

This template has been created with form fields for you to overtype the prompts or select content from drop-down menus. These prompts should stand out as the shaded text throughout the document.

This document should be discussed with the Registrar as part of their orientation to the Practice, with a completed and signed copy attached to their executed employment agreement.

As this position description forms the basis of a Code of Conduct for the Registrar as a Practice employee, you should customise this with references to any Practice policies (including Employee Manual if you have developed one) and / or Standard Operating Procedures.

We remind you to delete this cover page before printing / sharing with the Registrar.

Please contact [operations@gpsa.org.au](mailto:operations@gpsa.org.au) with any queries or suggestions for this template.

Acknowledgment to Doutta Galla Community Health Service for a portion of the text used in this template.

POSITION DESCRIPTION TEMPLATE – GP / RG Registrar

How to use this template

# POSITION DESCRIPTION

## Position Title

Choose from list - Choose an item

**Employee Name**

Name

**Dates of Employment**

From Click or tap to enter start date to Click or tap to enter end date

**Reports to**

Choose from list

**Employment Basis**

# hrs/wk

Choose from list

## Remuneration & Employment Conditions

* As per the Employment Contract

## Internal Relationships

Practice Doctors

Practice Nurse(s)

Reception Staff

Allied Health Staff

Other: Insert details

## External Relationships

Local Hospital: Insert details

Residential Aged Care Facility/s: Insert details

Other: Insert details

## Checks Required

Police Check

Working with Children

Pre-Employment Medical

## Qualifications Required

* Registration as a Medical Practitioner with the Medical Board
* College placement

## Additional Documentation Requirements

Evidence of AHPRA registration

Evidence of current medical indemnity insurance

Current resuscitation certificate

Current Drivers Licence

Medical Provider Numbers for all locations

Credentials for working in external facilities (e.g. rural hospitals)

# Position Summary

The Select title (“the Registrar”) is a Choose an item trainee Select Profession within the Australian General Practice Training program who, under the supervision of an accredited Select Profession in an accredited Training Practice is responsible for providing general medical services for patients and ensuring that the standard of patient centred care addresses health needs and promotes wellness. Patient care services must be delivered and maintained at the highest level based on the latest evidence and in accordance with the Training Practice policies and procedures, and relevant legislation and standards.

The Registrar, while in training, will take a role in the planning and implementation of the medical health program of the Training Practice, and will work closely with other staff to achieve an efficient and integrated service with high quality results.

The Registrar will be supervised by an accredited Supervisor, and is to be involved in training and educational requirements with respect to external clinical teacher visits, training adviser meetings and educational release meetings as prescribed by the College.

# Tasks and Responsibilities

## Providing good clinical care:

* Providing skilled health assessment, diagnosis and treatment services to patients.
* Ordering diagnostic tests as needed, checking and informing patients of results as per clinic procedure.
* Referring patients appropriately to other providers if their needs exceed the range of care you are able to provide.
* Consulting and collaborating with colleagues to provide optimal care.
* Documenting all care provided and education/information given to patients within their health record, as per clinic procedure.

## Maintaining good medical practice:

* Maintain professional knowledge and standards through continuing medical education and personal professional development.
* Maintain a working knowledge of legislation and standards of General Practice.
* Practise medicine in a way that reflects the practice’s values.
* Adhere to infection control and occupational health & safety policy and standards.

## Maintaining trust:

* Provide services courteously and respectfully, with regard to the cultural beliefs and needs of patients.
* Respond openly and follow up complaints or feedback in a timely manner.
* Report and document near misses or mistakes in clinical care to the Supervisor immediately as per the Practice policies.
* Seek permission from the Supervisor prior to participating in any research projects.
* During the term of employment and after it has ceased, the Registrar will not use or divulge any information confidential to the Training Practice, pertaining to either patients or business matters and will return all confidential information which may be in their possession to the Training Practice.
* The GP Registrar will advise the GP Supervisor and the Training Practice of
  + All complaints from patients, either directly or via the insert relevant State authority;
  + All letters or reports written to the GP Registrar’s Medical Defence Organisation;
  + Any correspondence with the Australian Health Practitioner Regulation Agency; Medical Defence Organisation; and the Coroner's Office;
  + Any incident which might adversely impact the Training Practice.

## Working collaboratively with colleagues:

* Collaborating in regard to rosters and providing cover to ensure patients’ needs are met.
* Working constructively and harmoniously with all staff to ensure patients receive optimal care.
* Participate in activities and tasks in preparation for practice accreditation.
* Participate in centre-based audits and activities.
* Attend scheduled clinical and non-clinical staff meetings.
* Address staff and patient concerns sensitively and in a timely manner.
* Develop communication pathways with local allied and ancillary health providers.
* Carry out all other duties as negotiated.

## Maintaining integrity in professional practice:

* Charging for consultations in line with clinic policy and the Medicare schedule.
* Declare vested interests in services that you may be referring to.
* Returning phone calls in timely manner.
* Completing all documentation (e.g. medical reports) in a timely manner.
* Clearing in-tray daily and delegating this task if absent.
* Demonstrating a working knowledge of practice policy with regard to clinical practice as described in practice manuals.
* Using the computer effectively i.e. recall systems, data input.
* Keeping up to date with new item numbers and incentive payments.
* Ensuring immunisation status is kept up to date.

## Expected behaviours and personal attributes:

* Communicating openly with the Supervisor and Practice Manager about rostering, billing and educational concerns and/or requirements.
* Demonstrate a knowledge of and compliance with all relevant legislation and common law obligations.
* Discharge of duty of care in the course of practice including meeting practice standards, and accountability.
* Demonstrate knowledge of policies and procedural guidelines that have legal implications, for example, ensure documentation conforms to legal requirements.
* Identify and respond to unsafe practice, for example, implement interventions to prevent unsafe practice and/or contravention of law.
* Demonstrated patient-focused approach in service provision with genuine empathy and interest in their needs.
* Excellent interpersonal and communication skills across all ages and social groups.
* Be always well-presented, friendly, courteous and obliging, representing the practice in a confident and positive manner at all times.
* Undertake all duties in a diligent manner, with honesty and integrity,
* Have a vigilant attitude to accuracy, being prepared to double check as necessary.
* Ability to work cooperatively and independently, and ability to prioritise and organise, with attention to detail.
* Demonstrated commitment to ongoing professional development.

# Endorsement and Acceptance

|  |  |
| --- | --- |
| SIGNED BY **EMPLOYEE** |  |
| Name of Employee | *Signature*  Name |
| Dated: | Date |