

POSITION DESCRIPTION

Position Title:	Extended Skills Medical Officer
Grading:	MO1
Status:	Temporary Part-time (0.4 fte)
Location:	Ashfield / Penrith / Hunter
Responsible to:	Operationally – Centre Manager Professionally – Centre Medical Coordinator
Responsible for:	Nil

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.

Position Overview

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

Selection Criteria

Essential

- Primary medical degree with broad based clinical experience
- Current registration as a medical practitioner with AHPRA
- Unrestricted Provider Number
- Family Planning Alliance Australia Certificate or equivalent
- A broad based knowledge in the area of sexual and reproductive health and a commitment to regularly update this knowledge base
- High level of communication and interpersonal skills
- Ability to work as a member of an effective multidisciplinary team

Desirable

- Skills in contraceptive implant insertion/removal and IUD insertion/removal or a willingness to learn

Other requirements

- A Criminal Record Check and Working With Children Check are required prior to commencement in this role
 - Evidence of vaccination status is required prior to commencement in this role
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Key Responsibilities

Ensure clinical safety and quality service delivery

- Committing to maintain best practice by adhering to the scope of practice and within clinical role boundaries defined by Family Planning NSW (guided by the current editions of *Contraception: An Australian Clinical Practice Handbook* and *Reproductive & Sexual Health: An Australian Clinical Practice Handbook*)
 - Maintaining the required professional qualification and competence level to practice within the defined scope of practice
 - Perform clinical duties within the context of practice and under the specified clinical support and authorized supervision according to the Family Planning NSW Scope of Practice policy
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- Committing to clinical skill development and taking responsibility to update knowledge, enhance skill and maintain professional accreditation and competency standards to perform within the context of practice
- Adhering to Family Planning NSW's defined escalation and delegation policies and systems for clinical practices
- Applying defined clinical guidelines, policies, procedures and protocols in a manner relevant and appropriate to the client's needs
- Performing specialized services (eg implant insertion/removal and IUD insertion) upon completion of extended training/accreditation and under authorized clinical support and supervision as per relevant policy
- Adhering to the Incident Management Policy to report and escalate any clinical issue with medicolegal implications within specified time frame
- Maintaining standards within the quality assurance program, including self-review and clinical and electronic record audits
- Note: 'Authorized Medication' and Nurse-led Clinics Support DO NOT apply to this position

Maintain clinic efficiency

- Complying with the conditions of employment
- Maintaining high quality standards of documentation
- Rationalizing time management by collaborating with other clinical team members
- Maintaining flexibility to enable clinic lists to run smoothly and accommodate emergencies

Maintain clinical skill development

- Actively seeking clinical support and participating in training and supervision to achieve and maintain the necessary skills, knowledge and aptitude to practice competently within the defined scope of practice
- Taking responsibility in continuing professional and clinical skill development
- Participating in performance development process in identifying professional and skill development opportunities for continuous improvement
- Maintaining and updating records of professional registration, accreditation and credentials
- Attending mandatory training and in-service programs
- Ensuring that all protocols, policies, procedures and circulated literature is read and acted upon

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

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:
