

Expression of Interest



Casual Medical Practice Manager

CLERMONT
COUNTRY PRACTICE

We are a privately owned one doctor general medical practice in rural Clermont seeking a professional, compassionate and knowledgeable individual to meticulously maintain and grow our practice business and its exceptional level of health care.

Responsibilities

Planning	<ul style="list-style-type: none"> - Determine annual goals of practice in consultation with principals, prepare budgets and plans accordingly and provide regular reports on business performance in relation to goals. - Work with principals to develop and implement strategies for achievement of practice goals. - Implement the business risk management plan - Facilitate effective corporate and clinical governance approaches in line with the practices policies and procedures - Establish and grow practice procedures as required. - Take responsibility for sustainable staff rostering.
Human Resources	<ul style="list-style-type: none"> - Recruitment, development and management of non-clinical practice staff to ensure high performance and continuing professional improvement. - Facilitate recruitment of clinical staff - Demonstrate Leadership and management building, delegation of tasks and conflict resolution. - Facilitation of rewards for team members within agreed parameters
Systems	<ul style="list-style-type: none"> - Review and improve practice systems to ensure smooth and efficient functioning, high quality services and continuous improvement.
Equipment and Software	<ul style="list-style-type: none"> - Equipment covers business, clinical and information and communication technology - Schedule routine and non-routine maintenance and upgrades of equipment. - Prepare recommendations and arrange finance for purchase of capital equipment.
Compliance	<ul style="list-style-type: none"> - Maintain awareness of current and new legislation to ensure business is complying with all statutory and regulatory obligations including industrial and employment law, OHS requirements, privacy obligations and taxation responsibilities. - Ensure relevant personnel are kept informed and changes are made to systems and procedures as required. - Ensure practice complies with all contractual obligations. - Maintain practice accreditation standards as per current RACGP standards.
General	<ul style="list-style-type: none"> - Other responsibilities as required. - Tasks in this Position Description may be adjusted to best utilise staff abilities in various areas.

Education, Qualifications and Experience

Essential

- Proven performance in management of businesses
- Proven leadership and team development experience, particularly diverse teams
- Exceptional written and verbal communication skills
- Demonstrated proficiency in planning, organising and controlling business activities
- Demonstrated experience in development and implementation of quality systems
- Expertise in use of Microsoft office suite

Desirable

- Familiarity with clinical software Best Practice
- Business management qualifications (eg Diploma in Practice Management, Bachelor of Business)
- Member of Australian Association of Practice Managers
- Experience with specific social groups serviced by practice, such as infants and children, adolescents, aged care, migrant or refuge groups, aboriginals and Torres Straight islanders, etc.

Expected behaviours and personal attributes

- Demonstrate appropriate leadership and management skills
- Demonstrated patient-focused approach in service provision with genuine empathy and interest in their needs.
- Represent the practice in a confident and positive manner at all times.
- Undertake all duties in a diligent manner, with honesty and integrity,
- Maintain absolute confidentiality regarding patient and practice information.
- Have a vigilant attitude to accuracy, being prepared to double check as necessary.
- Ability to work cooperatively and independently
- Ability to prioritise and organise, with attention to detail.
- Demonstrated commitment to ongoing professional development

Other features

- Casual position with a qualifying period of 3 months
- Professional development is provided, and it is expected that the Practice Manager will participate on a regular basis
- Limited use of own vehicle, is not essential but may be required from time to time, with mileage being reimbursed at the relevant ATO rate for business-related use
- There may be potential for contact with hazardous material such as blood and body fluids
- The Practice Principals encourage all staff to be immunised against vaccine-preventable diseases

To apply please forward a brief covering letter and resume to:

employment@clermontcountrypractice.com