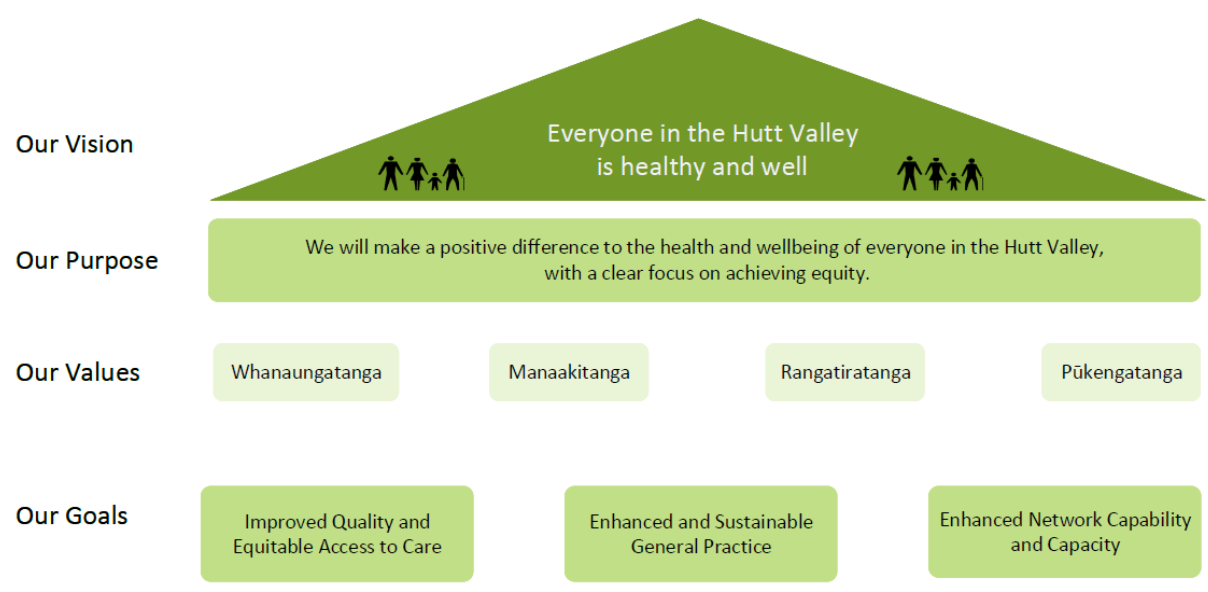


Job Description	
Position title:	Clinical Programme Facilitator
Reports to:	Team Leader Practice Liaison
Direct Reports:	N/A
FTE:	0.6 - 0.9 FTE, unless variation agreed by employer and employee
Functional Relationships:	<p>Te Awakairangi Health Network staff General Practitioners, Practice Nurses and other practice staff Community Providers Māori communities and providers Pacific communities and providers Te Awakairangi Health Network Clinical Governance Group Clinical leaders Hutt Valley District Health Board staff Staff of other DHBs and PHOs (as required for sub-regional programmes) PHO Performance Programme RNZCGP (Cornerstone) Ministry of Health</p>
<p>Te Awakairangi Health Network</p>  <p>Our Vision Everyone in the Hutt Valley is healthy and well</p> <p>Our Purpose We will make a positive difference to the health and wellbeing of everyone in the Hutt Valley, with a clear focus on achieving equity.</p> <p>Our Values Whanaungatanga, Manaakitanga, Rangatiratanga, Pūkengatanga</p> <p>Our Goals Improved Quality and Equitable Access to Care, Enhanced and Sustainable General Practice, Enhanced Network Capability and Capacity</p> <p>The organisation is located at 330 High Street, Lower Hutt and operates in various other locations around the Hutt Valley.</p>	

Treaty of Waitangi: Te Awakairangi Health Network is committed to Māori clients and stakeholders and ensuring service activity, development and implementation is undertaken in accordance with the principles of the Treaty of Waitangi – Tino Rangatiratanga, Equity, Active Protection, Partnership and Options.

Position Summary: The role of the Clinical Programme Facilitator is to lead and support the development, implementation, monitoring and evaluation of programmes developed by the Network, working closely with providers, general practice teams and other relevant agencies. Acting as both a skilled resource person and advisor, the facilitator will play a central role in engaging practice teams in all phases of the clinical programme cycle. The facilitator will draw on their health system and project experience to support practices in the delivery of programmes including immunisation, skin lesions, diabetes, long term conditions and respiratory care.

The role also aims to grow and extend the capacity and capability of practice teams and associated providers to deliver a range of new, innovative initiatives that contribute to the integration of services across the health system. The facilitator will work closely with other members of the Te Awakairangi Health team as well as colleagues across the health system.

Key Objectives	Performance Indicators / Outcomes
Programme Design/Development	<ul style="list-style-type: none"> • Work with clinical leaders and project sponsors to facilitate a clinically led design process, aimed at engaging both their input and support. • Ensure the programme(s) meet the requirements of the funder/sponsors and delivers on the overall outcomes required. • Identify opportunities for integration and synergies across the suite of projects and programmes • Work with other members of the Te Awakairangi team to facilitate improved patient outcomes through more integrated service delivery • Plan and lead the transition of projects from pilot to mainstream practice.
Implementation	<ul style="list-style-type: none"> • Work with the project team(s) to support the roll out of the programme in practices and providers. • Identify and highlight the gaps in skills, services and capacity that need to be addressed. • Identify potential barriers to successful uptake and work with the project sponsors to overcome these.
Relationship and Development	<ul style="list-style-type: none"> • Develop and sustain strong relationships with practice teams across our Network. • Provide leadership and clinical support to practice teams and providers as required. • Work with others to plan the education, skills development and on- going training to support continuous improvement

Evaluation and Reporting	<ul style="list-style-type: none"> • Work with project sponsors to develop a reporting and evaluation framework that ensures the programmes can be monitored, regular reports on progress against agreed milestones can be provided and the overall performance against agreed outcomes evaluated. • Report on the programmes – both verbal updates and periodic written reports, including agreed metrics. • Work with analysts to develop meaningful reports that meet the needs of stakeholders, monitor progress and allow management to quickly identify issues of concern.
Communication	<ul style="list-style-type: none"> • Engage with patient representatives to gain their input • Work with the practice liaison staff to identify issues and challenges as they arise, then address these proactively • Listen to and build on the input of providers • Highlight key milestones, reinforce good performance and celebrating successes. • Ensure that the GM and CEO are informed of any issue that may impact on current or future service delivery or good standing of the organisation. • Ensure that relevant information for public/clients and practices is up to date and available in a user friendly manner and meets accepted quality standards • Liaise and communicate with other relevant services and outside agencies, and within the organisation to enhance programme effectiveness
Common Organisational Objectives	
Treaty of Waitangi, Māori, Iwi, Pacific communities	<ul style="list-style-type: none"> • Work collaboratively with Iwi partners to ensure programmes are culturally appropriate • Programme activity, development and implementation is undertaken in accordance with the provisions of the Treaty of Waitangi: partnership, protection and participation • Vision and strategies of the Māori Health Strategic Plan and the Pacific Health Action Plan • Appropriate consultation is undertaken with Māori and Pacific communities
Professional development	<ul style="list-style-type: none"> • Maintains professional competencies and develops own knowledge by participating in learning opportunities, as appropriate and as agreed by line manager • Identifies own learning needs

Accountability	<ul style="list-style-type: none"> • Follows established procedures for recording information and maintaining privacy and confidentiality • Demonstrates accountability for own actions. • Acts independently and also as a member of the multidisciplinary team • Works within the scope of the role by knowing own limitations • Requests assistance when required
Health and Safety	<ul style="list-style-type: none"> • Ensures the safety of self and others at all times • Reports any health and safety concerns to the appropriate people • Complies with policies, procedures and safe systems of work
Contribute to the wider team within the organisation	<ul style="list-style-type: none"> • Participate and work in ways that support the strategic direction and objectives of the Organisation • Contribute to the wider team to ensure that projects are managed, delivered on time and within allocated resources • Provide timely communication of any information that impacts on other team members • Participate in organisational meetings, team meetings, planning sessions, training and quality improvement initiatives • Work with the other members of staff to meet the objectives of the Annual Plan, Maori Health Plan and Pacific Health Plan.

Skills and attributes required

- An acknowledged and respected clinician and/or health project leader with experience and an interest in developing programmes that improve patient outcomes and contribute to the integration of services
- Demonstrated competence in implementing and facilitating clinical projects and programmes
- A clinical background is preferred, but we are open to applications from people with health system experience and demonstrated capacity to work with clinical staff.
- A positive, can do attitude and the ability to motivate others
- An understanding of the primary care strategy and the way care is delivered
- Report writing, presentation and project management skills
- Excellent interpersonal, verbal and written communication skills
- Understanding of data and its use to inform projects and programmes
- Proven facilitation skills and knowledge of small group dynamics
- An interest in people, a sense of humour and an ability to work as part of a team
- Strong working knowledge of Microsoft Office software packages (Word, Excel, Power Point and Outlook)

Desirable:

- Recent relevant clinical experience, health project experience in both primary and secondary care settings
- Knowledge of continuous quality improvement and quality monitoring frameworks
- Experience in audit and evaluation
- Knowledge of primary care patient management systems

Confirmation of Position Description

Full name of employee: _____

Signature: _____ Date: _____

Signed on behalf of Te Awakairangi Health Network:

Signature: _____ Date: _____