

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Extended Skills Medical Officer – Metropolitan Clinics</b>
<b>Grading:</b>	MO1
<b>Remuneration:</b>	to be advised by HR
<b>Status:</b>	Temporary 6 month term, Part time (16 hours/week)
<b>Location:</b>	Newington
<b>Responsible to:</b>	Metropolitan Clinics Practice Manager Metropolitan Medical Lead
<b>Responsible for:</b>	Nil

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### **Our Organisation**

*Family Planning Australia is the leading provider of reproductive and sexual health services in Australia. 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 Australia 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.*

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### **Position Overview**

The Extended Skills Medical Officer is primarily responsible for the provision of high quality clinical services which adhere to the Family Planning Australia policies, procedures and clinical guidelines. They work within a multidisciplinary team in the delivery of clinical services which are safe, effective and client centered.

This is a training position which is suitable for medical officers wanting to further develop their skills, knowledge and experience in reproductive and sexual health.

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### **Selection Criteria**

#### ***Essential (including qualifications)***

- Primary medical degree with current AHPRA registration as a medical practitioner
- Unrestricted Medicare provider number
- FPAA Certificate in Reproductive and Sexual Health (or equivalent)
- Broad based clinical experience
- Demonstrated commitment to regularly update reproductive and sexual health skills and knowledge
- 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
- Vocational registration with Medicare

#### ***Desirable***

- Previous clinical experience in reproductive and sexual health
- Current unrestricted NSW Driver's License and ability to travel & work at various locations across greater metropolitan Sydney

#### ***Values***

- Family Planning Australia is a pro-choice organisation

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- 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 FPA staff are expected to actively participate in the provision of abortion services within the full scope of the role they are appointed to.
- For this role, that means providing abortion services, providing routine follow up, managing complications following abortion, and providing referrals for clients requesting abortion where their needs are outside the scope of Family Planning Australia services.
- Must support the Family Planning Australia 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 – in line with NSW Health requirements

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### **Key Responsibilities**

#### ***Clinical service provision***

- Deliver high quality clinical services in reproductive and sexual health to clients
- Provide advice on reproductive and sexual health issues to other FPA staff
- Adhere to FPA clinical management, quality assurance and administration processes
- Participate in development and review of clinical guidelines, policies and procedures
- Participate in clinical audits or other project work as required
- Participate in ongoing evaluation of service delivery standards
- Participate in professional development and demonstrate professional accountability
- Maintain appropriate medical records and write reports as required
- Maintain effective communication with clients, peers and managers

#### ***Safety and quality***

- Commit to maintaining best practice by adhering to the scope of practice and within clinical role boundaries defined by FPA (guided by *Reproductive & Sexual Health: An Australian Clinical Practice Handbook*)
- Maintain the required professional qualifications and competence level to practice within the defined scope of practice
- 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 FPA's defined escalation and delegation policies and systems for clinical practices

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- 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 and colleagues according to the Scope of Practice guidelines and policy
- Maintain standards within the quality assurance program, including participation in peer-review and clinical audits
- Refer appropriately within and outside the organisation
- Manage the variety of presentations which fall within the spectrum of FPA 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 not within the scope of this position
  - Working as a clinical instructing doctor or as a "Clinical Support Medical Officer" is not within the scope of this position

### ***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 the 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

### ***Financial and resource management / administration***

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

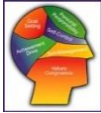




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### *Work health and safety*

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

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## Family Planning NSW Capability Framework

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

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### 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:

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