

# Job Framework, Gynaecologist / Medical Officer



## Purpose:

Responsible to the Director of UK & Western Europe but reporting in to individual centre managers, the purpose of this role is to provide safe and appropriate clinical care for clients undergoing first trimester and early second trimester abortion or vasectomy in the UK.

Job Title:	Location:	Reporting to:	Probationary Period:
Gynaecologist / Medical Officer	Primarily based at MS London Centres	Centre Manager	6 months

Marie Stopes International (MSI) is a marketing focused, results oriented social enterprise. We develop efficient, effective and sustainable family planning programmes in the UK and overseas. The UK division provides services to men and women over 130,000 times a year.

The primary responsibility of this role is to further MSI's Goal: **THE PREVENTION OF UNWANTED BIRTHS** and its mission of ensuring the individuals right to: **CHILDREN BY CHOICE NOT CHANCE**

It is a role requirement that the job holder must fully comply with, promote and live **MSI CORE VALUES**:

mission driven	customer focused	results orientated	pioneering	sustainable	people centered
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Key Responsibilities	Measure
<b>Principle Responsibilities</b>	
<ul style="list-style-type: none"> <li>Undertake routine occasional consultation and regular treatment sessions as required across the UK, both as part of a schedule and on an ad hoc locum basis, in accordance with the attached outline.</li> <li>Provide occasional medical support to groups and individuals in the UK to ensure standardisation of clinical practice across the board and that high standards are achieved and maintained. This may include undertaking clinical audits, training and other monitoring and advisory activities.</li> <li>Take part in research programmes as appropriate.</li> <li>Provide ad hoc information, correspondence or reports as required.</li> <li>Maintain professional registration, and own personal and professional knowledge and skills. Provide evidence on renewal and as requested of:               <ul style="list-style-type: none"> <li>GMC registration with Licence to Practice</li> <li>Professional indemnity (as necessary/appropriate)</li> <li>Continuous professional development</li> </ul> </li> <li>Any other reasonable duties, as requested by the Director of UK &amp; Western Europe or Centre Manager.</li> </ul>	<ul style="list-style-type: none"> <li>Sessional frequency audit</li> <li>Reports, peer review results, training and competency notes</li> <li>Feedback and results from research</li> <li>Review of required information</li> <li>Up to date evidence of GMC, indemnity and training certificates</li> <li>Required outcomes</li> </ul>

## Outline of Clinical Duties

There is a general requirement to utilise the skill, knowledge and judgement accorded by the post-holder's professional status to provide each client with the range of choices offered by MSI within the organisation's philosophy of minimal intervention. This involves an obligation to treat all clients, irrespective of who provided previous care, and to implement the specific techniques and procedures developed by MSI.

## Pregnancy Advice Consultation

<ul style="list-style-type: none"> <li><b>Assessment of gestation:</b> <ul style="list-style-type: none"> <li>indicators to include LMP, ultrasounds scan, vaginal examination as appropriate to individual client needs and clinical indications.</li> <li>full explanation to client if procedure can not be carried out (eg when gestation exceeds 24 weeks) including provision of advice about ante-natal care etc</li> </ul> </li> <li><b>Consultation:</b> <ul style="list-style-type: none"> <li>undertake consultation in line with MSI procedure</li> <li>establish grounds for abortion under the terms of the 1967 Abortion Act</li> </ul> </li> <li><b>Referral for further counselling:</b> <ul style="list-style-type: none"> <li>identify client ambivalence or undue pressure placed on the client by a third party</li> <li>where necessary, in the opinion of the doctor, refer for further specialist counselling and referral, either in the centre in which the doctor is currently working or to another MSI</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Accurate gestational assessment;</li> <li>client satisfaction</li> <li>Client satisfaction;</li> <li>informed consent of client</li> <li>Feedback and reporting</li> </ul>
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pregnancy advice centre, as appropriate to the clients needs

- **Chlamydia testing:**
  - encourage all women to undergo Chlamydia testing
  - discuss the availability and significance of testing with the client
  - collect urine specimen from client in line with MSI's procedure
  - label sample and retain appropriately until sent to laboratory for testing
- **Choice of treatment:**
  - discuss the relevant options for treatment and facilitate client to make considered choice
  - encourage local anaesthetic wherever appropriate within the terms of MSI philosophy
  - encourage conscious sedation as an alternative to general anaesthetic where appropriate
  - discuss the option of medical abortion for those clients with gestations up to 9 weeks
- **Post-abortion contraception**
  - discuss options and preference for post-abortion contraception with the client
  - prescribe OCPs as appropriate
  - prescribe injectable where appropriate
  - refer IUCD at abortion, as appropriate
  - give general advice
  - refer for further consultation as appropriate and note details on client record
- **Other clinical duties:**
  - blood sampling in accordance with MSI blood testing policy
  - undertake other blood tests if client's medical history or current significant conditions dictate
  - diagnosis and treatment of vaginal infections as identified by past medical history or current condition and prescription of appropriate antibiotics
  - referral of clients for additional tests eg vaginal USS examination, suspected ectopic pregnancy etc
  - consultation with centre supervisor, manager, anaesthetist or gynaecologist as appropriate where any abnormality is detected or a potential surgical/anaesthetic problem is suspected
  - prescription and administration of RU486/Mifepristone where appropriate

- % uptake for testing,
- Chlamydia audit
  
- KPI , CRS audit
  
- KPI audit, finance reports
  
- compliance with MSI policies and protocols

## Treatment

- **Pre-operative care:**
  - ensure that all clinical records have been completed to a satisfactory standard
  - provide all care necessary to ensure client safety at operation
  - provide first and second signature as required under the terms of the 1967 Abortion Act
- **Termination of pregnancy:**
  - carry out first trimester terminations of pregnancy using manual vacuum aspiration under local / no anaesthetic or conscious sedation, for clients referred under the terms of the 1967 Abortion Act
  - carry out second trimester terminations, which will include more advanced procedures up to 24 weeks gestation, using MSI techniques within a one day procedure
  - follow MSI protocols, using the instruments and equipment provided, unless a client's medical history or current significant condition dictates otherwise, in which case discuss options with the client pre-treatment
  - prescribe treatment and assist in the care of those clients undergoing medical abortion (RU486)
  - involvement with coaching and training as required for MSI procedures
- **Vasectomy:**
  - discuss the procedure and surrounding issues sufficiently to confirm the practitioners decision to proceed
  - within protocols agreed with MSI (taking account of medical history, physical characteristics and risk assessment), perform vasectomy for clients referred and counselled by MSI
  - undertake the procedure according to the relevant protocols, using the equipment and techniques made available by MSI
- **Sterilisation:**
  - Discuss procedure, risks, possibility of failure and issues that relate to female sterilisation
  - Carry out laparoscopic sterilisation within the process and protocols agreed within MSI, following informed consent , and using operational MSI standard equipment
  - Undertake follow-up as required, advice and counselling
- **Communication:**
  - communicate relevant and appropriate information to the client in a clear, helpful and jargon-free manner
  - during procedures implement 'vocal local' (a verbal communication technique to provide distraction and reassurance) for clients undergoing procedure under local/no anaesthetic, in accordance with MSI practice

- CRS audit
- Compliance with reporting
  
- complication rates
- serious incident rate
- compliance with MSI protocols
- client satisfaction
- CRS audit
  
- complication rates
- client satisfaction
- MSI protocol compliance
  
- Compliance
- Low complication rate
- Client satisfaction
  
- client satisfaction
- CRS audit

## Other

- **Post-abortion examination:**
  - ensure client is well and has no concerns
  - answer questions as appropriate
  - discharge client and record details on appropriate form
  - where specifically indicated, perform pelvic examination
  - refer for further treatment as appropriate

- client satisfaction
- CRS audit

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- **Post-operative care:**
    - provide routine, non-urgent and urgent follow up care
    - see any client who is experiencing post-operative difficulties, irrespective of who performed the original surgery
    - initiate appropriate remedial treatment
    - treatment of vaginal infections as indicated and prescription of appropriate antibiotics
    - refer to surgeon / gynaecologist if appropriate
  - **Emergency Contraception:**
    - prescription and provision of emergency contraception
  - **Further investigations or referral:**
    - carry out any and all emergency procedures deemed appropriate at the time and using professional judgement to determine an appropriate course of action
    - take an active role in facilitating referral to a NHS hospital if situation dictates that necessity
    - seek advice from colleagues as appropriate (in-house gynaecology cover provided, hospital arrangements for referral and consultation made available)
    - request and, as appropriate, make referral for further investigation as deemed necessary to include, but not limited to, vaginal ultrasound examination, microbiology investigation where infection is suspected, pathology investigation where an abnormality is suspected by examination of products of conception
  - **Administration:**
    - completion of all documentation relating to the client clearly and legibly, including but not exclusively:
      - all relevant sections of client electronic and paper notes, as directed by the centre manager or supervisor
      - all relevant sections of statutory forms HSA1 and HSA4 where appropriate and in accordance with Department of Health guidelines
      - any samples and request forms / lists
      - relevant referral documentation where the client is being referred for additional investigation / treatment
      - GP letters as appropriate
      - Completion of statements that relate to serious incidents or near misses
  - **General:**
    - any concerns about medical practice or clinic safety should be communicated, in writing, to the relevant centre manager(s) promptly (incorporating detailed background for suggestions and relevant research references as appropriate)
    - any suggestions for improvements in clinical services to clients should be communication in the same manner
- client satisfaction
  - CRS audit
  - Audit
  - feedback
  - CRS audit
  - Reports and statements
  - Feedback from referral source
  - Audit
  - MAC minutes
  - reports

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## Skills and Experience

### Qualifications:

- fully qualified medical doctor
- DRCOG, DFSRH (DFFP) or similar (desirable)

### Experience:

- some post-qualification obstetrics / gynaecology experience
- experience of coaching and training other professionals (desirable)

### Skills:

- excellent communication and interpersonal skills
- computer literate
- excellent English, written and spoken
- ability to manage a demanding workload, including high turnover client care
- ability to manage conflicting priorities, with good organisational skills

### Personality:

- enthusiastic, positive, determined
- calm under pressure
- flexible
- assertive and diplomatic
- able to work on own initiative
- sound judgement

### Social Skills:

- able to work as part of a team
- highly developed communication skills

### Attitude / Motivation:

- commitment to client centred care
- agreement with MSI's philosophy of minimal intervention
- motivated by the improvement of clinical standards
- willing to travel, on a regular basis, throughout the UK
- pro-choice on abortion
- pro MSI philosophy of social enterprise and cost recovery