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| **Position Title** | Grampians Regional Rural Generalist Coordinator |
| **Position Number** | New |
| **Department** | Executive Services |
| **Classification** | HS5 |
| **Agreement** | Victorian Public Health Sector (Health and Allied Services, Managers and Administrative workers) Single Interest Enterprise Agreement 2016-20 |
| **Reports to:** | Director of Medical Services |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

In collaboration with key stakeholders, establish systems and processes to support the establishment of a well-coordinated and cohesive Rural Generalist training program in Grampians that aligns with the underlying principles and minimum standards outlined in the Victorian Regional Generalist Program (VRGP) Management Framework.

**Our Values**

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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Integrity.jpg** | **Integrity** | We value integrity, honesty and respect in all relationships |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Community.jpg** | **Community** | We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Working_Together.jpg** | **Working Together** | We value equally all people who make a contribution to EGHS to achieve shared goals |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Learning_Culture.jpg** | **Learning Culture** | We strive to continually lead and develop through education, training, mentoring and by teaching others. |

**Organisational Context**

East Grampians Health Service is a rural health service located in Ararat and Willaura in Western Victoria and is an integral part of a thriving community that is committed to quality services providing health and wellbeing to people of all backgrounds.

Serving a diverse community, East Grampians Health Service delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our patients, residents and the community.

**Our Vision**

To be leaders in rural health care

**Our Strategic direction**

EGHS strategic plan 2019-22 mirrors the Victorian Government Health 2040; Advancing Health, Access and Care guidelines and is underpinned by our organisational values and behaviours - ‘improving our communities health and quality of life through strong partnerships and by responding to changing needs’. We incorporate our opportunities through Better Health, Better Access, and Better Care, which are pivotal in achieving our vision of being ‘leaders in rural health care’:

**BETTER HEALTH**

* A system geared to prevention as much as treatment
* Everyone understands their own health risks
* Illness is detected and managed early
* Healthy neighbourhoods and communities encourage healthy lifestyle

**BETTER ACCESS**

* Care is always there when people need it
* More access to care in the home and community
* People are connected to the full range of care and support they need
* There is fair access to care

**BETTER CARE**

* Target zero avoidable harm
* Healthcare that focuses on outcomes
* People are active partners in care
* Care fits together around people’s needs

**Organisational Responsibilities**

* Be aware of and work in accordance with EGHS policies and procedures, including:

[Victorian Public Sector - Code of Conduct](http://intranet.eghs.net.au/Files/Human%20Resources/Victorian%20Public%20Sector%20-%20Code%20of%20Conduct.pdf)

[Confidentiality, Security and Management of Information - SOPP 24.02](http://intranet.eghs.net.au/Files/Policies/CONFIDENTIALITY,%20SECURITY%20AND%20MANAGEMENT%20OF%20INFORMATION%20-%20SOPP%2024.02.pdf)

[Hand Hygiene - SOPP 70.18](http://intranet.eghs.net.au/Files/Policies/HAND%20HYGIENE%20-%20SOPP%2070.18.pdf)

[Occupational Health and Safety - SOPP 72.09](http://intranet.eghs.net.au/Files/Policies/OCCUPATIONAL%20HEALTH%20AND%20SAFETY%20-%20SOPP%2072.09.pdf)

[Person Centred Care - SOPP 60.20](http://intranet.eghs.net.au/Files/Policies/PERSON%20CENTRED%20CARE%20-%20SOPP%2060.20.pdf)

[Safety - SOPP 72.13](http://intranet.eghs.net.au/Files/Policies/SAFETY%20-%20SOPP%2072.13.pdf)

[Performance Development policy - SOPP 35.27](http://intranet.eghs.net.au/Files/Policies/PERFORMANCE%20DEVELOPMENT%20POLICY%20-%20SOPP%2035.27.pdf)

[Risk Management - SOPP 74.01](http://intranet.eghs.net.au/Files/Policies/RISK%20MANAGEMENT%20-%20SOPP%2074.01.pdf)

* Be respectful of the needs of patients, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
* Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates your area of work and associated accreditation.
* Undertake other duties as directed that meet relevant standards and recognised practice.
* Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check.
* All staff are expected to identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients.
* Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
* Participate in all mandatory education and orientation sessions as outlined by EGHS.
* East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

**Key working relationships:**

Department of Health & Human Services (DHHS), Rural and Regional Health Partnerships, all VRGP regions, Statewide Clinical Lead, Speciality Clinical Leads Statewide Rural Generalist Coordinator, Statewide Rural Generalist Administrator, Health Service executives and clinical staff, Postgraduate Medical Council of Victoria (PMCV), local Primary Health Network, Regional Training Organisations, Postgraduate Medical Council of Victoria (PMCV), Royal Australian College of General Practitioners (RACGP), Australian College of Rural and Remote Medicine (ACRRM) and other specialist medical colleges.

**Responsibilities and Major Activities**

* Provide leadership within Grampians and collaborate with VRGP Clinical Leads, training sites, specialist colleges and the Commonwealth’s Regional Training Organisations to attract prevocational doctors into the VRGP and expand a Rural Generalist training pathway to meet the needs of the rural communities in the region.
* Establish and provide secretariat services to the Grampians Regional Network ensuring alignment with the Terms of Reference detailed in the VRGP Program Management Framework.
* Establish systems and processes to collect data and information that will contribute to measuring the outputs and Key Performance Indicators (KPIs) associated with the VRGP establishment phase, as outlined in the VRGP Program Management Framework. Collate data, monitor and report on the KPIs of the VRGP to the Regional Network, providing quarterly reports to the Statewide Reference Committee using the department’s reporting template.
* In collaboration with stakeholders facilitate coordinated training rotations for trainees by liaising, negotiating and establishing Memoranda of Understanding with current and new training providers in hospital and primary care settings. This includes managing trainee, education provider and employer concerns as they arise.
* Support health service development and management of trainee multi-year training agreements, including detail on required training rotations across the five-year training program.
* Support high quality training experience by regular structured check-ins with trainees.
* Provide training and career guidance that is considerate of the individual’s clinical interests and aligned with employment opportunities in the region/state.
* Work collaboratively with VRGP Clinical Leads and relevant stakeholders on the development of training positions aligned with health service and community need and facilitate viable practice models and employment options to support the recruitment, training and retention of rural generalists in the region.
* Work collaboratively with stakeholders to facilitate uptake of mentoring programs which are aligned with the professional, personal and social interests of trainees to minimise attrition from the program and support transition to rural employment.
* Build relationships with general practices and health services in the region to support VRGP training and develop marketing activities to attract trainees and promote program expansion in the region.
* Collaborate with other stakeholders involved in medical training, including the Postgraduate Medical Council of Victoria, Regional Training Organisations, Regional Training Hubs, Rural Workforce Agency Victoria, specialist colleges, community general practices and health services.
* Coordinate ancillary activities to support Rural Generalist trainees and supervisors such as mentoring and support services, and family support services.
* Data collection that would include the trainee’s ID, age, gender, year of training, deferrals, withdrawals, sub-speciality rotations and any other information relevant to VRGP objectives and KPIs.
* Assist with short-term accommodation as required for rotations to other communities within the region including metropolitan and outer metropolitan areas as required.
* Collaborate with all Regional Networks to share knowledge, learnings and innovations.
* Other duties as determined.

Key Selection Criteria

Highly developed written and verbal communication skills, including developing and maintaining communication channels and networks with clinicians across healthcare settings.

Qualifications and experience in health administration or project management are highly desirable.

Ability to collaborate with diverse range of stakeholders including clinicians and trainees to achieve identified program objectives.

Current knowledge of contemporary rural and regional medical workforce issues and programs.

Knowledge of medical training requirements, including prevocational and general practice training.

Demonstrated proficiency using standard office software applications.

Ability to collect and analyse data and prepare reports submissions and plans.

Must comply to having or completion of:

* National Police Check (renewed every 3 years)
* Working with Children Check (renewed every 5 years)
* Immunisation requirements (annually)

**Acknowledgement**

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| Employee Name | |
| Employee Signature | Date |
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| Manager Name |  |
| Manager Signature | Date |
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| Developed Date (MM,YY) |  |
| Developed By Name | Developed by Title |
| Date of next review (12 months) |  |