

## POSITION DESCRIPTION

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|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Title:</b>    | <b>Medical Officer – Regional Clinics</b>                                                                                                             |
| <b>Grading:</b>           | MO2-3                                                                                                                                                 |
| <b>Status:</b>            | Full, Part Time or Casual                                                                                                                             |
| <b>Location:</b>          | Dubbo and Outreach across Western NSW<br>This position is based at Dubbo<br><i>(Note: some travel to clinics across regional NSW may be required)</i> |
| <b>Responsible to:</b>    | Practice Manager - Regional (operational)<br>Medical Lead - Regional (professional)                                                                   |
| <b>Responsible for:</b>   | Nil                                                                                                                                                   |
| <b>Collaborates with:</b> | Medical Officers<br>Registered Nurses<br>Assistants in Nursing<br>Administration Officer                                                              |

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### Our Organisation

*Family Planning Australia 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.*

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### Position Overview

The General Practitioner (VR) is responsible for the provision of high quality reproductive and sexual health clinical services to Family Planning Australia clients and is required to work effectively in a team environment.

They will maintain high clinical standards and professional medical practices across the organization in accordance with Family Planning Australia policies, procedures and clinical guidelines. The role requires a high level of clinical reproductive and sexual health knowledge, skills and experience, excellent communication skills and sound clinical judgment and critical thinking skills.

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### Selection Criteria

#### ***Essential***

- Primary medical degree with current AHPRA registration as a General Practitioner (VR) or Specialist Sexual Health Physician
- Unrestricted Medicare provider number
- FPAA Certificate in Reproductive and Sexual Health (or equivalent) – theory component
- Broad based clinical experience with previous experience in reproductive and sexual health
- Skills in LARC insertion (implant and/or IUD) or willingness to be trained in same
- Skills in abortion provision (medical and/or surgical) 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
- Must have Australian working rights

#### ***Desirable***

- FPAA Certificate in Reproductive and Sexual Health (or equivalent) – practical component
- Previous experience in clinical instruction and/or clinical research
- Ability and willingness to participate in FIFO service delivery in Western NSW

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### **Other requirements**

- A Criminal Record Check and Working with Children Check are required prior to commencement
- Immunisation/vaccination requirements apply

### **Values**

- Family Planning Australia 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.
  - In this role this means leading and participating in the provision of both medical and surgical abortion services.
- Must have a human rights focus and support the Family Planning Australia values:
  - Compassionate
  - Collaborative
  - Empowerment
  - Bold

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### **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 FPA (guided by *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 FPA'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
- Manage the variety of presentations which fall within the spectrum of FPA services after appropriate training
- Maintain clinic efficiency by

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- 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
- Medical Officers are required to participate in the organisation's outreach roster, providing clinical services at designated outreach locations across Western NSW as required.
- Note:
  - Providing medication authorisations and support to other clinicians within the organisation is within the scope of a Level 2 Medical Officer
  - Working as a clinical instructing doctor (after undertaking appropriate training within the specified timeframes) and on the Clinical Support roster are within the scope of a Level 3 Medical Officer

### ***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 FPA
- 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 Australia'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 FPA

### ***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

### Family Planning Australia Capability Framework

| Capability Group                                                                                                    | Capability Name                                                                                                                                  | Level Descriptor |
|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Personal Attributes</b><br><br> | <b>Display Resilience and Courage</b><br>Be open and honest, prepared to express your views, and willing to accept and commit to change          | Advanced         |
|                                                                                                                     | <b>Act with Integrity</b><br>Be ethical and professional, and adhere to the Family Planning Australia values                                     | Adept            |
|                                                                                                                     | <b>Manage Self</b><br>Show drive and motivation, a measured approach and a commitment to learning                                                | Intermediate     |
|                                                                                                                     | <b>Value Diversity</b><br>Show respect for diverse backgrounds, experiences and perspectives                                                     | Adept            |
| <b>Relationships</b><br><br>     | <b>Communicate Effectively</b><br>Communicate clearly, actively listen to others and respond with respect                                        | Advanced         |
|                                                                                                                     | <b>Commit to Customer Service</b><br>Provide customer centric services in line with organisational objectives                                    | Adept            |
|                                                                                                                     | <b>Work Collaboratively</b><br>Collaborate with others and value their contribution                                                              | Adept            |
|                                                                                                                     | <b>Influence and Negotiate</b><br>Gain consensus and commitment from others and resolve issues and conflicts                                     | Intermediate     |
| <b>Results</b><br><br>           | <b>Deliver Results</b><br>Achieve results through efficient use of resources and a commitment to quality outcomes                                | Intermediate     |
|                                                                                                                     | <b>Plan and Prioritise</b><br>Plan to achieve priority outcomes and respond flexibly to changing circumstances                                   | Intermediate     |
|                                                                                                                     | <b>Think and Solve Problems</b><br>Think, analyse and consider the broader context to develop practical solutions                                | Intermediate     |
|                                                                                                                     | <b>Demonstrate Accountability</b><br>Be responsible for own actions, adhere to legislation and policy and be proactive to address risk           | Intermediate     |
| <b>Business Enablers</b><br><br> | <b>Finance</b><br>Understand and apply financial processes to achieve value for money and minimise financial risk                                | Foundational     |
|                                                                                                                     | <b>Technology</b><br>Understand and use available technologies to maximise efficiencies and effectiveness                                        | Intermediate     |
|                                                                                                                     | <b>Procurement and Contract Management</b><br>Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational     |
|                                                                                                                     | <b>Project Management</b><br>Understand and apply effective planning, coordination and control methods                                           | Foundational     |

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| <b>People Management</b><br><i>(supervisory roles only)</i>  | <b>Manage and Develop People</b><br>Engage and motivate staff and develop capability and potential in others     | Not applicable |
|                                                                                                                                               | <b>Inspire Direction and Purpose</b><br>Communicate goals, priorities and vision and recognise achievements      | Not applicable |
|                                                                                                                                               | <b>Optimise Business Outcomes</b><br>Manage resources effectively and apply sound workforce planning principles  | Not applicable |
|                                                                                                                                               | <b>Manage Reform and Change</b><br>Support, promote and champion change, and assist others to engage with change | Not applicable |

### 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: