

Position Description

Position	Manager, Area 4 Pharmacotherapy Network
Location	South Eastern Melbourne
Directorate	Service Innovation
Reports to	Executive General Manager, Service Innovation
Employment Status	Full-time, maternity leave back-fill, approximately 12-months maximum term.

About South Eastern Melbourne PHN (SEMPHN)

SEMPHN is a leader, facilitator and influencer towards the shared goal of better primary health care.

We are one of six Primary Health Networks (PHNs) in Victoria, and 31 PHNs across Australia, with around 1.5million residents in our catchment.

Reporting to an independent Board, we are funded primarily by the Australian Government to help people in south east Melbourne get the health care they need, when and where they need it.

We do this by:

- commissioning out-of-hospital services, locally.
- partnering to make quality care more accessible and integrated, and easier to navigate – especially for people who need it most.
- helping primary health care professionals to deliver the best care possible – now, and into the future.
- influencing Government policy on primary health care reform.

Evidence-based practice is the foundation of our work, and we are constantly asking, 'together, how can we do this even better?'

The Australian Government has seven priority areas for improvement and innovation for primary health: Mental health; Alcohol and Other Drugs (AOD); Aboriginal and Torres Strait Islander Health; Aged care; Population health; Health workforce development and Digital health.

In this context, we challenge the status quo and often design things differently, with a very clear goal to measurably improve health. This is the ultimate indicator of our success.

Our Values

SEMPHNs values are at the heart of our work and shape what we do and how we do it.

Our values are Collaboration; Community; Accountability; Respect; Excellence; and Solution focused.

In facing the many opportunities and challenges in our work, our people are exceptional at adapting to evolving needs.

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About the Area 4 Pharmacotherapy Network

SEMPHN is funded by the Victorian Department of Health and Human Services as the lead agency for the Area 4 Pharmacotherapy Network (A4PN).

The A4PN is dedicated to implementing a more integrated and cohesive opioid pharmacotherapy service in the Southern and Eastern Metropolitan Melbourne. SEMPHN is in partnership with the Eastern Melbourne PHN to support the objectives of the A4PN. The A4PN aims to strengthen the opioid pharmacotherapy service system and improve client access to opioid pharmacotherapy treatment by:

- Building the capacity of the opioid pharmacotherapy workforce by supporting new and existing providers, including community prescribers, pharmacists and other healthcare practitioners,
- Facilitating provider access to clinical leadership, advice, support and mentoring from peers and Addicted Medicine Specialists,
- Facilitating prescriber and pharmacist access to approved training and professional development opportunities, and

Working across the primary health care and AOD sectors to improve health and wellbeing outcomes for patients with a dependence on opioids.

Job Summary

In this role the successful applicant will play a central role in managing the ongoing development, implementation and review of A4PN initiatives and supporting the A4PN team, including supervision of the Pharmacotherapy Liaison Coordinators.

The Manager provides high quality reports to the Advisory and Governance Committees in relation to the progress of the A4PN initiative.

This role works with key stakeholders to build partnerships to improve community access to opioid pharmacotherapy services and provider access to Addiction Medicine expertise.

The Manager also works to build the capacity of opioid pharmacotherapy services within the Bayside region of the catchment.

Key Responsibilities

Pharmacotherapy Network Management

- Lead the development, implementation and review of key A4PN strategic activities and annual Action Plans, in collaboration with the A4PN team, Advisory Committee and Partnership Governance Group
- Coordinate and provide secretariat support to the A4PN Advisory Committee and Partnership Governance Group
- Develop and implement effective and efficient systems and processes that support high quality delivery of A4PN activities
- Monitor and meet A4PN KPIs and targets
- Prepare and present reports to comply with all reporting obligations
- Facilitate clinical leadership, advice, influence, support and mentoring to community prescribers, pharmacists and other healthcare providers involved in the delivery of opioid pharmacotherapy services
- Undertake, implement and evaluate projects or initiatives to support the strategic objectives of the A4PN
- Manage A4PN contracts and contractors
- Actively participate in and contribute to a continuous culture of workplace quality improvement activities
- Promote and embed a culture of clinical best practice, quality improvement and measurable outcomes
- Comply with all relevant legislation, regulations and professional standards.

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GP and Pharmacy Engagement

- Work closely with the Liaison Coordinators and GP Mentor to achieve the strategic objectives of the A4PN
- Identify and support GPs, practices and pharmacies within the Bayside region of the catchment that require opioid management and pharmacotherapy support through education, training, 'Community of Practice' initiatives, and engagement with primary healthcare and AOD providers

People Management

- Manage and lead Pharmacotherapy Network staff
- Promote, and maintain a positive and collaborative work environment
- Identify and act on opportunities to integrate and work collaboratively across PHNs, primary care, AOD and mental health programs
- Contribute to optimal team efficiency and output
- Participate in probation and annual professional reviews
- Maintain effective relationships with internal and external stakeholders

Workplace Health and Safety

- Take reasonable care for own health and safety
- Take reasonable care for the health and safety of others including the implementation of risk control measures within their control to prevent injuries or illnesses
- Comply with all reasonable instruction of their manager/ supervisor to safeguard their health and safety
- Cooperate with any reasonable SEMPHN's policies and/or procedures including the reporting of OH&S hazards or incidents

Key Relationships

Internal

- All SEMPHN and some EMPHN staff

External

- Peak bodies – Royal Australian College of General Practitioners (RACGP), Pharmaceutical Society Australia (PSA), Pharmacy Guild, Department of Health and Human Services, Harm Reduction Victoria, Victorian Alcohol and Drugs Association and other consumer groups, service providers, AOD sector and Mental Health sector stakeholders
- General Practitioners, Addiction Medicine Specialists, pharmacists and other health professionals
- Relevant alliances and consortia

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Key Selection Criteria

Qualifications

- Tertiary qualifications in nursing, pharmacy, public health, health promotion or other appropriate AOD related qualifications, or relevant extensive experience

Skills, Knowledge and Experience

- Experience in developing and managing a team across a wide geographic area
- Experience in the preparation of work plans, strategic plans and government reporting
- Demonstrated experience in the development and management of successful health care initiatives and programs
- Demonstrated experience and ability to liaise effectively with GPs, practice nurses, pharmacists and practice managers
- An understanding of Substance Use Disorder, opioid pharmacotherapy treatment, the principles of Harm Minimisation, and the AOD sector in Victoria
- An understanding of the principles of financial management and budgeting
- Proven ability to multi-task, set priorities and meet strict deadlines
- Excellent written and oral communication skills, including proven skills in negotiating, developing and managing cooperative relationships with multiple and diverse stakeholders
- Ability to work independently and as part of a team
- A good knowledge of relevant industry legislative and regulatory requirements
- Well-developed computer skills, including Microsoft Outlook and Microsoft Office suite

Other

- A demonstrable commitment to SEMPHN organisational values
- A National Police Check and Working with Children Check will be required in accordance with government funding requirements
- All employees of SEMPHN may be required to work across any of the SEMPHN sites, as well as appropriate EMPhN sites (due to the geographical area of the A4PN catchment)
- All SEMPHN staff must take reasonable care for their own health and safety and others
- All employees of SEMPHN must be permanent residents of Australia or hold a valid employment visa
- A current Victorian Driver's License is required
- All employees must abide by SEMPHN policies and procedures as varied from time to time
- SEMPHN is committed to equal opportunity employment
- Travel internal and external to the region will be required

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