


Position Description

Position	Project Officer – Improvement and Integration Team	 <p>phn EASTERN MELBOURNE</p> <p>An Australian Government Initiative</p>
Business Area	Innovation and Integration	
Reports to	Lucien Deane-Johns, Manager Improvement & Integration	
Location	Box Hill	
Direct Reports	none	
Version and Date	Version 1 Feb 2017	

The EMPHN Board have endorsed the following principles which will guide the development and implementation of its business model:

EMPHN will:

- Build and use evidence to underpin innovation in models of care and reform in the health system which promote optimum health outcomes for the population.
- Ensure equitable access by the communities within the catchment.
- Strengthen primary care and facilitate coordination and integration between professional groups, care providers, education providers (specifically the tertiary sector and Universities) and researchers across the system.
- Engage communities and patients in the design and evaluation of services.
- Develop effective partnerships to reduce duplication and maximise expertise.

Our Values:

Leadership We champion innovation and embrace change which improves our work. We celebrate and build upon our achievements in improving health care.

Understanding We listen and respect all perspectives and seek evidence for a deep understanding of each other and our community.

Collaboration We enable those who touch the system to design the system through sharing knowledge, evidence, experience and expertise. We work together across teams for shared outcomes.

Outcomes 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.

Primary Purpose of job

The purpose of this position is to assist in the implementation of a shared care fracture management model in EMPHN's catchment, and the support of other projects as directed.

Key Selection Criteria

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Qualifications/Technical Expertise

- Tertiary degree in Health, preferably Nursing /Physiotherapy / OT or other related allied health
- Knowledge of fracture management
- Project experience ideally within the health sector
- Minimum 3 years' experience in Primary care and/or tertiary care setting
- Strong stakeholder engagement skills with previous experience in engaging key stakeholders
- Previous experience in provision of training to health providers

Personal Qualities

- Good communication and relationship skills and a persona which models the organisation's ideals
- Excellent attention to detail
- Good time management skills with the ability to develop and implement project plan to strict deadlines.

Other

- Hold a current driver's licence as the position requires you to drive for business purposes.

Key Accountabilities

- Engage and support identified local GPs within the EMPHN catchment who have an interest in the shared care fracture management project
- Assist in the implementation of training package in fracture management amongst GP clinics
- Liaise with local hospital networks involved in the project within the EMPHN catchment
- Assist with the development of formal agreements with GPs and local hospitals in delivering shared care fracture management model

Expectations of All Staff

All staff within the EMPHN are expected to:

- Comply with all of EMPHN's policies and procedures.
- Comply with all occupational health and safety legislation and regulations.
- Comply with all other Commonwealth and State legislation relevant to the organisation.
- Work in a collaborative fashion with GPs, practice staff and stakeholders.
- Uphold and enhance the reputation of EMPHN.
- Maintain the highest level of integrity in the conduct of the EMPHN business.
- Maintain strict confidentiality while employed by EMPHN, and at all times thereafter, as to the organisation's membership list, data, operating procedures, and financial information.