

## Position description

<b>Position</b>	GP Clinical Editor - HealthPathways		
<b>Purpose</b>	To oversee the development, localisation and maintenance of pathways on the Brisbane North HealthPathways platform to support improved primary healthcare		
<b>Approval date</b>	18 November 2024	<b>Approved by</b>	Rachelle Foreman

### 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, parts of Somerset Regional Council and Norfolk Island. It covers approximately 4,100 km<sup>2</sup> 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
- Facilitate care closer to home
- Address health gaps and inequities
- Transform and connect primary healthcare
- Drive organisational excellence.

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

- Work within the local HealthPathways program team and the broader HealthPathways community to develop new and maintain (review and update) existing pathways.



- Gather and review information relevant to local practice for clinical presentations, including assessment, management and referral, and develop pathways according to current evidence and clinical guidelines.
- Ensure pathways meet the information needs of the wider local health system, including the key target audience of general practice teams.
- Communicate and collaborate with subject matter experts (e.g., medical specialists, public services, peak bodies).
- Collaborate with, seek review and feedback from other stakeholders in the health system as necessary (including Clinical Editors from other regions).
- Attend any Queensland HealthPathways network meetings as required.
- Communicate effectively with technical writers at Streamliners (platform developers) as necessary.
- Liaise with the Brisbane North PHN GP Liaison Officer (GPLO) team as a mechanism for improved cross-sector communication and leverage on existing contact networks.
- Contribute to the collaborative and productive working relationship between Brisbane North PHN and Metro North Health through effective communication and timely resolution of requests relevant to HealthPathways.

### **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: Lead – Integrated Care Programs

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**

- General Practitioner with current AHPRA Registration
- Fellowship of the Royal Australian College of General Practitioners (FRACGP) or Fellowship of the Australian College of Rural and Remote Medicine (FACRRM)

- Currently working in general practice and/or relevant clinical practice in the Brisbane area (preferably within Brisbane North PHN and Metro North Health boundaries)

### **Skills and Attributes**

- Excellent communication (oral and written) skills and the ability to work effectively as part of a team
- Passionate about the health care of the population, and a desire to improve local service delivery
- Ability to successfully cultivate and maintain productive working relationships with internal and external stakeholders to develop pathways effectively.
- Strong analytical skills with an ability to distil key information from multiple and sometimes complex sources.
- Detail focus – Observes fine details. Identifies gaps in information. Looks for logical sequences of information. Highlights practical considerations of plans.
- Appropriate computer skills with a proficiency in the use of Microsoft Suite Office applications (Word, Excel, Outlook and Teams).

### **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 workplaces. 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.)