

| Position description | |
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| Position title | HealthPathways Program Coordinator |
| Business unit | Quality Improvement |
| Classification | Level 5.1 |
| Accountability | The HealthPathways Program Coordinator is accountable to the GM Health System Improvement through the HealthPathways Program Manager |
| <p>About Capital Health Network</p> <p>Capital Health Network’s purpose is to work in partnership to integrate health care, strengthen health equity and improve health outcomes. We address community needs by collaborating with consumers, members, funders, researchers and health and community partners to improve health outcomes. We are unique in our ability to support general practice and design services that fill gaps and deliver lasting improvements.</p> <p>About HealthPathways</p> <p>HealthPathways is an online resource that offers primary care clinicians locally agreed clinical and referral information to make the right decisions, together with patients, at the point of care. The HealthPathways team in partnership and close collaboration with the ACT Health, Southern NSW Local Health District, COORDINARE (SE NSW Primary Health Network) and Streamliners NZ works to improve the quality, accessibility and efficiency of the patients’ journey through the development and maintenance of the HealthPathways website.</p> <p>Capital Health Network values and Competency Framework</p> <p>Capital Health Network values and Competency Framework People who work for CHN will work with us to achieve our aspirational goals of Agility, Diversity and Empowerment. All employees are required to meet CHN’s seven competencies at a level appropriate to their role. To articulate organisational expectations in relation to the values and the competencies expected of all employees a Competency Framework has been developed. The framework identifies and describes seven basic competencies that all employees need to have to function effectively in their role at CHN. To download a copy of the Competency Framework, follow the link: https://www.chnact.org.au/careers/capital-health-network-positions-vacant/</p> | |
| Responsibilities | |
| Primary purpose of position | <p>The ACT/SNSW HealthPathways Team comprises a program Manager, Clinical Editors and program members who work across the ACT and Southern NSW region.</p> <p>The Project Coordinator will work with HealthPathways partners to progress the program priorities through coordination and operational support of the program and Clinical Editing Team. This position has responsibility for developing awareness and promoting the integration of HealthPathways into the everyday work of health professionals and organisations in ACT and Southern NSW, to promote navigation and improve integration of healthcare and support services for people within the region.</p> |
| Duties | <ol style="list-style-type: none"> 1. Implementation and coordination of the HealthPathways program in the ACT including: <ol style="list-style-type: none"> a. using a quality improvement approach to create innovative, localised strategies to meet project objectives. |

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| | <ul style="list-style-type: none"> b. management of the ACT HealthPathways team including GP Clinical Editors and close collaboration with the Lead Clinical Editor on pathway priorities and efficiencies. c. representation and promotion of the ACT & SNSW HealthPathways program to local health professionals, health system executives and other stakeholders. This involves driving to locations across the ACT. d. provision of training to HealthPathways staff as required. e. participation and support of HealthPathways Clinical and operational working groups and stakeholder working groups. f. collection and analysis of data to inform strategic planning, reporting and service development. <ol style="list-style-type: none"> 2. Liaise with Streamliners NZ writing team to standardise the content and format of the HealthPathways and local directory. 3. Use the HealthPathways Admin System to manage pathway development, contribute to feedback on a daily basis and maintain pathways data. 4. Collaborate with the HealthPathways Program Manager and the SNSW HealthPathways Team to achieve the program goals and objectives in alignment with the organisation’s business plans, risk management and reporting frameworks. |
| Competencies | |
| Role Competencies | Qualifications: Minimum completion of Diploma in Health or related discipline with work-related experience, or an equivalent combination of extensive experience and training relevant to program coordination. |
| | Technical/specialist skills: <ol style="list-style-type: none"> 1. Proven ability to plan and coordinate the activities of multiple stakeholders, including the ability to liaise and negotiate with a variety of health and non-health professionals. 2. Demonstrated organisational, quality improvement and project management skills. 3. Proven ability to lead and coordinate team members and their workload. 4. Demonstrated experience in collaborating with medical specialists, General Practitioners, Nurses and other health service providers. 5. Demonstrated superior level written and oral communication skills including presentation skills. 6. Demonstrated computer skills including use of Microsoft Office applications and understanding of digital health systems, ability to develop new skills in computer data systems including Google Analytics. 7. Current drivers’ licence. |
| | Experience and knowledge: <ol style="list-style-type: none"> 1. Sound knowledge and understanding of the ACT and national health system priorities. 2. Ability to develop and maintain effective high-level relationships and networks with our key stakeholders. 3. Proven experience in working collaboratively and effectively with team members and colleagues. 4. Ability to show initiative, learn and work in a complex environment and adapt to changing situations. |
| CHN Competencies | <i>Strategic thinking:</i> We use our foresight and environmental awareness to add value. |
| | <i>Resourcefulness:</i> We generate evidence-based solutions. |
| | <i>Relationship Management:</i> We invest in strengthening internal and external relationships. |
| | <i>Data Literacy:</i> We navigate data systems and protect data assets. |

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| | <i>Cultural competence:</i> We understand, appreciate and cooperate with all cultures and beliefs. |
| | <i>Embracing ambiguity:</i> We rise to the challenge of uncertainty and the unknown. |
| | <i>Leading:</i> We each play a leadership role. |