



right **care**
right **place**
right **time**

phn
WESTERN NSW
An Australian Government Initiative

Information Pack for Advertised Positions

Thank you for your enquiry. This pack contains:

- information about the role and our organisation,
- guidelines for applying and
- the selection criteria we will be using to select the right candidates.

HealthPathways Clinical Editor

Location: Dubbo, Orange, Bathurst or Broken Hill

General Practitioner required – casual hours. Contractor agreement to 30 June 2025

Western NSW Primary Health Network (WNSW PHN) is currently seeking a General Practitioner to join our team.

The Western NSW Primary Health Network (WNSW PHN) funds a range of health services and programs to improve access to care and better health for our communities.

HealthPathways is an initiative between primary and secondary health providers in developing sustainable, clear, concise and localised clinical care pathways from a whole-of-system perspective. The aims of this program are to:

- Achieve new and innovative systems that will keep people healthy and out of hospital.
- Assist patients to be cared for and remain healthy within their communities.
- Facilitate the access and delivery of quality clinical services to patients by primary care providers in a timely and coordinated manner.

The HealthPathways Clinical Editor develops and localises pathways, engaging with subject matter experts to gather, edit, validate and maintain clinical content.

Working closely with the Health Pathways Manager and Clinical Leads, this position will focus on the relevance of content for localisation of assessment, management and referral pathways for use by local GPs, medical specialists and allied health services via the HealthPathways web portal.

If you have any questions about this position after you have read this document, please contact **Sonya Berryman on 0417 810 234**.

Applications should be submitted via email by 11.59pm 8 April 2024 to:
hr@wnswphn.org.au

Selection Criteria

Essential

- General Practitioner
- Has a strong belief in implementing and documenting quality improvement.
- Has a good understanding of applying evidence to practice.
- Is able to distil a simple and clear process from complex information.
- Understands the flow of patients through their local health system.
- Experience in working with Aboriginal people, organisations and communities in view of planning and implementing services and achieving outcomes for Aboriginal people.
- High level interpersonal skills and demonstrated ability to communicate clearly both orally and in writing, with the ability to prepare complex reports and submissions
- Awareness of information technology and technical writing.
- Ability to liaise, consult and negotiate with a range of internal and external stakeholders including senior clinical and executive staff.
- Understanding of the emerging needs of the community and the importance of an integrated network between primary and secondary care.
- Capacity to travel within western NSW; hold a current driver's license.
- Experience working in the health, NGO or community services sectors.

About Western Health Alliance Ltd (WHAL) trading as Western NSW Primary Health Network (WNSW PHN)

The Western NSW PHN (WNSW PHN) is one of 31 Primary Health Networks across Australia. We are an independent, not-for-profit organisation funded by the Commonwealth Department of Health, established to support frontline health and wellbeing services. Our focus is to increase the efficiency and effectiveness of primary health care, ensuring people receive the right care in the right place at the right time.

WNSW PHN is an agile and high performing organisation that responds to the identified needs of the community, Commonwealth and State health policy, and the development needs of primary health care providers. We work closely with general practice, Aboriginal Medical Services and other health care providers, Local Health Districts, non-government organisations and the broader community to plan and fund programs that support local health services to meet the health needs of our communities.

Guidelines for applicants

These guidelines aim to assist you in submitting applications for advertised vacancies with the Western NSW PHN.

For an outline of responsibilities, position description, selection criteria and information on how to apply, please refer to the Employment tab in the 'About Us' section of our website www.wnswphn.org.au/about-us/employment

WNSW PHN is an Equal Employment Opportunity employer. Aboriginal and Torres Strait Islander people are encouraged to apply.

PLEASE NOTE:

As part of your application, you must provide a separate statement addressing each of the selection criteria as well as your resume. If you do not provide these two documents, your application will automatically not be accepted.

Applying for a position

- Obtain and carefully read the information pack for the position of interest.
- Conduct some initial research on the organisation by browsing the website and reading key resources.
- If you need to seek clarification or additional information on the organisation and/or the position, contact the appropriate person identified in the pack.
- Decide whether you possess, and can demonstrate your skills, experience, knowledge and ability against the selection criteria.
- When addressing the selection criteria, provide examples to demonstrate and substantiate your claims. Examples should outline a situation, identify the action you took and summarise the subsequent result. Keep your response to no more than two pages, plus your Resume/Curriculum Vitae (CV).
- Be aware of the closing date and where and how to lodge your application. If, for any reason you cannot submit your application by the closing date, you should ring the contact officer to see if a late application will be accepted.
- If you require any special arrangements (e.g. wheelchair access, hearing or visual aids, etc.) to assist you to attend an interview, please discuss these with the contact officer when the interview is being arranged.

Include in your application

- ☐ A cover letter introducing yourself and outlining your interest in the position
- ☐ Statement addressing each of the selection criteria (as listed on the last page of this document)
- ☐ Resume/Curriculum Vitae (CV) that should include information about:
 - a. contact details including telephone number and email address
 - b. education/qualifications
 - c. an employment history summary including (for each position):
 - i. the employer
 - ii. start and finish dates
 - iii. your position/title
 - iv. your responsibilities and achievements in the position

- d. a summary of your skills
- e. professional memberships

- f. the names of two work related referees (must be work related and senior to the position you hold), and other relevant information that will support your application not covered elsewhere.

Submit your application

Applications should be submitted via email hr@wnswphn.org.au

Position Description

Position Title:	HealthPathways Clinical Editor
Position Location:	Dubbo, Orange, Bathurst or Broken Hill
Position Reports To:	HealthPathways Manager
Portfolio:	Primary Health Care & Integration
Contract Type:	casual appointment based on an agreed number of hours per week
Industrial Instrument:	Western Health Alliance Ltd Enterprise Agreement 2021
Position Classification:	As negotiated/contracted GP hourly rate
Delegated Authority:	Nil - As defined in the Delegations Procedure

Position Purpose

HealthPathways is an initiative between primary and secondary health providers in developing sustainable, clear, concise and localised clinical care pathways from a whole-of-system perspective. The aims of this program are to:

- Achieve new and innovative systems that will keep people healthy and out of hospital.
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Key Responsibilities:

Research, draft and review pathways

- Work with the medical advisors, Western NSW Primary Health Network (WNSWPHN) HealthPathways team and work groups to identify priorities for pathways localisation or development.
- Either directly, or through delegation, gather and check information about local practice for clinical presentations, including assessing and managing patients, and requesting services on their behalf.

- Either directly, or through the WNSWPHN HealthPathways team, provide information to the HealthPathways team for editing and layout in the HealthPathways style.
- Review draft pathways produced by the HealthPathways team for accuracy and completeness and review established pathways 12 - 24 months post development.
- Localise pathways efficiently by making only the changes necessary to reflect local practice and information needs.
- Provide complete, accurate, and unambiguous clinical information.

Internal and external engagement

- Meet with subject matter experts and work with them when localising or developing pathways to develop consensus on care.
- Seek review by, and feedback from, other stakeholders in the health system when localising or developing pathways.
- Act as a communication representative for WNSWPHN region with a particular focus on HealthPathways benefits for the community, GPs and the acute sector.

Other responsibilities:

- Actively participate in WNSWPHN committees and working groups.
- Work in accordance to and support WNSWPHN strategic objectives as directed.

Work Health and Safety

- Take reasonable care of their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply with NSW PHN policies and procedures relating to health and safety.
- Be aware of individual responsibilities under the relevant Workplace Health and Safety legislation and report as necessary any untoward accident, incident or potentially hazardous environment.

Statement of Organisational Commitment

The WNSW PHN is strategically focused on improving health outcomes for Aboriginal and Torres Strait Islander people living and connected to our region and plays a leadership role in transitioning the primary health care system through the development of culturally safe and aware models of care, ensuring access to quality health care and commissioned services. WNSW PHN recognises Aboriginal people as the original inhabitants of Australia and as the Traditional Custodians of the land. We encourage and promote a culture of diversity within our workforce. To continue to improve the way we work with Aboriginal communities, we encourage recruitment of local Aboriginal and Torres Strait Islander people within the region to add their voice to achieve health goals and priorities for our communities.

General Responsibilities:

- Demonstrate a commitment to [WNSW PHN's vision and values](#).

- Respect confidentiality in line with the Privacy Act 1988 and related policies and procedures.
- Be aware of and adhere to WNSW PHN's policies and procedures.
- Ensure WNSW PHN health literacy principles and practices are known and applied.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend and participate in out-of-hours meetings and functions as required.
- Actively participate in staff development activities.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment utilised in the office.
- Undertake other duties commensurate with the role as required.
- Demonstrate and embed culturally safe practices into all work outputs and the workplace.

Competency Framework Key behaviours (refer to WHAL Competency Framework)	
Core Competencies	Role Requirement Level
Analytical Thinking	(3) – <i>Sees multiple links:</i> Analyses a general situation and considers several potential causes of events. Recognises the links between several parts of a problem. May perform complex calculations and data analysis and interpret results. Considers the cost and resource implications of alternative solutions. Determines priorities of problems based on evaluation of the impact on productivity, staff and cost.
Initiative	(3) – <i>Is decisive and takes accountability in situations that call for prompt direction:</i> Acts quickly and decisively when it is difficult to make a decision, typically has confidence in decision making gained through experience. Accepts independent responsibility for finding a solution to a problem and will act quickly to implement.
Customer Focus	(3) – <i>Takes personal responsibility for customers:</i> Takes responsibility for correcting customer-service problems. Seeks feedback, regularly talks with and is responsive to customers needs and is interested to know whether customer's problem has been solved. Questions and involves those closest to the problem. Adapts to changes in customers plans and checks to see if agreed deadlines have been met. Takes responsibility for explaining the broader picture to the customer.
Learning Orientation	(2) – <i>Takes initiative to learn beyond the scope of current role:</i> Proactively keeps abreast of new information and developments related to specific expertise, activities and procedures affecting their work area or team. Seeks to

	develop greater knowledge of basic principles underpinning day-to-day work through on-the-job coaching, working with experts and training. Talks to other teams and individuals (internal and external to the organisation) about their performance and methodologies in order to gain ideas that will add value to their work area or team operations.
Results Focus	(3) – Improves overall team performance: Focuses on setting challenging goals for self and team that are most critical to work area performance and that are in line with the overall vision/strategy of the organisation. Makes specific changes to noticeably improve current team performance and the overall effectiveness of the work area.
Teamwork and Co-operation	(3) – Values others input: Actively looks for ideas and opinions from others to help form decisions and make plans. Invites all members of the team to contribute to a process of mutual discussion. May include seeking input and feedback from people who normally wouldn't be considered. Acknowledges the positive contribution of others.
Influencing & Negotiation	(2) – Persuades others with facts: Uses direct persuasion in a discussion, presentation or proposal. Presents facts and argues with data and concrete examples or by highlighting the specific benefits.
Planning & Coordination	(3) – Monitors and facilitates others' activities: Effectively co-ordinates projects or specific improvements in a team or work area. Is able to think through and produce a broad plan and detailed schedule to forecast the activities required to achieve the desired outcome. Facilitates meetings, monitors the day-to-day contributions of others and watches performance and cost targets to ensure that project objectives are being met.

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- Awareness of information technology and technical writing.
- Ability to liaise, consult and negotiate with a range of internal and external stakeholders including senior clinical and executive staff.
- Understanding of the emerging needs of the community and the importance of an integrated network between primary and secondary care.
- Capacity to travel within western NSW; hold a current driver's license.
- Experience working in the health, NGO or community services sectors.

Special Conditions:

- An understanding and commitment to [Cultural Safety](#) in the workplace.
- Conditions of employment are governed by the industrial instrument specified in the first table, the Fair Work Act 2009, National Employment Standards, Western Health Alliance Limited Employment Contract and WNSW PHN policies and procedures.
- Out of hours work, on evenings and/or weekends, may be required from time to time for which flexible working hours may be negotiated with your Manager.
- Travel, including overnight stays, across the region within the WNSW PHN's boundary may be necessary from time to time. Occasional intrastate and/or interstate travel may also be required.

Appointment Prerequisites:

- Based on our assessments for operating a safe workplace in compliance with our WHS obligations, an inherent requirement of this role is that you will need to provide confirmation and supporting proof that you have been fully vaccinated against COVID-19 or any comparable future virus. This ensures that you, employees and community's safety and wellbeing is at the forefront of our site-based work.
- Verification of eligibility to lawfully work in Australia. You must be an Australian or New Zealand Citizen, a Permanent Resident of Australia or possess a valid Australian Working Visa to be employed by WNSW PHN.
- Certification of tertiary qualifications and professional membership (if applicable to role).
- Verification of current NSW Drivers Licence.
- Verification of comprehensively insured motor vehicle (if applicable to role).
- National Police check.
- Working with Children check (if applicable to role).

