

Position Description

Position title:	Digital Health Manager	Location:	St Leonards
Reports To:	GM Primary Care Advancement & Integration	Direct Reports:	TBA
Working Relationships Internal:	<ul style="list-style-type: none"> • CIO • All SNPHN Managers 	Working Relationships External:	<ul style="list-style-type: none"> • Local Healthcare Providers • NSLHD • Australian Digital Health Agency (ADHA) • Private Hospitals • Software Vendors
PD Approved:	Chief Executive Officer	Approved:	

Organisation description

The Sydney North Primary Health Network (SNPHN) works on behalf of the Commonwealth to improve health outcomes for patients by increasing the capability and capacity of the primary healthcare workforce to ensure patients receive *the right care, in the right place at the right time*.

Position purpose

Position purpose:	The Digital Health Manager will work closely with all relevant stakeholders, to drive the uptake of digital health connectivity for health care providers and consumers across the Sydney North Primary Health Network region. A key indicator for success in this role will be the capacity to influence change through promoting the adoption of national digital health strategies including My Health Record, secure messaging, eReferrals, clinical data analysis and reporting, electronic prescribing and clinical coding.
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Accountabilities

Primary accountabilities:	To ensure that the organisation works as effectively as possible to achieve its annual business plan, each team member has responsibility for a range of activities and outcomes. These accountabilities and their outcomes are reviewed at least annually formally and on an ongoing basis informally with team members and managers.
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	<ul style="list-style-type: none"> • Promote the uptake of digital health initiatives amongst local primary care health providers • Manage implementation of the My Health Record Expansion Program and any other ADHA or DoH digital health initiatives as they arise • Work with relevant stakeholders such as NSLHD, private hospitals and other relevant providers to strengthen networks and influence adoption and use of digital technology to improve connectivity • Develop and implement an education & support program for local healthcare providers to facilitate the implementation of digital health initiatives (e.g NASH and PKI certificates, clinical document upload to My Health Record, integrated secure messaging, eReferral) • Influence and support local healthcare providers to become digital health champions • Deliver digital health information and training sessions to internal SNPHN stakeholders including Primary Care Advancement and Integration team members to support internal capacity building. • Manage budgets relating to digital health projects in collaboration with the General Manager PCAIT • Log all stakeholder communications using internal database tools. • Attend scheduled meetings and provide progress reports as required.
<p>Management of staff</p>	<ul style="list-style-type: none"> • Oversee the day to day management of direct reports, including approval of timesheets and leave • Work with HR to develop and implement performance improvement and staff development processes with direct reports
<p>General</p>	<ul style="list-style-type: none"> • Contribute towards the SNPHN’s overall strategic direction including the implementation of the organisation’s values and mission statement. • Demonstrate a commitment to SNPHN’s vision and values: <ul style="list-style-type: none"> ~ SNPHN Vision – Achieving together – better health, better care ~ SNPHN Values – iCare <ul style="list-style-type: none"> ○ Innovation – We Create, We Initiate, We Inspire ○ Collaboration – We Listen, We Understand, We Respond ○ Accountability – We Define, We Adapt, We Deliver ○ Respect – We Inspire Trust, We Are Open, We Act Ethically ○ Excellence – We Own It, We Commit to It, We Achieve It. • Understand and cascade understanding of contractual obligations and deliverables as contained in the various approved Department of

	<p>Health Annual Plans and other funding agency agreements.</p> <ul style="list-style-type: none"> • Respect the confidentiality of patients and general practice in line with the organisation's related policies, procedures and the Privacy Act. • Comply with the organisation's policies and procedures. • 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. • Fulfil other duties commensurate with the role as directed.
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Organisational expertise

Subject Matter Expertise	In deliveriing on accountabilities above it is expected that you will build expertise (be the organisational SME) in the following key organisational policies, processes and documents:-
SNPHN Policies / Procedures	
SNPHN DoH Contracts:	
SNPHN Supplier Contracts	

Scope of authority

Direct employees work priorities/schedules:	Not authorised	Approve employee expenditure:	Not authorised
Recruit/ terminate employees:	Not authorised	Have Media contact:	Not authorised
Enter into Contracts:	Not authorised	Other (Detail here)	Not authorised

Key selection criteria - qualifications and experience

Required experience, capabilities and qualifications	<p>Essential:</p> <ul style="list-style-type: none"> • Formal qualifications in health informatics, eHealth or digital health technology or significant demonstrated experience within these fields. • Demonstrated knowledge and skills in the area of information and communication technology within the primary health sector including secure messaging, clinical information systems, data extraction and analysis tools and the national My Health Record. • Knowledge and understanding of the Australian Primary Health care system • Working knowledge of common primary care clinical software systems such as Medical Director & Best Practice • Demonstrated high level of communication skills, both written and oral • Demonstrated ability to develop and maintain effective partnerships with relevant internal and external stakeholders
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	<ul style="list-style-type: none"> • An understanding of behaviour change/change management principles and or demonstrated ability to influence change • Strong Project management experience • Demonstrated ability to work autonomously, set project goals, prioritise tasks and achieve key objectives within designated timeframes. • Commitment, adaptability and ability to persevere in challenging environments. <p>Desirable:</p> <ul style="list-style-type: none"> • Demonstrated understanding of national digital health strategies and the ability to apply these at the local level. • Familiarity with NASH (National Authentication Service for Health) and PKI (Public Key Infrastructure) digital authentication protocols. • Ability to deliver training to a broad range of health professionals both in a face-to-face and digital training environment • Understanding of relevant Australian State and Federal Government Digital Health agencies including the Australian Digital Health Agency, Healthcare Identifier Service, eBusiness, Department of Human Services, and eHealth NSW.
Certifications required	<ul style="list-style-type: none"> • Certification of required tertiary qualifications and professional memberships • Current NSW drivers licence and access to a comprehensively insured motor vehicle – if a requirement of the role • National Police Clearance Check. • Working with Children Check (or willing for a check to be performed, if required). • Reference Checks (2) from past employers.
Special conditions	<ul style="list-style-type: none"> • From time to time work on weekends or evenings may be required, for example, attendance at forums or meetings. • Intrastate, interstate and/ or international travel may be required.
Workplace Health and Safety	<ul style="list-style-type: none"> • Adhere to organisation policies and procedures relating to Workplace Health and Safety and, at all times, take responsibility for own and colleagues wellbeing.

Position Description Acceptance/Agreement

I declare that I have read and understand this position description. I understand that the tasks and accountabilities included may vary from time to time by the organisation in response to changing priorities.

Name _____ Signature _____ Date _____