

Position Description

Position Title:	HealthPathways GP Clinical Editor
Responsible to:	Regional Director, Engagement and Coordination (Illawarra-Shoalhaven) through HealthPathways GP Engagement Leader
Responsible for:	Nil direct reports
Location:	Wollongong (travel across the region will be required)
Status:	Part time
Hours:	16 hours per week
Salary Range:	\$120 per hour
Conditions:	National Employment Standards Employment Contract Company policies and procedures
Remuneration & Benefits:	Base salary plus superannuation at statutory rate Salary packaging in line with Registered Health Promotion Charity status Professional development opportunities Flexible work practices
Probity Checks:	Reference Checks National Criminal Record Check 100 points of Identification including Drivers Licence Qualifications / Certifications required for position Professional registrations and memberships as required for position
Level of Delegation:	As outlined in the Delegations Policy

Organisational Context

COORDINARE has been established by Grand Pacific Health, IRT, Peoplecare and the University of Wollongong, to take up the challenge of delivering the Primary Health Network for South Eastern NSW. COORDINARE provides a unique blend of private and public perspectives and innovative thinking which aims to transform the health of people in the region.

COORDINARE has adopted a business model that is data-driven, using epidemiological information, practice-based evidence and local knowledge to set clear priorities for improving health outcomes, achieving better patient experiences and reducing costs. Seeking input from our GP-led Clinical Councils, our Community Advisory Committees and through our strategic alliances with the Local Health Districts, we will set clear local priorities as well as identify strategies to implement the national priorities locally.

COORDINARE will work at three levels within the health system:

1. **Supporting general practice** through: helping GPs better understand their own patient populations by unlocking the potential in their own patient data; supporting GPs to access and use the latest technology; working with GPs to improve the quality of care; and supporting GPs to help patients make necessary lifestyle changes and manage their own conditions. GP Clusters will provide the critical mechanism for harnessing the local knowledge and experience of geographically networked GPs.
2. **Working within local communities** by: commissioning services for people who are at risk of poor outcomes (rather than providing services directly); partnering with other agencies to reach people who are at risk but not accessing care; and working with GPs to consider the health of people in the wider population of the communities in which they practice.
3. **System improvement** by: bringing together general practice, hospitals and other providers to develop better ways to coordinate the care of patients who receive care from multiple providers; and working with Local Hospital Networks (LHNs) to use benchmarking and other performance data to focus system improvement efforts.

COORDINARE commissions services, focusing on those most at risk of poor outcomes, rather than providing services directly. Commissioning involves a strategic approach to purchasing services from providers, using information gathered from our needs assessments and an analysis of local provider markets. Our approach to commissioning also involves an ongoing and collaborative relationship with

service providers: we work together to make sure that contracted deliverables and quality standards are met.

Background

The term HealthPathways refers to the care pathway approach originally developed and implemented by the Canterbury District Health Board (CDHB) in New Zealand in 2007. It is a whole-of-system approach to the planning and design of health services.

The Illawarra Shoalhaven Local Health District and South Eastern NSW PHN (COORDINARE) have joined together in funding this initiative in order to improve the quality, accessibility and efficiency of the patients' journey. Further information is provided in the attached "What is HealthPathways?"

Purpose

Care pathways are used to standardise health care processes. It has been shown that implementing care pathways reduces the variability in clinical practice, improves quality of care, optimises the use of resources and improves patient outcomes.

HealthPathways is both a process and an outcome:

There are two parallel processes. The first is gathering together groups of clinicians relevant to a specific health service or condition in Clinical Work Groups (CWGs). CWGs meet and work together to discuss issues in relation to patient flows and access to services and identify potential solutions. When the need for new pathways are identified, standardised, easy to follow guidelines for patient care are then developed, agreed and tailored to the local service environment by a local Clinical Editor. In parallel to this the Local Clinical Editor works with subject matter experts rapidly localising the large pool of existing pathways.

The outcome is an agreed care pathway that is readily accessible to clinicians to support the assessment and management of their patients' conditions. HealthPathways then uses an on-line information portal to publish these guidelines as a central source of health services information.

The role of the Local Clinical Editor is to take the recommendations of the CWGs and decide, in consultation with subject matter experts, what content is relevant to local HealthPathways. They then gather that information before it is provided to technical writers (the Australasian HealthPathways team) to edit, format and publish it on the HealthPathways Illawarra Shoalhaven website.

The local Clinical Editor function must be performed by an experienced, practicing GP. They must be someone who would use HealthPathways in their practice, and who understands the types and brevity of information needed by general practice teams (including GPs, Nurses, and admin staff).

Local clinical editors will be provided with access to office accommodation and administration support through COORDINARE and the Illawarra Shoalhaven Local Health District. They will retain flexibility to work from alternative locations to enable their role to be effectively delivered and combined with clinical practice as required. The position will require attendance at meetings outside of standard business hours.

Direct support and coordination provided by the HealthPathways GP Engagement Leader and the HealthPathways Illawarra Shoalhaven Project Manager. The Clinical Editor is also expected to be proactive, operation with a high degree of autonomy and operate within the formal delegations framework of the organisation and in accordance with organisational policies and procedures.

Key Accountabilities

As key members of the Illawarra Shoalhaven HealthPathways Project Team, Clinical Editors will be expected to:

- Work in partnership with the Clinical Leaders, subject matter experts and other members of the Work Project Team.
- Work with the HealthPathways Project Manager, GP Engagement Leader and other key stakeholders to identify priorities for pathways localisation or development.
- Identify subject matter experts to consult with in the process of localising or developing the pathway.
- In collaboration with other members of the HealthPathways Operations Team, gather the required information, particularly the clinical information on how assessment, management, and referral are, or will be, performed locally.
- Provide the information to the Australasian HealthPathways team for editing and layout in the HealthPathways style.
- Review the new draft pathways produced by the Australasian HealthPathways team for accuracy and completeness.
- Obtain additional reviews and comments from the subject matter expert(s) and CWGs as required to finalise the pathway.
- In collaboration with other members of the HealthPathways Operations Team, plan the “cut-over to live” in conjunction with relevant stakeholders, making sure that any required resource shifts, GP education, clinical audit/evaluation, or up-skilling arrangements are in place

Key Relationships

- Internal – Executive, Engagement and Coordination Team, Planning and Performance Team, Clinical Councils
- External – Local clinical networks (GP Clusters) and individual general practitioners, Local Health District and other partner organisations

Key Challenges

- Balancing the needs of GPs with the needs of Local Health District specialists in prioritising HealthPathways whilst promoting improved collaboration between the two groups regarding patient flows.

Key Outcomes

- HealthPathways Program outcomes achieved in line with identified milestones

Selection Criteria

1. Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a medical practitioner and experience working as a General Practitioner in the Illawarra Shoalhaven area.
2. Knowledge of the health care system in the relevant region including key service providers and individuals.
3. Commitment to embedding evidence based practice and other quality improvement activities into general practice as a means to improved patient outcomes.
4. High level communication and negotiation skills together with the ability to exercise sound judgment.
5. Strong analytical skills with an ability to logically distil simple information from a complex range of sources.
6. Appropriate computer skills with a proficiency in the use of MS Office applications (Word, Excel, Outlook).
7. A current NSW drivers licence and access to comprehensively insured vehicle

As the incumbent of this position, I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee Name:

Employee Signature:

Date:

Manager's Name:	Manager's Signature:	Date:
-----------------	----------------------	-------

Date	Version No.	Author	Approved by	Reason for update
May 2015	1	HR Manager	CEO	New