



FAMILY PLANNING NSW

**POSITION DESCRIPTION
MEDICAL OFFICER**

POSITION REQUIREMENTS

Qualifications

- Primary medical degree with broad based experience
- Registered Medical Practitioner in NSW
- FPNSW Certificate or equivalent

Experience

- Clinical Practice experience in Reproductive Health
- Experience in working in a multidisciplinary team

Knowledge

- A broad based knowledge in the area of Sexual and Reproductive Health and a commitment to regularly update this knowledge base

Skills

- Ability to work as a member of an effective health care team
- High level interpersonal skills
- Clinical teaching and basic research skills (Desirable)

FUNCTIONAL DESCRIPTION

POSITION OBJECTIVE

To provide a high quality clinical service in accordance with Family Planning NSW' policies and guidelines.

REPORTING RELATIONSHIPS

The Medical Officer is responsible to and reports to the *Centre Manager*, and in professional matters to the *Medical Coordinator/Medical Director*.

MAJOR RESPONSIBILITIES

1. Provide a high quality clinical service by:

- i) Applying accepted clinical guidelines and processes in a manner relevant and appropriate to the client's needs.
- ii) Managing the variety of presentations which fall within the spectrum of Family Planning NSW services after appropriate training.
- iii) Working within the clinic team, being flexible and accessible to nurses during a consultation, and being available to authorise nurse prescriptions in person, on the telephone or via fax.
- iv) Performing defined specialised services after appropriate training.
- v) Referring appropriately within and outside the association.
- vi) Cooperating to maintain standards within the quality assurance program, including self-review and clinical audits.

2. Maintain clinic efficiency by:

- i) Complying with conditions of employment.
- ii) Maintaining standards of documentation, including authorisation by fax, of OCP and MAP.
- iii) Rationalising time management by delegation to and cooperation with other team members.
- iv) Maintaining flexibility to enable clinic lists to run smoothly and accommodate emergencies.

3. Maintain an adequate knowledge base by:

- i) Identifying and communicating areas for further education to the Medical Coordinators.
- ii) Attending at least a minimum of 75% of in-service programs.
- iii) Attending all compulsory in-service programs.
- iv) Ensuring that all protocols, procedures and circulated literature is read and acted upon.
- v) Completing required professional development activities.

- vi) Participating in Family Planning NSW training programs by acting as an instructing doctor for both doctor and nurse training after undertaking appropriate training.

MAJOR CHALLENGES (*Performance Measures*)

The Medical Officer must initiate and manage innovative approaches to the following challenges and developments:

- Continuous quality improvement in clinical service delivery.
- Maintaining productive working relationships through collaboration with other members of the clinic team.
- Improving work practices so as to support the effective provision of clinical services.
- Participating in the development of best practice clinical standards and protocols within the clinics.

As occupant of this position by signing below I acknowledge that I:

- 1) have noted this Statement of Duties and agree with the contents therein. I understand that other duties may be directed from time to time and that I may be required to work in any Centre under the jurisdiction of the Board of Directors of Family Planning NSW;
- 2) have received and read a copy of Family Planning NSW' *Code of Conduct and Ethics*;
- 3) will comply with relevant OHS&R requirements;
- 4) will comply with relevant EEO requirements;
- 5) agree to strictly observe Family Planning NSW' policy on confidentiality of patient information or such other sensitive or confidential information that I may come across in the course of my employment.

Name: *(please print)*

Signature:

Date:

Supervisor:

Date: