



POSITION DESCRIPTION

Title:	Practice Manager	Position no.	05/CR
Level:	Contract	Agreement/Award:	NA
Business Unit:	Medical		
Responsible to:	Medical Centre Principal Doctor Responsible for Administration	Date effective	22 July 2020

1. OBJECTIVES OF POSITION

- To ensure that the management of the practice fully supports the delivery of quality clinical care by the practitioners to the patients
- Achieve positive outcomes for work area consistent with the Shire of Boyup Brook Strategic Community Plan and Corporate Plan

2. KEY RESPONSIBILITIES

The Practice Manager is accountable for provision of expert management services to the practice. This includes but is not limited to:

ACCREDITATION

- Responsible for the re-accreditation of the practice against the standards for General Practice set by the Royal Australian College of General Practice and accreditation against other standards as required.

PERFORMANCE OF STAFF (other than General Practitioners)

- Recruitment, induction, and training of staff, including determination of the position definition, task types and task allocation in response to the needs of the practice
- Review of staff performance and training needs analysis
- Development and maintenance of appropriate human resources systems
- Assistance to doctors with recruitment of practitioners

FINANCIAL PERFORMANCE

- Development and maintenance of systems of accounting for all monies earned by the practice and expended by the practice in consultation with the Shire Accountant
- Preparation of meaningful and timely financial reports as required in consultation with the Shire Accountant
- Maintenance of records
- Training of staff as appropriate

PRODUCTIVITY

Development and maintenance of systems, including appropriate measurement, for:

- Staff performance
- Fee recovery
- Purchase and use of consumables
- Provision of services to the practice
- Hours of operation
- Types of services provided by the practice
- Undertake analysis of business issues and make decisions, give comments and/or make recommendations as appropriate

ASSET MAINTENANCE

- Development and maintenance of equipment registers
- Schedule and ensure routine and non-routine maintenance of equipment
- Advise on purchase and replacement of equipment

OPERATING ENVIRONMENT

- Maintain knowledge of and comply with government legislation and regulation
- Maintain knowledge of and comply with contractual obligations of the practice
- Maintain knowledge of and comply with any relevant industrial award
- Maintain knowledge of impending changes to the political, economic, legislative and physical environments of the practice
- Develop appropriate strategies for change
- Advise doctors as necessary
- With doctors and staff, develop and maintain appropriate Practices and Procedures for the business
- Interact with and influence a range of contacts at all levels inside and external to the practice to provide advice, explanation or gain commitment on specific issues verbally and in writing
- Cold Chain Management as outlined in the RACGP Standards for General Practice
- Vaccine stock ordering and maintenance
- Coordinate Infection Control Processes
- Manage day to day Health & Safety including consultation with staff members

GENERAL

- Any other duties requested by the Medical Centre Principal Doctor

3. ORGANISATIONAL RELATIONSHIPS

- Responsible to Medical Centre Principal Doctor Responsible for Administration
- Supervision of Medical Centre staff (other than GPs)
- Internal and External Liaison

INTERNAL

Medical Centre staff

EXTERNAL

General Public

WA Country Health Service

Professional bodies

Suppliers and contractors

4. EXTENT/DELEGATION OF AUTHORITY

The Practice Manager will have the following authorities:

- Veto the selection of staff for whose performance the Practice Manager is accountable
- Assign tasks and designate task types as appropriate to staff
- Initiate removal of staff from role
- Select temporary replacement staff
- Approve training programs for subordinates
- Authorise purchases of non-capital items
- Authorise payment of accounts
- Recommend on purchase of medical equipment

5. SELECTION CRITERIA

Qualifications	Essential	Desirable
Relevant tertiary qualifications		✓
Hold or be able to obtain	Essential	Desirable
National Police Clearance (under 3 months)	✓	
Current Provide First Aid/CPR training undertaken within the past 3 years or willingness to participate in such training	✓	
Right to Work in Australia or be eligible for such	✓	
Current Drivers Licence		✓
Relevant Experience and Knowledge	Essential	Desirable
Understanding of the requirements of a small medical centre, including relevant legislation and government/professional provisions.	✓	
Experience as a medical practice manager		✓
Experience working in a rural area		✓
Knowledge of OSH principles including hazard identification, risk assessment and control	✓	
Leadership and team-building experience	✓	
Skills and Attributes	Essential	Desirable
Well-developed verbal and written communication skills	✓	
Well-developed skills in accounting and business reporting	✓	
Well-developed computer skills	✓	
Decision making competence	✓	
Ability to devise and review operational systems	✓	

6. NORMAL WORKING HOURS

As per contract

7. KEY PERFORMANCE INDICATORS

At least once in each calendar year the position supervisor will conduct an evaluation of the officer's performance. The annual review will include an assessment of achievement against position objectives, within the context of the Shire's strategic planning.

8. CERTIFICATION

As Chief Executive Officer, I confirm the details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

As position occupant, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

As Senior Finance Officer, I confirm the details contained in this document are consistent with the Shire of Boyup Brook standards, the Organisation Structure and Award classification requirements.

Shire: Acting CEO	
Date	
Occupant	
Date	