

Position Title:	Medical Officer – Procedural MO (Day Surgery)
Remuneration:	Dependent on skills, experience and employment status
Location:	Newington
Responsible to:	Nurse Manager - Perioperative Services (operationally) Clinical Lead – Day Surgery (clinically)
Responsible for:	Nil
Collaborates with:	Medical Officers Registered Nurses Enrolled Nurses Sterilisation Technician Assistants in Nursing Administration Officers

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

This is an exciting opportunity to join the team of our brand new day surgery unit at Newington. This custom-built, fully licensed and accredited facility has a focus on reproductive and sexual health. It is co-located with our dedicated outpatient clinics and professional education services and has an overarching commitment to equitable access.

This position is responsible for the provision of day surgery procedures under sedation/anesthesia for FPNSW clients. Day surgery procedures currently include: surgical abortion, IUD insertion/removal, vasectomy and D&C. The position is part of a multidisciplinary team.

Selection Criteria

Essential (including qualifications)

- Primary medical degree with current AHPRA registration as a medical practitioner and unrestricted Medicare provider number
- Previous training and credentialing in surgical abortion up to at least 12⁺⁶ weeks gestation, IUD insertion/removal and implant insertion
- Evidence of continuing medical education and self-monitoring/audit practices consistent with the scope of practice requirements of the position
- Proven capacity and/or experience in the provision of effective high quality services in reproductive and sexual health (RSH), demonstrated through successful clinical practice in an environment appropriate to the requirements of the position including evidence of participation in quality improvement activities relevant to RSH
- Demonstrate the skills and attitudes appropriate as a senior medical practitioner including modelling a high standard of professional behaviour to other staff

- Demonstrated ability to work effectively and harmoniously with medical and other health services colleagues as part of a multi-disciplinary health care team and demonstrated ability to communicate effectively with patients, colleagues, and staff and to work as an effective member of the clinical team across multiple sites
- Demonstrated commitment to provision of a high standard of clinical care in the NGO setting
- Demonstrated experience in and commitment to research relevant to the role and needs of the service

Desirable

- Previous experience in the provision of vasectomy procedures or willingness to undertake training in same
- Previous experience in the provision of clinical education, training and mentoring
- Willingness to provide consultations and procedures in clinics in addition to day surgery responsibilities

Values

- Family Planning NSW 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 FPNSW 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 surgical abortion procedures and associated peri-operative care
- 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
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Key Responsibilities

Clinical

- Provide an accountable and high standard of specialist patient care including consultation services
- Liaise and interact effectively with all staff
- Ensure detailed treatment plans are in place to support timely management of patients
- Ensure a high standard of clinical record documentation including completion of all clinical records (including medication charts) to reflect clinical decisions and optimise data collection
- Participate fully in the on call roster in accordance with FPNSW requirements
- Participate actively in relevant research activities conducted by FPNSW
- Undertake any other duties or projects at the direction of the Director Integrated Health Services

Leadership

- Model and encourage a culture of active listening, continuous learning and leadership, which values high levels of constructive feedback and exposure to new experiences
- Promote a sense of purpose and build a shared sense of direction within the team
- Encourage others to strive for ongoing improvement
- Demonstrate professionalism to support a culture of accountability and integrity
- Model ethical practices, standards and systems and reinforce their use

Clinical governance, quality improvement and patient safety

- Participate in the clinical governance of the day surgery service, including clinical review meetings, clinical audits and other quality programs to enhance patient safety
- Comply with FPNSW clinical governance policies and patient safety programs
- Ensure effective clinical handover processes in accordance with FPNSW guidelines
- Participate in peer review and other continuing education activities consistent with FPNSW, College and AHPRA requirements to maintain professional standards
- Ensure compliance with the Australian Commission on Safety and Quality in Healthcare standards

Education and training

- Provide supervision and mentoring to less experienced clinical staff
- Delegate duties to less experienced clinical staff according to their credentialing, knowledge, skills and abilities
- Participate in teaching and training at all levels of postgraduate multidisciplinary education where required by FPNSW

Performance management

- Participate in FPNSW performance development programs and undertake annual performance review
- Demonstrate ongoing competency within the clinical privileges granted by FPNSW

Other Responsibilities

Safety & quality

- Commit to maintain best practice by adhering to the scope of the position and within role boundaries as defined by FPNSW
- 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 FPNSW's defined escalation and delegation policies and systems
- Appropriately apply relevant guidelines, policies, procedures and protocols
- Adhere to the Incident Management Policy to report and escalate any issues within specified time frames
- Commit to share knowledge and provide support and supervision to less experienced staff

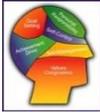
Financial and resource management / administration

- 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
- 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 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	Adept
	Act with Integrity Be ethical and professional, and adhere to the Family Planning NSW values	Advanced
	Manage Self Show drive and motivation, a measured approach and a commitment to learning	Advanced
	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	Adept
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	Adept
	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	Intermediate
	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	Intermediate
	Project Management Understand and apply effective planning, coordination and control methods	Intermediate
People Management (supervisory roles only) 	Manage and Develop People Engage and motivate staff and develop capability and potential in others	Adept
	Inspire Direction and Purpose Communicate goals, priorities and vision and recognise achievements	Adept
	Optimise Business Outcomes Manage resources effectively and apply sound workforce planning principles	Intermediate
	Manage Reform and Change Support, promote and champion change, and assist others to engage with change	Adept

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:
