocols and pathways

Tasks:

- 1.1. Ongoing medical care of clients and ensuring clients are fully informed of treatment recommended.
- 1.2. Provide good and polite service to consumers and peers at all times.
- 1.3. Engaging other providers and disciplines to participate in individual patient care planning processes, particularly for patients with complex health problems.
- 1.4. Inform clients of the services offered by Te Oranganui.
- 1.5. Maintaining a high quality of medical practice to ensure best practice outcomes.
- 1.6. Providing culturally appropriate care delivery and application of the Treaty of Waitangi principles.
- 1.7. Maintain accurate, comprehensive and legible records of clients.
- 1.8. Give advice regarding healthy lifestyles and the promotion of good health i.e. immunisation, cervical screening, well child checks, prevention of childhood injury, men and women health checks.
- 1.9. Participating in the evaluation processes measuring the effectiveness of clinical care delivery.
- 1.10. Anticipating and effectively managing medical clinical patient problems while demonstrating reasonable skill, knowledge and care.
- 1.11. Plan & implement opportunities to improve safety and effectiveness of care delivery processes, particularly for patients with complex health.

Key Result Area 2: Māori clinical issues

Provide effective feedback on Māori clinical issues

Tasks:

- 2.1 Work in collaboration with clinical staff and other health care practitioners or organisations in order to deal with Māori clinical issues.
- 2.2 Raise clinical issues specific to Māori.
- 2.3 Attend Clinical Governance Forum of the Whanganui Regional Health Network PHO as a representative for Te Oranganui.

Key Result Area 3: Clinical Audits

Provide clinical support to ensure completion of Clinical Audits

Tasks:

- 3.1 Audit and maintain the schedule of protocols on behalf of the clinic ensuring staff are current and in line with best practice.
- 3.2 Provide auditors with necessary information in order to complete clinical audits for the clinic.
- 3.3 Investigate opportunities for service improvement introducing change and audit outcomes.
- 3.4 Representation on the organisation's Clinical Governance Forum.
- 3.5 Ensure the General Practitioner team practices within scope of practice through audit and peer continuing medical education.
- 3.6 Contribute to Cornerstone and other accreditation.

Key Result Area 4: Clinical Leadership within the Medical Centre team

Provide an effective and efficient clinical support to the Medical Centre team

Tasks:

- 4.1 Demonstrate and teach effective assessment skills and recognise the need for improved practice.
- 4.2 Establishing effective communication with all Clinic personnel through formal and informal planning, mentoring, clinical supervision and staff meetings.
- 4.3 Consistently demonstrate professional accountability and leadership.
- 4.4 Participate in regular interdisciplinary case review activity.
- 4.5 Lead General Practitioners Clinical Peer Group Hui
- 4.6 Provide guidance on clinical matters when information sought for contractual requirements and feedback to clinical teams of contractual compliance.
- 4.7 Participate in the recruitment of all clinical positions.
- 4.8 Offer support and advice to locums and nursing staff.
- 4.9 Provide support and advice on areas of expertise i.e. Mental Health
- 4.10 Represent Te Oranganui at external Medical forums where applicable.
- 4.11 Work in collaboration with the nursing team leader to ensure effective teamwork and working towards clinical roles.
- 4.12 Maintain links to facilitate liaison with external clinical and other staff who interact with the practice, such as clinical nurse specialists, mental health teams, pharmacists.
- 4.13 Maintain links with the PHO and facilitate joint working.
- 4.14 Review clinical incidents and complaints to ensure effective lessons are learnt.

Key Result Area 5: General Practitioner cover

Provide cover to all General Practitioners

Tasks:

- 5.1 GP cover of up to three days per week in the clinic.
- 5.2 Full cover of General Practitioners on sick leave or holiday leave especially during winter.

Key Result Area 6: Clinical support for the Kaihautū

Provide clinical support to the Kaihautū

Tasks:

- 6.1. Support the Kaihautū for analysis of clinical data.
- 6.2. Interpret clinical information to obtain summary analysis.
- 6.3. Prepare reports for the board on clinical activities and issues involving Te Waipuna Health.
- 6.4. Support with interviews and appointment of potential clinical practitioner.
- 6.5. Planning opportunities to improve safety and effectiveness of care delivery.
- 6.6. Developing and implementing protocols and guidelines, in consultation with the Team, and monitoring these to ensure ongoing effectiveness.
- 6.7. Undertake annual GP performance, development and planning reviews.

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 and in service training opportunities

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

PERSON SPECIFICATION

Experience & Qualifications

- Appropriately NZ qualified Registered General Practitioner
- Current Annual Practicing Certificate
- Hold a full driver's license
- Vocational registration
- Extensive (10 years +) experience in General Practice

Essential skills

- Excellent communication and facilitation skills
- Knowledge of tikanga o Whanganui, Ngāti Apa and Ngā Rauru;
- Well organised
- Ability to work with a broad range of people

Personal Attributes

- Commitment to Whānau, Hapū and Iwi
- Understand and practice Te Oranganui's values and principles that underpin the vision of the organisation.
- A friendly "Can Do" attitude
- Ability and willingness to work positively as a member of a team
- Honest, reliable and responsible
- Punctual
- Ability to empower others