

## **POSITION DESCRIPTION**

### **Doctor**

**October 2018**

<b>Location</b>	As specified in Letter of Offer
<b>Hours of Work</b>	As specified in Letter of Offer
<b>Overview</b>	Family Planning is New Zealand's leading sexual and reproductive health organisation. We believe people should have access to quality services and information so they can make informed choices about their sexual and reproductive health. More information can be found on our website at <a href="http://www.familyplanning.org.nz">www.familyplanning.org.nz</a>
<b>Purpose of Position</b>	To provide medical services in the area of sexual and reproductive health.
<b>Responsible to</b>	Clinical Services Manager Regional or Locality Medical Advisor (for professional supervision)
<b>Responsible for</b>	n/a
<b>Functional Relationships</b>	
<b>Internal:</b>	National Director of Operations Locality/Regional Team Client Contact Centre Manager Clinic Staff Clinical Professional Services Group Clinical Training and Development Health Promoters
<b>External:</b>	GPs Other health professionals including secondary services Radiology and Laboratory services District Health Boards

## Position Accountabilities

Key Accountability	Expected Result
Clinical Services	<ul style="list-style-type: none"> <li>• Provide clinical services in accordance with New Zealand legislation</li> <li>• Advise on, and provide all forms of reversible contraception (Implants and IUD insertion <i>once training completed</i>)</li> <li>• Advise on and refer where appropriate for vasectomy/tubal ligation</li> <li>• Provide primary health care STI screening, testing and treatment</li> <li>• Diagnose, give advice and appropriate referral on medical gynaecology such as treatment for premenstrual syndrome, menstrual disorders, menopausal problems, pelvic pain and infertility</li> <li>• Diagnose and give advice and appropriate referral for problems in early pregnancy, eg. miscarriage, ectopic pregnancies</li> <li>• Advise on all the options for pregnancy, to refer to appropriate agencies (including adoption, abortion and counselling services), and to provide early medical abortion services (<i>only if trained</i>)</li> <li>• Advise on and appropriately refer clients with issues relating to sexual functioning and psycho-sexual problems</li> <li>• Advise on and provide screening for cervical and breast cancer</li> <li>• Undertake family violence screening (including referral to appropriate agencies)</li> <li>• Ensure that all client results are seen and actioned as necessary</li> <li>• Uses technology with speed and accuracy to provide client intervention in a timely fashion</li> <li>• Assist nurses in providing hormonal contraception and sexual and reproductive health services as a delegated duty</li> <li>• Sign off/authorise notes as requested</li> <li>• Ensure that (with consent) clients' GP have a letter at initial visit, change of medication, referral and copies of test results</li> <li>• Give information and advice in a manner suited to the client's needs</li> <li>• Encourage all clients to find a general practitioner but not use the Family Planning doctor in private capacity for other health matters</li> <li>• Carry out any other duties that may be required by Regional Manager or Practice Administrator.</li> </ul>
Health Professional Development	<ul style="list-style-type: none"> <li>• Follow the guidelines for Family Planning doctors and use the Clinical Resource Manual as a basis for any clinical work</li> <li>• Obtain the Family Planning Certificate</li> <li>• Maintain CME as per New Zealand Medical Council requirements</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• Be involved with teaching of other health professionals being educated in Family Planning clinics</li> <li>• Meet the requirements of Family Planning's Continuing Medical Education programme</li> <li>• Be involved with audit and research activities within Family Planning clinical setting</li> </ul>

## Family Planning Competencies

Competency	Behaviour
Commitment to Family Planning	<ul style="list-style-type: none"> <li>• Displays the Family Planning values in all areas of work – Manaaki, Tika, Manawanui, and Mahi tahi.</li> <li>• Demonstrates commitment to Family Planning’s philosophy and vision.</li> <li>• Demonstrates knowledge and commitment to the Family Planning strategic framework and actively work towards achievement of priority areas.</li> </ul>
Quality Service Delivery – Internal and External	<ul style="list-style-type: none"> <li>• Is committed to providing the best possible service, both internally and externally.</li> <li>• Delivers an accurate, timely and client focused service in line with standards and policies and the vision of Family Planning.</li> <li>• Actively seeks and responds to client feedback.</li> <li>• Establish and nurture effective client relationships.</li> </ul>
Cultural Competence	<ul style="list-style-type: none"> <li>• Understands the principles of the Treaty of Waitangi in the context of Family Planning.</li> <li>• Works to achieve equitable health outcomes for Māori.</li> <li>• Demonstrates an awareness, sensitivity and respect of others and is responsive to each person’s unique identity and cultural needs.</li> </ul>
Innovation and Adaptability	<ul style="list-style-type: none"> <li>• Seeks to initiate, support and contribute to new ideas to improve processes, methods or technologies</li> <li>• Open to different ways of thinking, new opportunities and approaches with a willingness to modify what you do.</li> <li>• Takes initiative for own continuous learning and developing.</li> </ul>
Teamwork and Inclusiveness	<ul style="list-style-type: none"> <li>• Interacts with others in a way that is inclusive and respectful to support achievement of common goals.</li> <li>• Responsive to others with a willingness to answer questions, concerns, share knowledge or problem solve and arrive at a positive outcome.</li> <li>• Develop, maintain, and strengthen relationships inside and outside Family Planning to meet shared objectives.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Communicate in a professional, positive and clear manner, both when speaking and in writing.</li> <li>• Takes responsibility to be informed of Family Planning communications.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Manages own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents.</li> </ul>

## Limitations on Authority

Authority	Delegation Level
Financial Delegation	None
Budget held	None
Number of staff reporting directly	None
Number of staff reporting indirectly	None

## Ideal Person Specification

The person best suited to this position will possess the following:

<b>Skills, Knowledge and Qualifications</b>	
Skills & Knowledge	<ul style="list-style-type: none"><li>• Competent in a medical practice computer system, preferably MedTech 32 or other Patient/Scheduling management systems.</li><li>• Able to work both independently and as part of a team</li><li>• Able to communicate effectively with young people</li><li>• Have good communication skills both verbal and written and the knowledge and ability to use appropriate channels of communication</li></ul>
Qualifications	<ul style="list-style-type: none"><li>• Registered Medical Practitioner with the NZ Medical Council</li><li>• Must have Professional Indemnity cover</li></ul>
Other requirements	<ul style="list-style-type: none"><li>• Be prepared to participate in an early medical abortion service</li><li>• Able to work with people from a range of cultures, particularly Māori</li></ul>

### Other details

Family Planning needs to maintain a flexible working structure due to the changing environment that we operate in. To reflect this, position descriptions are reviewed on an as required basis and they may be varied from time to time.