



Job Title	Director Primary Health Care		Business Unit	Primary Health Care
Employment Status	Full time		Duration	Maximum Term
Classification	SA02-E02		Salary	\$140,419 – \$155,986 base
Position Number	501	Vacancy Closing	[Vacancy Closing]	Reports to Position (name and number) CEO

Context Statement: Sunrise Health Service Aboriginal Corporation (SHS) provides comprehensive primary health care, family focussed services through nine remote health centres to 3700 people living in the Katherine East region. We value our people and are committed to providing culturally respectful holistic health programs. Our key values include mutual respect, openness, engagement, two-way learning, and cultural safety.

Primary Objective:

The Director, Primary Health Care (DPHC) plays a key leadership and management role and works in regular collaboration with the Health Centre Managers to support them in their day to day operational activities and requirements. This will include effective forward planning and management of primary health care delivery, human, financial and physical resources and the evaluation of services, ensuring that effective systems are in place to support daily primary health care practice and the maintenance of all health related accreditation and other industry standards underpinned by high quality service delivery.

1. Key Duties and Responsibilities:

1.1 Policy Development and Strategic Planning

- In collaboration with the Director, Public Health and Planning (DPHP) and Population Health Manager, provide regular analysis and interpretation of community health data on health status, health care and health determinants including emerging trends.
- Work proactively with all key stakeholders to develop strategies with EMT to implement SHSAC Board and Community Health Committee's (CHC) objectives in relation to service delivery.
- Take the lead in reviewing health centre activities on a regular basis in order to ensure priority is given to planning activities on a regular basis. Such reviews and planning to include those related to primary health care delivery, staffing levels, budget, resource and accommodation requirements.
- Assist in the development and implementation of MOU's with SHSAC partners.
- Ensure that each individual community in the Sunrise region has developed its own annual Business Plan and ensure that it is consistent with and aligned to the organisational strategic and business plans and that the plan is implemented and adhered to.
- Ensure that all health service activities are compliant with SHSAC Policies and Procedures at all times.
- Ensure that all sentinel events and the like are promptly reported to the SHSAC Executive Management Team (EMT) in line with current practices.
- Act as the contact officer to ensure that relative sentinel events which require onwards reporting are acted upon.
- Provide leadership to the Organisation around Clinical Risk Management and Quality Improvement processes.
- Work closely with the Director of Public Health and Planning in the Clinical Governance processes.



1.2 Implement, and ensure compliance with, standards of remote area health service delivery

- Work with the Executive Management Team, Director, Finance & Business Operations, the Work Health Safety & Quality Officer, and other relevant staff to develop policies, procedures and strategies to ensure the facilities, equipment and day to day primary health care activities of remote area staff comply with evidence-based best practice standards and are provided in a professional, confidential, safe and culturally appropriate manner.
- Be responsible to maintain the currency of Australian General Practice Accreditation Limited (AGPAL), ISO 9001:2015 accreditation and other professional standards in all Sunrise Health Service Delivery (HSD) activities.
- Be the first point of contact for clinical complaints or requests for clinical information and reporting of potential claims to insurance company.
- Ensure prompt action and timely resolution of performance related issues and complaints pertaining to local community clinic staff.
- By way of a thorough process of induction and orientation ensure staff under your direction are conversant and compliant with all SHSAC Policies and Procedures.

1.3 Coordination of SHSAC Health Service Delivery activities

- Provide strategic leadership, direction, mentoring and support to all remote area staff.
- Along with Human Resources staff, participate in the recruitment of Nursing staff, Aboriginal Health Practitioners and support staff at all health centres.
- By way of sound and effective coordination and forward planning, actively assist and direct Community Health and Health Centre Managers to ensure that the day to day staffing needs of the remote health centres are covered and include an appropriate skills and experience mix.
- Ensure that Health Centre staff levels and workloads are managed effectively and within budgetary constraints including the monitoring of overtime and WH&S requirements.
- Provide support to Health Centre Managers to ensure that annual and other leave is planned well in advance (annually) and pre-arrange staff rotations/locum procurement to cover absences as required.
- Work with the Director Public Health and Planning to facilitate the implementation of public health initiatives that require the support and participation of health centre staff at the at the local level.
- Ensure formal orientation of new staff into communities includes, but not necessarily limited to the following:-
 - current service delivery activities;
 - introductions to Board Directors and CHC representatives;
 - relevant historical facts/issues relating to the remote site;
 - functions of all Sunrise employees and services in the area;
 - local community and government agency resources, and
 - Ensure that health staff practice in a culturally appropriate and culturally safe manner.
- Assist the Clinical Educator in the identification of generic in-service and training requirements pertaining to maintaining the currency of their Australian Health Practitioners Registration Authority (AHPRA) Registration for all health staff employed at remote sites and report any such requirements Human Resources and/or delegate for follow-up action.



- Actively encourage, mentor and support Aboriginal Health Practitioners (AHPs) in remote Health Centres, including the development of skills and experience required for senior positions in remote health services.
- Encourage and support the skills development of Trainee Aboriginal Health Practitioners.
- Ensure that remote area staff are conversant with and utilise, Communicare and other computer programs for the purpose of day to day health care and program organisation in remote health clinics and that such use is in accordance with SHSAC Policies and Procedures.

1.4 Strategic Alliances and Representation

- As a member of the Sunrise EMT provide high level strategic clinical service planning and operational service delivery advice and recommendations to Executive Management Team.
- Be responsible for the delivery of the objectives in the organisational service delivery plan in remote health clinics.
- Maintain relationships and participate in regular communications with people of influence at community level, with a view to improving access to and understanding of health care services provided by SHSAC.
- Represent the organisation at meetings, conferences and workshops as required.
- Work proactively to strengthen regional consensus and solidarity among Katherine regional Aboriginal Community Controlled Health Services on health service delivery policy.

1.5 Other duties as directed

- Where necessary provide short term relief or support on the ground in any Sunrise community Health Centre.
- Take responsibility for coordinating all Health Centres to keep their Emergency Plans up to date and providing debrief activities to remote staff post an emergency response.
- Ensure the correct procedures and authorities for the purchase of stores at Health Centres are observed.
- As the Sunrise Way is fully implemented, enhance primary health care delivery through management of allied and population health activities

2. **Organisation-wide Responsibilities**

- Make positive contributions to organisational change processes and general business matters pertaining to the Organisation as a whole
- Provide direction and management to all remote health service delivery staff within Sunrise.
- Scrutinise and regularly audit all fiscal expenditure relating to stock purchasing, stock control and other expenditure at health centres under your control.
- Provide high level service delivery advice to the Sunrise EMT.
- Continuously work to maximise access by community members to accredited health services.
- Ensure your own professional competencies and knowledge are current and in line with accepted standards and with the requirements of the position.
- Develop and utilise good working relationships and networks with other organisations at both the community and professional level.



- Actively participate in staff development and training for yourself and others as directed by SHSAC.
- Bring to the attention of the CEO any matters that affect your ability to meet requirements and objectives of the position in a timely manner.
- Maintain strict confidentiality in relation to medical records, information about health service business activities.
- Actively participate in the implementation of the Sunrise Continuous Quality Improvement Program for the provision of a safe, effective health service.
- Follow organisational systems and procedures.

3. Selection Criteria

Essential:

- 1) Registration as a Registered Nurse or [Senior] Aboriginal Health Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA).
- 2) Appropriate tertiary qualifications.
- 3) Demonstrated significant experience in Community Development, Public Health, remote Indigenous Primary Health Care or relevant industry experience.
- 4) Demonstrated ability to provide strong, dynamic and effective leadership to remote health service delivery staff and to manage primary health care delivery, human, financial and physical resources in remote community health settings.
- 5) Demonstrated thorough understanding of the provision of advanced clinical care and health programs and ability to practice in a sensitive and culturally safe manner in remote Aboriginal communities.
- 6) Understanding of, commitment to and adherence to the principles of Aboriginal community control health services.
- 7) Demonstrated ability to work and maintain effective communication within an inter-sectoral and multidisciplinary team in a cross-cultural environment.
- 8) Demonstrated high level oral communication and writing skills including the ability to develop and maintain a strong and effective rapport with Indigenous people and colleagues.
- 9) Demonstrated capacity to effectively utilise the Communicare Health IT system.
- 10) Demonstrated willingness to regularly travel, work and stay overnight in, remote areas.
- 11) Current Manual Driver's licence.
- 12) Willing to fly in light aircraft as required to remote localities.
- 13) Current Criminal History check and Working with Children Check (Ochre Card) or the ability to obtain the same.

Desirable:

- 1) Tertiary Leadership and Management qualifications or a willingness to participate in SHSAC Management Development Program.
- 2) Training and experience in the field of Public Health.