

POSITION DESCRIPTION

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|---------------------------|--|
| Position Title: | Medical Officer – Metropolitan Clinics |
| Grading: | MO2 – MO3 |
| Location: | Metropolitan (Newington, Fairfield & Penrith) clinics <i>(Note: routine travel to all clinics across metropolitan Sydney is required)</i> |
| Responsible to: | Operations Manager - Metropolitan (operational) Medical Coordinator (professionally) |
| Responsible for: | Nil |
| Collaborates with: | Medical Officers Registered Nurses Assistants in Nursing Social Workers Rostering & Logistics Manager |

Our Organisation

Family Planning NSW is the leading provider of reproductive and sexual health services in NSW. As an independent not-for-profit organisation we offer expert clinical care, information and advice for every body in every family as well as education and training and evidence-based research to support doctors, nurses and other professionals.

Family Planning NSW is committed to excellence in meeting the reproductive and sexual health needs of the community. We achieve this by providing best practice, accredited clinical services, enhancing the knowledge and skills of service providers, improving the body of knowledge about reproductive and sexual health through rigorous research and evaluation, and leading international development projects to promote the rights of marginalised people in developing countries.

Position Overview

The Medical Officer is expected to provide high quality clinical services to Family Planning NSW clients and work effectively in a team environment. They will maintain high clinical standards and professional medical practices across the organization in accordance with Family Planning NSW policies, procedures and clinical guidelines.

Selection Criteria

Essential (including qualifications)

- Primary medical degree with current AHPRA registration as a medical practitioner (VR)
- Unrestricted Medicare provider number
- FPAA Certificate in Reproductive and Sexual Health (or equivalent)
- Broad based clinical experience with previous experience in reproductive and sexual health
- IUD Insertion/Removal experience
- Skills in LARC insertion (implant and/or IUD) or willingness to be trained in same
- High level interpersonal and communication skills
- Demonstrated ability to work effectively as part of a multidisciplinary team
- Demonstrated ability to effectively utilise electronic medical record systems

Desirable

- Skills in abortion provision (medical and/or surgical) or willingness to be trained in same
- Previous experience in clinical instruction and/or clinical research
- Current unrestricted NSW Driver's License and ability to travel & work at various locations across greater metropolitan Sydney

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Values

- FPNSW is a pro-choice organisation
 - Staff are expected to fully support an individual's right to choose regarding their pregnancy, whether that be parenting, adoption/foster care or abortion.
 - As an abortion service provider, all staff in the organisation are expected to actively participate in the provision of abortion services in line with the full scope of the role they are appointed to.
 - For MOs this scope includes providing non-directional pregnancy options counselling, medical abortion, routine follow up and management of complications following medical or surgical abortion. Note, provision of surgical abortion is optional.
- Must support the Family Planning NSW values:
 - Human rights focus - promoting the rights of all people to reproductive and sexual health
 - Integrity - maintaining a strong ethical base, being accountable and transparent
 - Inclusiveness - valuing and respecting diversity without judgement
 - Equity of access - ensuring access to our services for all including priority populations
 - Client centred - placing the needs of the whole person at the centre of our work
 - Commitment to excellence - ensuring high standards in all our work
 - A just culture – a balanced accountability for both individuals and the organisation

Other requirements

- A Criminal Record Check and Working With Children Check are required prior to commencement in this role
- Immunisation/vaccination requirements apply to this role

Key Responsibilities

Clinical service provision

- Maintain the required professional qualifications and competence level to practice within the defined scope of practice
- Commit to maintaining best practice by adhering to the scope of practice and within clinical role boundaries defined by FPNSW (guided by *Contraception: An Australian Clinical Practice Handbook* and *Reproductive & Sexual Health: An Australian Clinical Practice Handbook*)
- Commit to clinical skill development and take personal responsibility to update knowledge, enhance skill and maintain professional accreditation and competency standards to perform within the context of practice
- Contribute to clinical safety outcomes by maintaining high standards of clinical documentation and result management.
Adhere to FPNSW's defined escalation and delegation policies and systems for clinical practices
- Apply defined clinical guidelines, policies, procedures and protocols in a manner relevant and appropriate to the client's needs
- Perform specialized services (e.g. implant insertion/removal and IUD insertion) upon completion of extended training/accreditation and as per relevant policy
- Adhere to the *Incident Management Policy* to report and escalate any clinical issue with medicolegal implications within specified time frame
- Commit to share knowledge, provide authorised clinical support and supervision less experienced clinicians according to the Scope of Practice guidelines and policy
- Maintain standards within the quality assurance program, including participation in peer-review and clinical audits
- Contribute to continuous quality improvement initiatives by providing feedback about clinical service gaps or identifying possible quality improvement activities
- Refer appropriately within and outside the organisation

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- Manage the variety of presentations which fall within the spectrum of FPNSW services after appropriate training
- Maintain clinic efficiency by
 - Complying with the conditions of employment
 - Maintaining high standards of clinical documentation
 - Appropriately managing own time and collaborating with other team members as required
 - Maintaining flexibility to enable clinic schedules to run smoothly and accommodate any clinical emergencies that may arise
- Note:
 - Providing medication authorisations and support to other clinicians within the organisation is within the scope of a Level 2 Medical Officer and above
 - Working as a clinical instructing doctor (after undertaking appropriate training within the specified timeframes) and as a “Doctor Responsible” are within the scope of a Level 3 Medical Officer and above

Clinical skill development

- Receive and participate in appropriate clinical support, training and supervision to achieve and maintain the necessary skills, knowledge and aptitude to practice competently within the defined scope of practice
- Take personal responsibility for continuing professional and clinical skill development
- Participate in performance development process to identify professional and skill development opportunities for continuous improvement
- Maintain and update records of professional registration, accreditation and credentials
- Attend mandatory training and in-service programs
- Ensure that all protocols, policies, procedures and circulated literature are read and acted upon

Safety & quality

- Commit to maintain best practice by adhering to the scope of practice of the position and within role boundaries as defined by Family Planning NSW
- Maintain the required qualifications and competencies to deliver high quality services
- Commit to on-going skill development and take responsibility to update knowledge, enhance skill and competency standards to perform within the context of work
- Adhere to Family Planning NSW’s defined escalation and delegation policies and systems
- Apply defined guidelines, policies, procedures and protocols in a manner relevant and appropriate to the client’s needs
- Adhere to the Incident Management Policy to report and escalate any issues within specified time frames
- Commit to share knowledge, provide support and supervision to less experienced staff

Financial and resource management / administration

- Maintain appropriate resource allocation, and effective management and administrative practices, in accordance with organisational policies, processes and delegations of FPNSW

Work health and safety

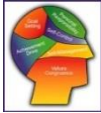




- All employees are responsible to ensure they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors

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- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions
- Any potential risk should be reported to the employee's manager immediately for investigation and remedy
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

POSITION DESCRIPTION

Family Planning NSW Capability Framework

| Capability Group | Capability Name | Level Descriptor |
|--|--|------------------|
| Personal Attributes  | Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change | Advanced |
| | Act with Integrity Be ethical and professional, and adhere to the Family Planning NSW values | Adept |
| | Manage Self Show drive and motivation, a measured approach and a commitment to learning | Intermediate |
| | Value Diversity Show respect for diverse backgrounds, experiences and perspectives | Adept |
| Relationships  | Communicate Effectively Communicate clearly, actively listen to others and respond with respect | Advanced |
| | Commit to Customer Service Provide customer centric services in line with organisational objectives | Adept |
| | Work Collaboratively Collaborate with others and value their contribution | Adept |
| | Influence and Negotiate Gain consensus and commitment from others and resolve issues and conflicts | Intermediate |
| Results  | Deliver Results Achieve results through efficient use of resources and a commitment to quality outcomes | Intermediate |
| | Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| | Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions | Intermediate |
| | Demonstrate Accountability Be responsible for own actions, adhere to legislation and policy and be proactive to address risk | Intermediate |
| Business Enablers  | Finance Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| | Technology Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
| | Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |
| | Project Management Understand and apply effective planning, coordination and control methods | Foundational |
| People Management (supervisory roles only)  | Manage and Develop People Engage and motivate staff and develop capability and potential in others | Not applicable |
| | Inspire Direction and Purpose Communicate goals, priorities and vision and recognise achievements | Not applicable |
| | Optimise Business Outcomes Manage resources effectively and apply sound workforce planning principles | Not applicable |
| | Manage Reform and Change Support, promote and champion change, and assist others to engage with change | Not applicable |

POSITION DESCRIPTION

Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position holder:

Name:

Signature:

Date:

Supervisor:

Name:

Signature:

Date:
