

Family Planning Welfare Association of NT Inc.

JOB AND PERSON SPECIFICATION

POSITION: Medical Director Part Time
(hrs negotiable management and clinic)

REPORTS TO: FPWNT Chief Executive Officer

POSITION SUMMARY:

1. To undertake the clinical governance role of Medical Director in a supported environment.
2. To manage a team of GP's and provide supervision and support to GP registrars and medical students.
3. To deliver clinical services within current FPWNT clinic Guidelines.
4. To work with the education team to deliver theory and practical education in reproductive and sexual health to NT clinicians.

JOB SPECIFICATION:

1. Ensure FPWNT clinical governance, guidelines and processes are up to date and in line with current research and best practice.
2. Lead FPWNT's quality improvements in clinical services to ensure clinical accreditation can be achieved in the future.
3. Manage a team of clinicians including holding regular doctor's meetings, sharing clinical updates and providing performance management if required.
4. Provide supervision and support to GP registrars and medical students placed at FPWNT.
6. Oversee with assistance from the education team medical education this includes LARC training and clinical components of the FPAA R&SH course.
7. Provide support to the education team by participating in training for nurses, midwives and Aboriginal Health Practitioners.
8. Chair regular clinical action group meetings with senior employee's addressing management and quality assurance and improvement.
9. Participate in the National Family Planning Alliance Australia senior medical advisory group meetings.
10. Support the CEO and Board in FPWNT advocacy, media, strategic development and business planning.
11. Ensure that at all times the legalities surrounding clinical practice such as duty of care, adequate documentation and client confidentiality and workplace health and safety standards are adhered to and carried out.
12. Work with the CEO and appropriate clinical staff members to investigate actual or potential client incidents as per the policy and procedure manual and ensure appropriate clinical quality improvements are undertaken when required.
13. Support the CEO and reception manager to maintain clinical management systems.
14. Deliver clinical services at our Coconut Grove and Palmerston location.

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15. Be prepared to sign clinical documentation such as pathology requests on behalf of clinical trainees.
16. Recruit new doctors when necessary through advertising or elsewhere.
17. Support the CEO and Board of Management in writing reports for service agreement, annual reports or Ministerial briefings.
18. Undertake internal medical client electronic documentation audits at least once per year.

MANDATORY QUALIFICATIONS:

It is your responsibility to ensure that any mandatory qualifications, licenses and certificates are maintained and current while you perform your duties. You are required to advise your manager if any such qualifications, licences and certificates lapse or is revoked. Continuing to perform the duties of your position without the required qualification, licences and certificates may result in disciplinary action including termination of your employment.

1. Medical Degree and current Medical registration (+ required vocationally registered)
2. Current Medical Indemnity Insurance
3. Current CPR Certificate
4. Current NT Working with Children's Clearance
5. FPAA Certificate or willingness to gain
6. MS2-Step prescriber – please note FPNT is a prochoice medical abortion provider and all staff are required to participate in medical abortion care
7. RACGP/ACRRM Supervisor or willingness to gain
8. LARC insertion certification or willingness to gain

Remuneration & Salary Packaging:

Information can be provided upon request to admin@fpwnt.com.au
