

POSITION DESCRIPTION

Position title:	Remote Patient Monitoring Program Lead
Department:	Operations
Reports to:	Senior Manager Health Intelligence
Direct reports:	0
Hours per week:	38
Duration	Fixed term until 31 March 2022

Western Victoria Primary Health Network

Western Victoria Primary Health Network (WVPHN) is responsible for increasing the efficiency, effectiveness and coordination of health services for patients, particularly those at risk of poor health outcomes.

Working together with community and health industry partners, WVPHN is committed to strengthening the primary healthcare system, based on local needs. Our four regional centres in Ballarat, Geelong, Horsham and Warrnambool, drive local engagement and ensure strong rural and regional connections, through the development of local community and clinical councils.

Vision

Quality and accessible primary health care for Western Victoria

Values

Respect: listen, value and respond

Connect: engage, collaborate and empower

Lead: question, innovate and pioneer

Position purpose

At Western Victoria Primary Health Network (WVPHN) we use digital health and other technologies to enhance care, support evidence-based practice, create efficiencies, increase self-management and monitoring, and improve communications.

Remote patient monitoring and support is an innovative model of care delivery that aims to improve the health of patients by supporting the self-management of chronic conditions. Key to this program of work will be the launch of Care Monitor which includes best practices and tactics to enhance the patient experience, improve outcomes, and provide better organised and more personalised care to our patients. Your role as Remote Patient Monitoring Program Lead requires the ability to work with diverse stakeholders both internally and externally to develop and deliver an integrated shared care remote monitoring platform across western Victoria.

Key accountabilities

- Develop and manage all aspects of the Remote Patient Monitoring project including scope, requirements, project plans, risk identification and mitigation plans, communication and issue resolution. Engage and coordinate key stakeholders including general practice, health services and

- project partners to support performance improvement initiatives and implement evidence-based program interventions.
- Develop project related deliverables with minimal supervision including project plans, PowerPoint presentations, status reports, meeting minutes, issues/risk logs, and meeting facilitation documents.
 - Present updates, findings, reports, and recommendations to internal and external stakeholders/leaders as needed
 - Establish contacts and strong working relationships with key stakeholders across Partners entities
 - Manage the coordination of various workgroups, committee meetings, and other best practice sharing events. Conduct best-practice research and ad-hoc analysis for continuous quality improvement initiatives related to the program
 - Work with Health Intelligence team to develop methodologies for evaluating and tracking success
 - Work with the Practice Facilitation team to effectively engage with key stakeholders and deliver project activities and outcomes.
 - Work with Senior Manager Health Intelligence and Director of Operations to provide budget related information
 - Other duties and responsibilities as required.

General

- Understand and comply with the Code of Conduct for employees and other related policies and procedures
- Always demonstrate commitment to organisational values
- Ensure that primary health care is promoted in a positive manner
- Adhere to and maintain confidentiality in accordance with the Confidentiality Statement

WHS responsibilities

The Board of Directors and Executive Team recognise the moral and legal responsibilities in providing a working environment for its employees, volunteers, contractors, visitors, stakeholders and the general public, that is safe and healthy.

Western Victoria PHN promotes a safety culture throughout the organisation that ensures that every employee actively participates in the health and wellbeing of themselves and their co-workers. All employees are expected to embrace this culture in line with the values of the organisation. All staff are expected to be aware of and participate in their duty of care in the workplace as outlined in induction and organisational policies.

Physical requirements and environmental conditions of the role

The following table identifies the physical and psychological work environment characteristics that are inherent requirements of the role. Where possible, Western Victoria PHN will make reasonable adjustments to enable individuals with disabilities to perform the essential functions of their roles.

Required activities/working environment	Frequency
Computer based tasks, sedentary position, office based	Often
Repetitive manual tasks	Rarely
Driving, in & out of vehicles	Occasionally
Walking, climbing stairs, bending	Occasionally
Working alone or at a co-located site	Occasionally

Confrontational/confronting situations (Due to the nature of our work there may be times when staff are exposed to behaviour, language and/or situations that can be confronting)	Rarely
Working outside in differing weather conditions	Never
Attending external locations	Occasionally

A signed pre-existing condition declaration form is required to be completed prior to commencement.

Key Selection Criteria

QUALIFICATIONS/EXPERIENCE/SPECIALIST KNOWLEDGE

Essential:

- Tertiary qualification Project Management, Health or related field. Strong organisational and project management experience required, preferably in a healthcare setting
- Experience in continuous quality improvement activities preferred
- Ability to prioritise and resolve critical issues efficiently and effectively with minimal supervision
- Ability to effectively cope with change, shift gears comfortably, and negotiate situations when the big picture is not clearly defined
- Strong time management and organisational skills, with an attention to detail, ability to work independently, manage multiple tasks, meet deadlines, and manage to schedule
- High degree of initiative along with ability to act as a team player, working collaboratively with others across the department and the organisation
- Excellent oral and written communication and presentation skills, with the ability to deliver presentations to a wide variety of audiences, develop multi-mode communications conveying a clear understanding of unique needs of different audiences
- Develop effective professional relationships with a broad array of people (different levels of management and clinical experts)
- Use logic and a mixture of analysis, experience and judgement to make sound decisions when faced with problems/barriers to moving program forward
- Travel to regional Partners, general practices and health services within WVPHN region will be required

Desirable:

- Demonstrated knowledge of digital health solutions
- Demonstrated knowledge of primary and tertiary health service care models

Employment Requirement:

- Be prepared to undergo a National Police Check, prior to appointment
- A current Victorian driver's licence

Position enquiries

For further information regarding this position, please contact:

Human Resources – HR@westvicphn.com.au

This position description is subject to change in line with contractual requirements, the development of the organisation's strategic plan and operational needs.