

POSITION DESCRIPTION

Comprehensive Position Description

Position:	Medical Director, Sexual Health and Family Planning ACT (SHFPACT)
Location:	Canberra, Australia
Organisational Unit:	Clinical Services Unit
Reports to:	Deputy Executive Director
Salary/Classification	SHFPACT Enterprise Agreement 2011-2013 SMO-MD
Hours of Work	Negotiable 0.7 FTE including clinical time

Position Overview	<p>SHFPACT's Medical Director provides clinical leadership to a team of medical, nursing, counselling, reception and administrative staff. As the clinical lead, the Medical Director is responsible for the organisation's provision of patient centred, high quality and safe sexual & reproductive health services.</p> <p>The Medical Director is responsible for the effectiveness of SHFPACT's clinical governance framework, including safety and quality improvement, risk management, accreditation, and clinical policies and procedures. This role makes effective use of data to improve patient care, monitor emerging trends, and report to the Executive and Council.</p> <p>The Medical Director provides high-level clinical guidance and expertise across SHFPACT, including to the Education, Health Promotion, and Training Unit, and Disability Services. With the SHFPACT executive the Medical Director is responsible for strategic planning, supporting service development & maintaining strong partnerships with stakeholders and the community.</p>
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Organisational Context and Practice Framework	<p>SHFPACT is a not-for-profit, non-government, membership-based organisation, and is a member of Sexual & Reproductive Health Australia (SRHA) - a network of independent, state-based Family Planning Organisations - and the International Planned Parenthood Federation (IPPF). Our membership is varied and includes community members and community organisations, government service providers, academics, and health professionals.</p> <p>Staff members of SHFPACT are committed to maintaining a contemporary understanding of and professional commitment to promoting sexual and reproductive health within a client-centred, pro-choice, feminist framework.</p> <p>Medical Officers must be registered with the Australian Health Professionals Registration Authority (AHPRA) and any appropriate professional or specialist college reflecting their skills and qualifications (e.g. RACGP, ACCRM, RACP, RANZCOG etc). Medical Officers work within the accepted ethical practices of the medical profession, as outlined in APHRAs Good medical practice: a code of conduct for doctors in Australia and standards of practice and ethical guidelines applying to the practice of medicine in the area of sexual and reproductive health.</p>
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Duties and Responsibilities	
Clinical Governance and Risk Management:	<ol style="list-style-type: none"> 1. Provide leadership, clinical governance, and professional support to all clinical staff and reception in the planning, coordination and provision of high-quality clinical services, ensuring best practice clinical service delivery 2. Lead the clinic in achieving and maintaining organisational and clinical services compliance with external accreditation standards and best-practice guidelines 3. With the CNC/Manager Clinical Services, lead the regular review of clinical practices, policies and procedures to ensure the high quality and safe delivery of patient care, standards of practice and medico-legal compliance 4. Lead the clinical services operations and clinical risk management functions in compliance with relevant legislation, regulations, and statutory obligations. 5. Lead the review of clinical incidents and with the clinic management team instigate any necessary changes to clinical services.
Service Delivery:	<ol style="list-style-type: none"> 6. Has oversight of and responsibility for the operation of clinical services 7. Provides direct clinical services to patients for a minimum of one session per week 8. Supports and oversees from a policy & medico-legal risk management perspective the provision of clinical services 9. Work within the policy and procedure framework of the organisation 10. Support the provision of clinical and education services in an outreach capacity 11. Provide advice and support to other medical officers and nursing staff on medical management, diagnosis, and treatment 12. Participate in professional development activities provided by the organisation including attendance at staff meetings and performance appraisal 13. Provide clinical advice into the production of information and education resources
Clinical Training Service Delivery	<ol style="list-style-type: none"> 14. Provide supervision and instruction for clinical placement training to doctors, GP registrars, medical students, nurses/midwives and nursing/midwifery students undertaking sexual and reproductive health training at SHFPACT 15. Deliver clinical training and education for theory components of training courses, professional development seminars or workshops, and other community and/or workforce education activities as required 16. Liaise with clinical training coordinators, management, administration and other staff as required to ensure the smooth operation of clinical training services
Safety and Quality Improvement	<ol style="list-style-type: none"> 17. Oversee a range of data to: <ol style="list-style-type: none"> a. Identify priorities for safety and quality improvement b. Implement and monitor safety and quality improvement activities c. Measure changes in safety and quality outcomes d. Provide timely information on safety and quality performance to patients, carers, and families and the workforce e. Support the workforce to identify, mitigate, and manage safety and quality risks

	<ul style="list-style-type: none"> f. Identify patient populations engaging with SHFPACT’s services that are at greater risk of avoidable differences in health outcomes <p>18. Provide clinical staff with guidance & training regarding their safety and quality roles:</p> <ul style="list-style-type: none"> a. at orientation b. when safety and quality responsibilities change c. when new healthcare services are introduced <p>19. Uphold and promote the safety and wellbeing of children and young people as a leader within a Child Safe Organisation</p>
Management, Administration & Staff Supervision:	<p>20. Provide line management of SHFPACT’s medical officers and senior medical officers.</p> <p>21. Participate as part of the management team of the organisation, and with the CNC/Manager of Clinical Services provide independent clinical advice and opinion to the governing body about the clinical operations of the organisation</p> <p>22. Facilitate a positive, respectful work environment and lead with effective communication</p> <p>23. Observe the Employee Code of Conduct and organisational policy and procedures in all communication with colleagues and in the resolution of grievances and conflicts</p>
Workplace Safety:	<p>24. Oversee the responsibilities of all clinic and reception employees and supervisors in organisational Work Health & Safety policy and procedures</p> <p>25. Promote workplace safety and adherence to organisational policy and procedures with supervised staff and colleagues</p> <p>26. Create and uphold an environment that supports clinician and reception psychological and psychosocial wellbeing</p>
Other duties and responsibilities	<p>27. Maintain current and sufficient registration and medical indemnity coverage appropriate to scope of practice, and provide evidence of both on renewal and as requested</p> <p>28. Undertake additional tasks as required to assist in the smooth running of the clinic and organisation</p> <p>29. Support the development of briefs, government reporting, advocacy position statements, government submissions, and other written material as necessary</p> <p>30. Act as SHFPACT’s media spokesperson if needed and subject appropriate.</p>

1.1 Professional Capacity Profile:

An indicative, non-exhaustive statement of the kinds of qualifications, skills, knowledge, values & attitudes required to perform in the position, to be used as a guide for selection criteria at time of recruitment, and for professional development planning

Qualifications:	<ul style="list-style-type: none">• Medical degree and post-graduate training sufficient for unconditional registration as a medical practitioner in Australia• Completion of the <i>SRHA Certificate in Sexual & Reproductive Health for Doctors</i>, or an approved equivalent• Post-graduate qualifications in sexual and reproductive health, or a related field• Membership or Fellowship (as appropriate) of a specialist medical college or body, e.g RACGP, ACCRM, RACP, RANZCOG etc
Experience:	<ul style="list-style-type: none">• Recent clinical practice experience in an Australian hospital or general practice setting• Minimum seven years clinical practice experience in sexual and reproductive health, family planning, women's health, or a related field• Extensive experience in clinical leadership and management of clinicians and non-clinicians.
Knowledge:	Demonstrated understanding of: <ul style="list-style-type: none">• The sexual and reproductive health needs of the general community and priority populations• The relevant legislative, regulatory and standards of practice governing provision of clinical sexual and reproductive health services in the Australian Capital Territory• Trauma informed care• Cultural safety practices
Values and Attitudes:	<ul style="list-style-type: none">• Understanding of and professional commitment to promoting sexual and reproductive healthcare that is pro-choice, inclusive, trauma informed and client-centred
Skills and Abilities:	<ul style="list-style-type: none">• Capacity to lead, participate in and contribute to a multidisciplinary team environment.• Excellent interpersonal and written communication skills across a range of service and community settings with a strong client service focus.• Ability to prioritise and complete work tasks autonomously under minimal direction• Competency and familiarity with the use of common computer-based file management, booking, database, spreadsheet, and word processing packages and software• Capacity to quickly acquire and apply new skills in a rapidly evolving clinical and technological environment.• Demonstrated ability to engage a wide variety of professional stakeholders, including academia, federal and territory government, and statutory bodies.• Act as SHFPACT's media spokesperson if needed and subject appropriate.

1.2 Selection Criteria

Essential:

1:	<p>Current Qualifications:</p> <ul style="list-style-type: none"> • Medical degree and post-graduate training sufficient for unrestricted registration as a medical practitioner in Australia • Completion of the SRHA Certificate in Sexual & Reproductive Health for General Practitioners, or equivalent • Membership or Fellowship (as appropriate) of a specialist medical college or body, e.g RACGP, ACCRM, RACP, RANZCOG etc • Current registration and good standing with the Australian Healthcare Practitioners Registration Authority (AHPRA) and unconditional right to practice medicine, • Maintain current and sufficient independent medical indemnity cover
2:	Seven or more years clinical practice in an Australian general practice, hospital, or primary healthcare setting
3:	Demonstrated capacity to provide clinical leadership and clinical management in a multidisciplinary organisational environment
4:	Demonstrated capacity to proactively prioritise tasks and effectively manage multiple demands in a dynamic environment
5:	Demonstrated experience leading clinical governance, safety and quality, risk management, and quality improvement initiatives
6:	Understanding of and professional commitment to promoting sexual and reproductive health within a client-centred, pro-choice, feminist framework.
7:	Demonstrated ability to manage own professional development activities and identify training priorities
8:	Demonstrated ability to engage a wide variety of professional stakeholders, including academia, federal and territory government, and statutory bodies.

Desirable:

1:	Experience in a clinical management or leadership role in a primary healthcare, sexual health or family planning environment
2:	Other post-graduate qualifications in management or a relevant field/discipline

Other Requirements:

1:	Availability for occasional after-hours and weekend work (with notice) as required.
2:	Successful completion of a Working with Vulnerable People (WWVP) Check (ACT) and NDIS Worker Screening (national)
3:	Commitment to the National Principles for Child Safe Organisations