Position Description

Position Title	Coordinator, PHASES and Primary Sense
Reports To	Team Leader, Multi-Disciplinary Sector Development
Direct Reports	Not applicable
Team	Primary Health & Commissioned Services Multi Disciplinary Sector Development
Location	WQPHN Office
Position Classification	Level 4
Relevant Award & Classification	Award Free
Employment Status & Hours	Full time, 1.0 FTE, 76 hours per fortnight

Primary Purpose

The Coordinator, PHASES and Primary Sense is responsible for leading and delivering the PHASES project (Preventing Heart Attacks and Stroke Events through Surveillance), including cardiovascular disease (CVD) screening and intervention. The role also oversees the implementation and meaningful use of Primary Sense and related quality improvement (QI) activities.

With a strong focus on primary care integration across the Western Queensland PHN region, the Coordinator manages key stakeholder relationships and ensures the successful delivery of PHASES, Primary Sense, and other digital health initiatives as required.

In addition, the role supports internal teams, primary healthcare providers, and their administrative staff to build capability and strengthen the management of complex health needs in communities through the effective use of modern digital platforms.

Role Functions

The Coordinator, PHASES and Primary Sense role is responsible for the following key functions within the WQPHN organisation:

- Lead and support internal and external stakeholders to transition to Primary Sense
- Champion, collaborate with partners and lead all aspects of the PHASES CVD project.
- Integrate seamlessly with WQPHN individuals and teams delivering digital health activities as a part of an integrated approach, including alignment of key activities with other Digital Health programs e.g. HealthPathways, GP Smart Referrals and associated ADHA programs.

Key Responsibilities and Accountabilities

1. Plan and coordinate the delivery of awareness, education, readiness and change management support to healthcare providers and WQPHN staff across Western Queensland for the implementation of Digital Health strategies including Primary Sense and PHASES ACVDR screening project.
2. Collaborate with internal teams to ensure digital health is embedded in broader PHN programs (e.g., chronic disease, aged care, mental health).
3. Ensure all activities support WQPHN's Strategic Plan and contribute to our vision.

4. Support the Team Leader, Multi-Disciplinary Sector Development to ensure areas of responsibility are considered and showcased across all Team Leader functions.
5. Align and integrate Primary Sense with other digital initiatives and platforms across the Western Queensland health system.
6. Undertake project monitoring, evaluation and ensure projects are completed within the set scope, on time and in accordance with risk and quality management requirements.
7. Ensure consistency and accuracy of project reporting and baseline data, including data quality and availability of information, is optimised and fit for purpose.
8. Monitor relationships with key stakeholders and provide information and advice on management issues relating to internal and external stakeholders.
9. Adhere to all established Management System policies, frameworks, procedures, and guidelines, including for, but not limited to, Quality, Information Security, Safety (WHS, clinical governance), Finance, Commissioning, People & Culture, to ensure the protection and compliance of the organisation and its stakeholders. Actively contribute to ongoing quality improvement across organisational risk areas as appropriate.
10. Undertake other such duties and training as may reasonably be required and which are consistent with the level of responsibility of this position.

Our Commitment to Reconciliation

WQPHN is committed to undertaking all work within a culturally inclusive, sensitive and safe framework that supports Reconciliation. The Reconciliation Action Plan shows WQPHN's commitment and dedication to embedding reconciliation initiatives into everyday work.

Minimum Qualifications and Competencies

1. Tertiary qualifications and/or experience in primary healthcare or health management equivalent or greater than 2 years.
2. Demonstrated knowledge and understanding of the primary health care sector is essential, particularly the health, social and emotional well-being needs of regional, remote and rural communities, including Aboriginal & Torres Strait Islander Peoples.
3. Experience in digital health platforms and primary health care strategies, including clinical data collection, collations and analysis.
4. Ability to work with minimal supervision, manage conflicting deadlines and demonstrate effective problem-solving and negotiation skills.
5. Highly developed interpersonal communication skills to build and maintain relationships with the ability to respectfully engage a range of communities and community leaders.
6. Competency in Microsoft Office (including SharePoint) and other office productivity tools, with aptitude to learn new software and systems.
7. Hold a current driver's licence, unrestricted for work purposes.

Key Performance Measures

1. Demonstrate and model the WQPHN values.
2. Deliver PHASES and Primary Sense programs in alignment with projects plans and evaluation.

3. Deliver against allocated WQPHN strategic objectives, business plan and PPQF, reflecting the Health Needs Assessment and **AGDoHAC** deliverables.
4. Meet 100% completion of mandatory and organisational training priorities.
5. Coordinate the delivery of business readiness activities, including virtual and other training for WQPHN Coordinators and healthcare providers to develop practice competencies in the delivery of digital health systems.
6. Complete regular reporting and evaluation activities as determined by the funding contract and quality improvement initiatives.
7. Identify key stakeholders and engage with practice managers, "super-users", and clinical champions.
8. Consistently model WQPHN values to all stakeholders.

Key Relationships

Internal

- Executive Management Team
- Senior Management Team
- Primary Health & Commissioned Services Team
- Strategy, Planning & Performance Team

External

- Department of Health, Disability and Ageing (AGDoHAC) and other government departments
- RFDS, CheckUP, HWQ and other partner organisations related to PHN primary healthcare activities
- Queensland Health and other hospitals or health services across three HHS regions
- Nukal Murra Alliance
- Clinical service providers and other health professionals including general practice
- Other health service providers, community sector agencies, contractors and business advisors.

Acceptance

Employee name			
Employee signature		**Date**	