

# POSITION DESCRIPTION

## HealthPathways Coordinator

<b>Reports to:</b>	HealthPathways Redesign Lead		
<b>Domain:</b>	Operations	<b>Business Unit:</b>	Operations
<b>Team:</b>	HealthPathways	<b>Position Type:</b>	Full Time   Ongoing
<b>Location:</b>	Shepparton		

### Primary purpose of this position

The position of HealthPathways Coordinator uses a project management approach to coordinate the development of HealthPathways within the Murray PHN region to ensure the implementation and utilisation of HealthPathways.

Scope	
<p><b>Direct reports to this position</b></p> <ul style="list-style-type: none"> <li>HealthPathways Redesign Lead</li> </ul>	<p><b>Indirect reports</b></p> <ul style="list-style-type: none"> <li>N/A</li> </ul>

Key relationships	
<p>All employees have responsibility for managing aspects of relationships. At all times those interactions should reinforce our intention that we are easy to do business with.</p>	
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>HealthPathways Redesign Lead</li> <li>HealthPathways team members</li> <li>Clinical Editors</li> </ul>	<p><b>External</b></p> <ul style="list-style-type: none"> <li>Staff from: General Practice, Community Health Services, Aboriginal Community Controlled Health Organisations, Specialists/Specialist Clinics, Allied Health Professionals, Hospital Services.</li> <li>Subject Matter Experts</li> <li>Technical writers from Streamliners New Zealand</li> </ul>

## Key accountabilities

To increase the uptake of HealthPathways across the Murray PHN catchment, supporting provider readiness and performance via clinical engagement, organisational understanding and information and knowledge exchange.

Key responsibilities	% of job
With the clinical editor, coordinate development of HealthPathways within the region and support utilisation of HealthPathways.	50%
Encourage effective work practices and relationships that generate collaboration, innovation and efficiencies across the organisation.	20%
Lead the development of clinical working groups making recommendations for redesign projects	10%
Be the key stakeholder point of contact for the relevant geographical region	10%
Support implementation of commissioning projects and new service models across the region.	5%
Other duties within role and scope of position	5%

Each Murray PHN employee is expected to:

**Strategic alignment** – pro-actively work in a way that directly supports Murray PHN strategic objectives.

**Workplace health and safety** – pro-actively work in a safe manner, adhering to all work health and safety (WH&S) requirements and report all hazards, near misses and incidents through the organisation's WH&S processes.

**Manage risk** – Actively manage risks by complying with organisational policies and procedures and escalating risks for higher-level attention when required as per Murray PHN approved risk scales.

**Governance** – Actively embrace and understand their role and where it fits within Murray PHN Governance and Accountability Framework.

**Cyber Security** – Actively seek out the company's policies and procedures and ensure you fully understand and abide by them.

**Travel** – As Murray PHN covers a wide regional and rural catchment some travel may be required as part of this role. This position will require a current driver's licence which must be provided prior to commencing employment.

## Knowledge, skills, experience and qualifications

The knowledge, skills, experience and qualifications for this role are:

### Essential

- A degree qualification in a health-related field combined with more than 5 years' experience in a similar role.
- Demonstrated relationship management skills and/or experience in project management



Leadership



Collaboration



Respect



Accountability



Innovation

### ***Desirable***

- Understanding of the primary health care sector
- Data analysis and reporting skills and experience

### ***Behavioural competencies***

Murray PHN is a culturally safe and anti-racist organisation and all core behavioural competencies encompass this ethos.

This role has been evaluated at a Level NC5 and success in the role requires the right behavioural skills to be demonstrated.

Descriptors of the six Core Behavioural Competencies and four Leadership Competences relevant to this position are detailed in [Murray PHN Behavioural Competency Framework](#)



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