



GP partners Adelaide

An Australian Division of General Practice

Job & Person Specification

Position

Title: *Health Programs Co-ordinator - Obstetric Shared Care*

Division: Health Programs Unit

Reports to: Health Programs Manager

Effective Date: July 2010

Incumbent

**120 Hutt Street
ADELAIDE SA 5000**

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JOB AND PERSON SPECIFICATION

POSITION: *Health Programs Co-ordinator – Obstetric Shared Care*

REPORTS TO: Health Programs Manager

POSITION SUMMARY

The Health Programs Co-ordinator – Obstetric Shared Care is responsible to the Health Programs Manager for co-ordinating elements of the State-wide GP Obstetric Shared Care Program which is funded by SA Health. This will involve liaising with general practitioners, midwives in each of the major public hospitals and other key stakeholders. Organising the GP Obstetric Shared Care Accreditation seminars in metropolitan and country regions as well as other CPD events related to Obstetric Shared Care will also be a component of the role. Collection of data as required by the contract will also be a component of the role. The incumbent may also be assigned elements of a range of other programs and be required to undertake direct delivery of activities with General Medical Practices whilst also playing a key role in marketing GP partners Adelaide and its services

REPORTING RELATIONSHIPS

The Health Programs Co-ordinator – Obstetric Shared Care reports directly to the Health Programs Manager and is required to work collaboratively with other members of the Health Programs team.

The Health Programs Co-ordinator – Obstetric Shared Care must maintain friendly and supportive relationships with all members, staff and practice staff to ensure a professional and positive image of the Division is presented at all times.

JOB SPECIFICATION

- Work collaboratively with all key stakeholders in the achievement of program deliverables as stipulated in the SA Health contract for the State-wide Obstetric Shared Care Program.
- Develop effective communication mechanisms in conjunction with the Manager – Health Programs so that all key stakeholders are informed about the GP Obstetric Shared Care Program
- Ensure that all elements of the GP Obstetric Shared Care Program is consistent with the SA GP Obstetric Shared Care Protocols
- Respond to all telephone, email or personal queries about the SA GP Obstetric Shared Care program.
- Liaise with midwives in the major public hospitals as well as GP's and other key stakeholders
- Assist with the collection of data associated with the Program as appropriate
- Organise Continuing Professional Education functions for GP's including the GP Obstetric Shared Care seminars in metropolitan and country regions including catering, speakers, sponsorship, marketing and venue selection.
- Develop education accreditation applications and prepare and submit the required reports to the Royal Australian College of General Practitioners, the Australian College of Rural & Remote Medicine and GP partners Adelaide
- Ensure that all education events are conducted using best practice adult learning principles.
- Liaise with other education providers to explore opportunities for resource sharing and training partnerships
- Co-ordinate and attend relevant meetings to ensure that the deliverables of the contract are achieved
- Work collaboratively with all other GP partners Adelaide Program Co-ordinators to ensure that program deliverables are met
- Assist the Manager – Health Programs to ensure compliance reports required by SA Health and any other relevant funding bodies are completed within the timeframes.

Other

- Some out-of-hours work may be required

WORKING RELATIONSHIPS WITH OTHER POSITIONS:

The Health Programs Co-ordinator – Obstetric Shared Care is required to promote understanding and foster cooperation between all staff groups of GP partners Adelaide to reinforce excellent staff relations. The Health Programs Co-ordinator – Obstetric Shared Care will be a key contributor to the efforts of GP partners Adelaide to improve liaison with members. The Health Programs Co-ordinator – Obstetric Shared Care will also work with primary health care colleagues in the community, GPSA and Australian General Practice Network to ensure shared learning and best practice across participating Networks.

PERSON SPECIFICATIONS: - (Skill and Experience Requirements)

Essential

- Registered nurse
- Experience working with General Practitioners and midwives;
- Strong interpersonal skills evidenced by the ability to persuade and influence at a senior level.
- Excellent written, verbal and presentation skills.
- Evidence of ability to identify problems; apply innovation and creativity in identifying solutions.
- Demonstrated commitment to high personal standards of work and the ability to deliver high quality work according to challenging timescales.
- Superior organisational skills, including the ability to plan, execute and achieve a number of priority work functions concurrently
- Ability to ensure reports are delivered within the required time frame regardless of competing priorities;
- Excellent written, verbal and presentation skills with evidence of the ability to motivate others through personal presentation style
- Have a strong commitment to providing excellent customer service to both staff and members;
- Honesty, integrity and confidentiality;
- Good attention to detail
- Punctual, efficient and courteous with a high standard of personal presentation;
- A commitment to ongoing personal and professional development;
- Current driver's license.
- A satisfactory criminal history check.

Desirable Requirements

- Midwifery experience
- Capability to integrate one's own knowledge and skills with colleagues from other disciplines.
- Experience within a not-for-profit environment;
- Experience within the health sector, particularly with General Practice;
- Experience with project co-ordination.

Personal Skills and Abilities

- Superior interpersonal skills and ability to communicate with people at all levels;
- Ability and willingness to establish networks with health care providers and key stakeholders;
- Effective time management;

Location

The Health Programs Co-ordinator – Obstetric Shared Care will be based at GP partners Adelaide offices at Hutt Street Adelaide.

Occupational Health, Safety & Welfare; Privacy

- Assist with ensuring Privacy and Confidentiality needs are understood, applied and maintained in accordance with the Privacy Policy of the Division.
- Work within the Occupational Health, Safety and Welfare Act (SA) 1986.
- Comply with the GP partners Adelaide OHS&W accountabilities, practices and policies.

Confidentiality

Except as required by law, the employee must not disclose, divulge, communicate or otherwise place at the disposal of any third party, in any form or by any means and must keep in strict confidence, now and in the future any Confidential Information of GP partners Adelaide.

“Confidential Information” includes all information of a confidential nature regarding the past, current and future business interests, client and customer details, system processes and methodologies of GP partners Adelaide. All issues including (but not limited to) these matters, which are conveyed by GP partners Adelaide to the employee during the term of employment is regarded as being confidential.

Conditions and hours of employment

The incumbent will be required to:-

- Work core hours of 7.5 hours per day, 5 days a week from 9.00 am to 5.00 pm;
- Be available to attend meetings and training sessions, as required.

Acknowledgement

I, _____ acknowledge that I have read, understood and accept the above and have been given a copy.

SIGNED:

Employee Signature

Chief Executive Officer Signature

Date:

Date: