

Position Description

Position title	My Health Record Allied Health Engagement Consultant
Status	Part time – temporary appointment to June 2019
Location	Eight Mile Plains
ABOUT PRIMARY HEALTH NETWORKS (PHNS) AND BRISBANE SOUTH PHN	
<p>Brisbane South PHN has a strong commitment to working in partnership with our local communities, with primary health care professionals, regional hospital and health services, all levels of government and with the public, private and not-for-profit sectors. Through delivering on our strategic vision of Better System, Better Health, our aim is that the Brisbane South region, its primary health agencies, professionals and its local communities will be recognised as experiencing a high quality health system that is delivering improved lifelong health and wellbeing.</p> <p>In addition, our values - Courage, Respect, Integrity, Synergy, Purpose - shape the way we work with our stakeholders and with each other.</p> <p>Our efforts are focused on improving the system for everyone – individuals, families, communities, health professionals, key stakeholders and the primary health sector.</p> <p>Brisbane South PHN supports the primary health sector in a number of ways.</p> <ul style="list-style-type: none"> ▪ Through careful analysis, consultation and planning, we help to identify and address health needs and service gaps. ▪ We share knowledge and information with and throughout our network. ▪ We work directly with general practitioners, allied health professionals and health care organisations. ▪ Our services include sharing of information, digital solutions and workforce education and training, so health service providers can be better placed to deliver care to patients, keeping them healthy and out of hospital. <p>Through our partners and contracted providers we commission the delivery of services for our region’s most vulnerable people, including those in need of mental health, drug and alcohol and other support services.</p>	
POSITION OBJECTIVE	
<p>The objectives of this position are to:</p> <ol style="list-style-type: none"> 1. Facilitate and manage strong, productive partnerships with the Australian Digital Health Agency (ADHA), and other healthcare sector stakeholders including general practice, allied health, pharmacies, hospitals and aged care. 2. Promote and support My Health Record implementation with a particular focus on allied health professionals 3. Ensure activities focus on the achievement of program goals and contribute to the realisation of the Brisbane South PHN strategic goals and vision. 	
Accountability	This position reports to the Program Development Manager Digital Health
Direct reports	Nil
Budget	Nil
Delegated Authority	As per approved Brisbane South PHN delegations

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KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> Engage with Allied Health and other primary care providers across the region to support and encourage registration and use of the My Health Record. Provide technical support to facilitate the uptake and use of the My Health Record, including assisting providers with registration and set up for My Health Record, Provider Digital Access (PRODA) and the Health Professional Online Services (HPOS). Engage with allied health associations to identify opportunities to work collaboratively to enhance registration and use of the My Health Record. Organise and facilitate local education events for Allied Health providers. Develop resources and support providers and organisations to use digital health technologies to improve the quality of services and enhance health outcomes. Ensure prompt and effective resolution of customer service issues. Record timely and accurate details of engagement activities and stakeholder information in the Brisbane South PHN customer relationship management system. Work collaboratively and manage relationships with the Australian Digital Health Agency and Commonwealth Department of Health towards the attainment of shared objectives, especially with regard to My Health Record implementation. Ensure that My Health Record and other digital health program related performance reporting requirements are met in accordance with reporting timelines. Any activities that might reasonably be expected in this position. 	
CAPABILITIES AND COMPETENCIES	
<p>Brisbane South PHN has a Capability and Competency Framework aligned to the Strategic Framework, Vision, Purpose and Values. The expected capabilities, competencies and success behaviours for this position are described in the Framework in the role group: Team Leader, Senior Officer, Coordinator.</p>	
SKILLS, EXPERIENCE AND QUALIFICATIONS	
<ul style="list-style-type: none"> Demonstrated understanding and/or use of My Health Record, PRODA and HPOS. Experience in the use of, and aptitude for learning and demonstrating ICT solutions and applications. High level written and verbal communication and interpersonal skills. Good understanding of the primary health care sector and its role within the Australian health system. Ability to develop and maintain effective professional relationships both internal and external to Brisbane South PHN as appropriate. Demonstrated solution-focused problem solving skills within the scope of the role and ability to escalate matters as appropriate. Proven capacity to work autonomously and independently within the scope of the role. Tertiary qualification and/or registration as an Allied Health professional is desirable. Current driver's licence Positive National Police Check 	
Manager's Signature	Date
Manager's Name	
Employee's Signature	Date
Employee's Name	