

Position description

Position	Coordinator Digital Health		
Purpose	To lead and coordinate activities that relate to digital health within the Brisbane North Primary Health Network across the region.		
Approval date	15 November 2021	Approved by	Libby Dunstan

Brisbane North PHN

Our vision is a community where good health is available for everyone.

Brisbane North PHN supports clinicians and communities in Brisbane's northern suburbs, Moreton Bay Regional Council and parts of Somerset Regional Council. It covers approximately 4,100 km² of urban, regional and rural areas, with a population of over one million.

We are one of 31 Primary Health Networks across Australia.

We work with local communities, consumers, carers, health professionals, hospitals and community providers to understand our community and their needs. We then engage stakeholders to design and commission programs and services to meet those needs.

Our PHN's goals:

- be informed and led by community voice
- re-orient the health system toward care close to home
- build capacity of providers to meet health needs of our region.

The PHN's values:

- Collaboration: We build strong and enduring relationships to achieve our shared goals
- Diversity: We are inclusive, fair and responsive to different needs
- Integrity: We are transparent, respectful and work to the highest standards
- Courage: We lead new approaches, learn and improve
- Impact: We deliver outcomes for our community.

Key outcome areas

To ensure the organisation works effectively to achieve its annual business plan, each team member has responsibility for a range of activities and outcomes. These activities and outcomes are reviewed once a year formally and on an ongoing basis informally with team members and managers.

Role-specific

- Actively support primary health transformation within the scope of digital health, through identification and coordination of priorities, capability and capacity building, partnerships, change management and quality improvement frameworks.

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- Develop and implement the necessary change management processes required for the adoption and implementation of digital health initiatives in primary care.
- Facilitate and manage strong, productive partnerships with primary care practitioners and organisations including general practitioners, general practice staff, allied health professionals, specialists and pharmacies to achieve measurable improvements in the adoption and implementation of digital health initiatives designed to improve primary health care effectiveness and consumer health outcomes.
- Develop resources, guides, web content, fact sheets and communication materials as required for projects and programs.
- Provide technical support to facilitate the uptake and use of digital health initiatives, software and applications.
- Work collaboratively with organisations, such as the Australian Digital Health Agency, towards the attainment of shared objectives.
- Comply with contractual and other reporting requirements and achievement of key performance indicators by collecting, collating, and communicating all relevant data to the appropriate internal and external stakeholders.
- Represent the organisation on relevant committees, advisory groups, and events on a local, state-wide and national level as they relate to the role and organisational objectives
- Ensure activities focus on the achievement of program goals and contribute to the realisation of the Brisbane North PHN strategic goals and vision.

General

- Regularly attend team and staff meetings
- Contribute to the pursuit of excellence through promoting and maintaining positive team spirit and organisational values, abiding by the organisation's Code of Conduct and Leadership Capability Framework, implementing all policies and procedures correctly and recommending quality improvements
- Communicate effectively and respectfully with all members of the organisation and external stakeholders
- Record all interactions in ChilliDB and other program and project databases on time, ensuring that information is relevant, accurate, up-to-date and accessible by other team members
- Comply with reporting requirements as directed by your manager
- Deal with sensitive information in a confidential and professional manner
- Complete other reasonable duties and projects as required to meet organisational objectives

Reporting relationships

Relationships

Reports to: Manager | Integrated Care

Direct reports: None

Level of delegation

(Per Delegation Matrix – CEO to staff)

Level 3 – All other staff

Key selection criteria

Within the context of the key outcome areas described above, the ideal applicant will demonstrate the following:

Qualifications and experience

- A relevant tertiary/vocational qualification and/or relevant experience in primary healthcare or similar is highly desirable.
- Experience in the application and implementation of, and aptitude for digital health ICT solutions and systems– e.g., clinical software, My Health Record, electronic prescriptions, e-pathology, virtual care options, PRODA, HPOS, GP Smart Referrals, IRMS.
- A good understanding of the primary healthcare sector and its role within the Australian health system or the ability to acquire that knowledge rapidly is highly desirable.
- Ability to understand and adapt to new technologies and systems as they apply to the primary healthcare sector.
- Demonstrated experience in delivering change management processes and/or facilitation skills
- Highly developed organisational skills including ability to effectively prioritise workload and competing priorities.
- Ability to liaise, consult and work collaboratively with a range of internal and external stakeholders to ensure the best collective outcomes and solutions.
- High level communication skills including written skills, consultation and negotiation and interpersonal skills, with a demonstrated ability to problem solve and use initiative and judgement.

Capabilities

The Brisbane North PHN Leadership Capability Framework applies to all roles within the organisation. Applicants must address these capabilities.

- leads self – self-aware, proactive and adaptable; takes personal development opportunities and is resilient
- engages others at all levels with respect, collaboration and cultural sensitivity
- achieves outcomes in a high demand work environment with judgment and initiative
- drives innovation - contributes to our culture of continuous quality improvement
- shapes systems - works productively within internal and external systems and networks
- bases decisions on available evidence.

Other

A current driver's licence is desirable and use of a personal vehicle may be required, including travel between the PHN offices. Work-related mileage will be reimbursed at relevant rates.

You may be required to work flexible hours. The role may include evening/weekend commitments for which time off in lieu is provided.

(Please note: This position description is subject to adjustment within reason and in consultation with your manager to meet the deliverables of the organisation.)