

## Position Description

<b>Position Title:</b>	GP Clinical Editor HealthPathways Melbourne		
<b>Reports to</b>	Lead HealthPathways Melbourne		
<b>Directorate</b>	Strategy & Outcomes		
<b>Business Unit</b>	Digital Health		
<b>Number of Direct Reports</b>	NA	<b>Budget Responsibilities</b>	Nil
<b>EMPHN Classification</b>	Contractor		

<b>Reviewed by:</b>	Megan McCreadie – HR Business Partner	<b>Date:</b>	20/11/2017
<b>Approved by:</b>	David Millard – Manager Integration and Digital Health	<b>Date:</b>	20/11/2017

### About EMPHN

With our partners, we will facilitate health system improvement for people in eastern and north eastern Melbourne. In doing this, our five key strategic priorities will be:

1. **Addressing health gaps and inequalities**
2. **Enhancing primary care**
3. **Leveraging digital health, data and technology**
4. **Working in partnership to enable an integrated service system**
5. **A high performing organisation**

Our four organisational values will underpin all work undertaken by EMPHN and our employees.



<b>Leadership</b>	<i>We champion innovation and embrace change which improves our work. We celebrate and build upon our achievements in health care.</i>
<b>Understanding</b>	<i>We listen and respect all perspectives and seek evidence for a deep understanding of each other and our community.</i>
<b>Outcomes</b>	<i>We are accountable for ensuring value for money for our communities, stakeholders and funding bodies. We focus on high impact, equitable health care solutions that increase efficiency and reduce waste</i>
<b>Collaboration</b>	<i>We enable those who touch the system to design the system through sharing knowledge, evidence and expertise. We work together across teams for shared outcomes.</i>

### Purpose of Position

#### Primary Purpose of the Position

To lead the development of prioritised clinical Pathways that are relevant and evidence-based information to support clinical decision-making and improve the awareness of appropriate specialist, community and allied health services.

The HealthPathways information will be available to GPs in the EMPHN region through a single web-portal, designed to be used at the point of care.

This position will be essential in working with staff and stakeholders to promote and advocate for clinical pathways across the region.

### Key Relationships and Stakeholders

- General Practitioners
- Pharmacists
- Allied Health Providers
- Medical Specialist

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- Aged Care Facilities
- Tertiary Health Services
- Community based health services
- Private Hospitals
- Eastern Melbourne Primary Health Network (PHN) partners
- Eastern Melbourne PHN employees as required.

## Accountabilities

Work with the Lead - HealthPathways and other relevant parties, to identify clinical priorities for pathway localisation or development.

*Consider and recommend:*

- GP education and up-skilling required to support the clinical pathways;
- Clinical audit and evaluation mechanisms for the clinical pathways; and
- Innovative models of care identified by the Working Group(s) to resolve existing deficits in service provision or address emerging needs.
- Monitor and communicate relevant trends in clinical practice and changes in the local service system.
- Represent EMPHN to external parties in a professional manner, and promote its role in better coordinating patient care across the acute and primary care interface.

*Operations*

- Identify subject matter experts to sit on the Working Group(s) or provide advice on the content of the web-portal as required.
- Compile the required information to document how patient assessment, management and referral for specific medical conditions will be performed.
- Where appropriate, enlist the assistance of the Lead - HealthPathways to collate information on specialist, allied health and other relevant services.
- In collaboration with the Lead - HealthPathways, provide web content to the Australasian HealthPathways Team who are responsible for editing the material, applying a consistent writing style and format, and publishing it on the draft web-portal.
- Review the material published by the Australasian HealthPathways Team on the draft web-portal for accuracy and completeness.
- Coordinate a review of draft material by members of the Working Group(s) and other stakeholders as appropriate.
- Approve the publication of the clinical pathways, and associated material, on the live web-portal. Plan the cut-over process (transfer from the draft to the live web-portal) in collaboration with the Coordinator/Manager.
- Provide progress updates and reports as requested.
- To work as a member of the HealthPathways team.

*Team*

- To support the manager and staff within or engaged to work with the Digital Health team.
- Other duties as reasonably required.
- Participate in regular reviews of performance and demonstrate a willingness to close learning and capability gaps.
- Participate in regular team meetings and other organizational and stakeholder meetings as required.

*Organisational*

- Work towards the achievement of EMPHN Mission and Vision and the attainment of our key Strategic Priorities.
- Comply with all EMPHN's policies and procedures
- Work in a manner that upholds EMPHN Values of **Leadership, Collaboration, Outcomes** and **Understanding**.

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- Maintain strict confidentiality while employed at EMPHN, and at times thereafter, as to the organisation's membership list, data, operating procedures, financial and employee information.
- Promote primary health care in a positive manner at all times

### *Health and Safety*

- Adhere to all EMPHN Health and Safety policies and procedures and any relevant legislation regarding health, safety and environment.
- Take all reasonable care for your own and other's Health and Safety.
- Take a proactive approach to EMPHN health and safety initiatives.

## Qualifications

- Current registration with AHPRA as a medical practitioner and a minimum of five (5) years' experience in working as a GP in Melbourne.

## Knowledge, Skills & Experience

### **Core Competencies/Key Selection Criteria**

#### *Sector Knowledge*

- Knowledge and demonstrated understanding of the health service system and contemporary health policy issues and challenges in both primary care and the acute sector.

#### *Communication & Interpersonal Skills*

- Excellent written and verbal communication ability, attention to detail, and high level presentation skills including evident of delivering successful group education / training events.
- Demonstrated experience in building and maintaining relationships with external partners and key stakeholders at an operational level and senior management level.

#### *Analytical*

- Demonstrated analytical and problem solving skills in a complex environment in order to develop ideas and opportunities.
- Demonstrated ability to analyze and report on activities undertaken.
- Demonstrated project management skills with the ability to undertake a variety of planning, improvement, audit and quality related projects.

#### *Personal Qualities*

- Ability to work independently using professional judgement to manage complex matters, and also the ability to work as part of a team.
- Capacity to be a self-starter and identify new opportunities within the team's scope.
- Capacity to adapt work output that is impacted by an agile and changing environment.
- Strong relationship skills and a persona which models the organisation's ideals
- Proficiency in the use of MS Office applications (Word, Excel, Outlook).
- A current Victorian driver's license.

### **Desirable Knowledge and Skills**

- Experience and understanding and adoption of HealthPathways into General Practice
- Experience/interest in mental health and an understanding of the current issues/barriers to improvement in this space
- Previous experience with published writing will be taken into consideration