

JOB AND PERSON SPECIFICATION

1. POSITION DETAILS		
Position Title	General Practitioner Liaison Officer (GPLO)	Date Approved
Portfolio		Status of Employment 0.6FTE casual contract position to 30 June 2019 (possibility of extension)
2. POSITION CONTEXT		
Organisational overview	Why We Exist To connect the Primary Health Care system and improve the health and wellbeing of our community.	
	Our Team Values <ul style="list-style-type: none"> We actively listen and communicate with empathy and respect. We do what we say we will do. We take time to build relationships. We deliver work to a high standard for best possible outcomes. We find ways to communicate and collaborate within and across teams, to ensure a shared understanding. We undertake our roles with a positive, can do attitude and genuine desire to help each other We are resourceful and solution focused. 	
Job purpose statement	<p>The General Practice Liaison Unit (GPLU) is a collaboration between Adelaide PHN (APHN) and the Northern Adelaide Local Health Network (NALHN) will be based in the Northern metropolitan region. NALHN is responsible for the operational management of the GPLU.</p> <p>The aim of the GPLU is to improve patient care by facilitating and strengthening health care collaboration, communication and integration between general practice and the hospital.</p> <p>The GPLU will achieve this by delivering programs of work across the following domains:</p> <p>Engagement and Relationship Building</p> <ul style="list-style-type: none"> Identifying and engaging with general practice and hospital clinicians to build sustainable working relationships. <p>Communication and Collaboration</p> <ul style="list-style-type: none"> Ensuring patient information is exchanged in a timely and appropriate manner as part of clinical handover when patients move between clinicians and health care providers between hospital and general practice. <p>Access and Navigation</p> <ul style="list-style-type: none"> Working with hospital clinicians to develop guidelines and facilitate shared ways of working where patients have continuing management across both settings <p>Capacity and Capability Building</p> <ul style="list-style-type: none"> Building capacity in general practice to enable better management of patients and supporting patient self-management through peer to peer mentoring and education <p>Integration</p> <ul style="list-style-type: none"> Linking specialist clinicians and teams working within the hospital and other outreach services with general practice to support patient management and continuity of care 	

	<p>The GPLO role will involve:</p> <ul style="list-style-type: none"> • Engagement and relationship building between NALHN clinicians and general practice • Working with General Practitioners to improve the quality of clinical handover from the community to NALHN • Working with NALHN inpatient services to improve the quality and timeliness of clinical handover on discharge back to the community. Contributing to the NALHN outpatient reform process • Working with NALHN as part of the outpatient reform process to reduce outpatient waiting lists and improve access to care. • Contributing to newsletters and other forms of communication
Reporting/working relationships	<ul style="list-style-type: none"> • The GPLO contract of employment will be with APHN, however the GPLO will work under the governance of the NALHN for the purpose of the GPLU. • The GPLO will be based offsite within the Northern metropolitan region and will work in collaboration with the GPLU Care Coordinator and GPLU Administration Assistant. • The GPLO will be required to enter into a confidentiality undertaking with NALHN before commencement. • A GPLU Steering Committee will guide the implementation and evaluation of the GPLU and be accountable for project performance
Line management responsibility	Nil
Special conditions	<ul style="list-style-type: none"> • Some out of hours' work may be required for which time off in lieu may be taken. • Intrastate and interstate travel may be necessary. • Must possess a current Driver's Licence and be prepared to use vehicle (reimbursement of kilometre costs will be made in accordance with the relevant Award). • Performance and evaluation of the GPLO and the GPLU will be monitored and undertaken by the GPLU Steering Committee. • Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue. • Appointment is subject to completion of NALHN credentialing requirements and standards of professional practice including as required by: <ul style="list-style-type: none"> ○ Relevant State and Federal Legislation ○ Medical Board of Australia ○ Credentialing and Scope of Practice for Medical and Dental staff ○ The relevant professional specialist college guidelines, and ○ Medical Board of South Australia Code of Professional Conduct – Good Medical Practice as varied from time to time
General Requirements	<p>The GPLO is required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:</p> <ul style="list-style-type: none"> • Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements. • Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Workers in South Australia 2010.

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| | <ul style="list-style-type: none">• Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).• Keeping Them Safe Legislation (inclusive of Mandatory Notifier).• Disability Discrimination• Code of Fair Information Practice.• Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.• Relevant Australian Standards.• Duty to maintain confidentiality.• Smoke Free Workplace.• To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.• Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.• All employees required to complete timesheets must forward their timesheet to their manager, within two weeks from the period worked, to enable their manager to authorise that this is a true and accurate record of hours worked by the employee |
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3. ESSENTIAL MINIMUM CAPABILITIES			
Skills and abilities	<ul style="list-style-type: none"> • A passion and commitment to improving primary health outcomes within our community. • Ability to support APHN objectives to deliver outcomes within a tight timeframe and displaying behavioural flexibility. • Demonstrated ability to work as a member of teams and across multi-disciplinary teams with competing priorities. • Willingness to be proactive and help others. • Exceptional communications skills and proven ability to develop relationships and work collaboratively. • Executes day to day tasks in a positive, friendly and enthusiastic manner in line with professional standards of behaviour. 		
Experience	<ul style="list-style-type: none"> • Previous experience working across the acute/primary care interface 		
Knowledge	<ul style="list-style-type: none"> • A knowledge and understanding of chronic condition management in the primary care setting 		
Qualifications:	<ul style="list-style-type: none"> • Fellowship of the Royal Australian College General Practice (FRACGP). • Have current Australian registration and participate in continuing professional development. 		
4. DESIRABLE CHARACTERISTICS			
Attributes/experience	<ul style="list-style-type: none"> • A sense of humour. • Previous experience working with the acute sector is desirable 		
5. ORGANISATIONAL REQUIREMENTS			
Compliance	<ul style="list-style-type: none"> • Employees must support the aims and objectives of APHN through understanding and implementation of the APHN Strategic Plan and Objectives. • Be aware of and adhere to APHN's and NALHN's policies and procedures. • Display a commitment and passion for APHN and NALHN Values. 		
7. ACKNOWLEDGEMENT AND APPROVAL			
<p><i>Key results and accountabilities for this position should not be considered definitive. Accountabilities and outcomes may be added, deleted or modified, in consultation with staff as necessary. Job & Person Specifications will be reviewed in line with Performance Review & Development Appraisals unless required earlier.</i></p>			
ACKNOWLEDGED BY EMPLOYEE:		Date:	Signature:
APPROVED BY CEO:	Deb Lee	Date:	Signature: