



Mackay Division of General Practice Ltd

43 Evans Avenue, Mackay Qld 4740

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ABN 21 062 930 385

POSITION DESCRIPTION

1.0 Position Overview

- 1.1 Position Title: Service Co-ordinator – Diabetes Care Project
- 1.2 Organisation: Mackay Division of General Practice Ltd
- 1.3 Appointment: Full time position until 30 June 2009
- 1.4 Reports to: Practice Manager – Allied Health Service
- 1.5 Salary: Up to \$30 per hour for non-clinician or \$35 per hour for clinician - commensurate with experience plus FBT exempt salary packaging option available after *completion of* probationary period.
- 1.6 Method of Work: The responsibilities will be carried out in accordance with the Division's policies and procedures (as amended from time to time), as directions by the Division for the method of carrying out of work (but do not comprise terms of the employment contract).
- 1.7 Location: Mackay

2.0 Position Objective

- 2.1 To oversee the planning, implementation, and co-ordination of inter-agency diabetes services for the region covered by Mackay Division of General Practice that includes increasing podiatry services, education for those with kidney disease, and initiation of insulin (known as the PIK Project – see attached background information).

3.0 Key Responsibilities

- 3.1 Under advice from the Partnership Council take a lead role in the planning, implementation, and co-ordination of PIK Project services and building robust clinical pathways that operationalise collaboration between the region's diabetes service providers .
- 3.2 To support the co-ordination of an appropriate PIK service for eligible patients with diabetes.

- 3.3 To assist patients make informed choices and access services. With permission involve carers, support agencies and providers to co-ordinate the services required by the eligible patients. Advise patients about how their needs will be met within the scope of their selected choices.
- 3.4 To engage with relevant health care providers across the region, and to ensure the members of the Partnership Council are regularly informed of the progress of the PIK Project services.
- 3.5 To ensure the project successfully achieves its goals, and is completed on time and within its budget.
- 3.6 Any other work as directed.

4.0 Qualifications/Abilities/Skill/Experience

- 4.1 A post-graduate qualification in a relevant discipline is highly desirable.
- 4.2 Demonstrated experience, in successfully co-ordinating projects, involving competing priorities and requiring significant inter-agency collaboration.
- 4.3 Demonstrated experience in working with patients with diabetes and a knowledge of rural diabetes services. A demonstrated ability to support other health workers as they strive to better address the health needs of patients with diabetes.
- 4.4 An understanding of, and commitment to, the key role of General Practice and other primary care providers in meeting the needs of patients with diabetes.
- 4.5 Proven ability to analyse complex issues and develop innovative solutions that address conflicting priorities.
- 4.6 Demonstrated ability to set priorities and meet deadlines as part of a flexible and active member of a team.
- 4.7 Possession of excellent written and oral communication skills, with evidence of success in managing communication across a network of agencies and providers
- 4.8 Demonstrated understanding of, and commitment to implementation of equity, workplace health and safety, and continuous quality improvement principles. An awareness of the privacy act and in particular the national privacy principles that apply to health
- 4.9 A high level of computer literacy.

5.0 Personal Qualities

- 5.1 Demonstrated ability to work autonomously.

- 5.2 Possession of initiative, tact, integrity and discretion, and an understanding of confidentiality.
- 5.3 Flexibility to work outside normal business hours.
- 5.4 A high standard of personal presentation.
- 5.6 Ability to be innovative and self directed with drive and commitment.

6.0 Selection Criteria

Address all the points in section 4.0

7.0 Your Application

Your application should address all of the Selection Criteria and be forwarded to the Division office together with a current resume and the names and telephone numbers of two referees, at least one of whom must be a previous employer. (Referees will **not** be contacted until after a candidate has been interviewed).

Applications should be marked 'Confidential' and addressed to the Chief Executive Officer, Mackay Division of General Practice Ltd, 43 Evans Avenue, Mackay Qld 4740 or email admin@mackaydgp.com.au

Late applications may be accepted at the absolute discretion of the company.

Please note: Canvassing of the Company's Directors will automatically disqualify any applicant.

Christian Grieves
29/5/08