

1. POSITION DETAILS			
Position Title	Digital Health Coordinator	Date Approved	
Portfolio	Strategy and Engagement	Contract Period	Fixed term contract to 30 June 2024
Classification Level	5	Salary	\$ 80,000 - \$85,000
Version update	1	J&P Last updated	N/A
2. POSITION CONTEXT			
Organisational overview	<b>Why We Exist</b> A healthier Adelaide by 2030.  We will: <ul style="list-style-type: none"> <li>• Connect and facilitate a quality health system</li> <li>• Ensure that you are heard, consulted, and empowered</li> <li>• Work with you to improve your health outcomes</li> <li>• Improve your experience of the health system and your outcomes</li> <li>• Ensure health providers work together</li> <li>• Respond to health needs of the most vulnerable in our community</li> </ul>		
	<b>Our Signature Behaviours</b> <ul style="list-style-type: none"> <li>• Do what we say we will do.</li> <li>• We are consistently transparent and timely.</li> <li>• We use our people and resources wisely.</li> <li>• Work, achieve, and celebrate together.</li> </ul>		
Job purpose statement	The Digital Health Coordinator is responsible for the co-design, review, and delivery of educational content around patient safety and the appropriate use of telehealth and other digital health technologies in Residential Aged Care Facilities (RACFs) within the Adelaide region.  Leveraging various change management strategies, the Digital Health Officer will coordinate and drive the use of My Health Record and other digital health technologies by RACFs and their healthcare providers such as General Practitioners.  The Digital Health Coordinator will work closely with relevant stakeholders to monitor access to the virtual care platform and set up mechanisms to collect evaluation and experience data around usability, effectiveness, and cost of the digital health intervention.		
Reporting/working relationships	<b>Reports to:</b> Deputy CEO/ Executive Manager Strategy and Engagement via Digital Health Lead		
Special conditions	<ul style="list-style-type: none"> <li>• Some out of hours' work may be required.</li> <li>• Intrastate and interstate travel may be necessary.</li> <li>• Appointment is made subject to ongoing satisfactory screening and criminal history checks.</li> <li>• Must hold and maintain a current Driver's Licence &amp; insurance.</li> <li>• Must be able to use own vehicle (reimbursement of kms costs made in accordance with the ATO).</li> <li>• Adelaide PHN is a smoke free workplace.</li> <li>• Participate in Performance Review &amp; Development process annually.</li> <li>• Be aware of and adhere to COVID-19 vaccination requirements for Residential Aged Care Facilities.</li> </ul>		

### 3. ESSENTIAL MINIMUM CAPABILITIES

<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• A passion and commitment to improving primary health outcomes by using digital technologies especially for older persons living in RACFs within our community.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Proven ability to apply critical thinking skills and take a proactive approach to solving problems.</li> <li>• Ability to apply design thinking principles for co-designing high-quality solutions.</li> <li>• A high-level of stakeholder management skills.</li> <li>• Ability to plan, prioritize and coordinate multiple activities.</li> <li>• Demonstrated ability to work within a team and in cross-portfolio teams.</li> <li>• Ability to clearly articulate the value proposition and benefits of enhancing organisational digital health capabilities.</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• A good sense of humour.</li> <li>• Behavioural flexibility.</li> <li>• Enthusiastic and proactive.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience in developing and delivering training around the appropriate use of telehealth services or other digital health programs or initiatives.</li> <li>• Experience working for a Not for Profit or government organisation.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A good understanding of the Australian primary healthcare system and the digital health landscape and the implications, challenges, and opportunities for connection with the Aged Care sector;</li> <li>• Knowledge of the design, delivery, and evaluation process for digital health programs.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in health or related fields such as digital health or health informatics.</li> <li>• Project management experience and/or relevant credentials (desirable).</li> <li>• Change management experience or relevant credentials (desirable).</li> <li>• Certificate in training and assessment (desirable).</li> </ul>

### 4. ORGANISATIONAL REQUIREMENTS

<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Support the aims and objectives of Adelaide PHN through understanding and implementation of the Adelaide PHN Strategic Plan and Objectives.</li> <li>• Be aware of and adhere to Adelaide PHN's policies and procedures.</li> <li>• Participate in Adelaide PHN Quality Improvement.</li> <li>• Demonstrate a commitment to our Adelaide PHN Values and Signature Behaviours.</li> </ul>
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### 5. ACKNOWLEDGEMENT AND APPROVAL

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 processes unless required earlier.

Employee:		Signature:	Date:
Manager:		Signature:	Date:
CEO:	Michelle McKay	Signature:	Date: