Position Description

Position title: Continuing Professional Development (CPD) Consultant
Department: Service and System Integration
Reports to: Senior Manager for Region
Direct reports: Nil
Hours per week: As per contract
Duration: As per contract

Western Victoria Primary Health Network

Western Victoria Primary Health Network (PHN) is responsible for increasing the efficiency, effectiveness and coordination of health services for patients, particularly those at risk of poor health outcomes.

Working together with community and health industry partners, Western Victoria PHN is committed to strengthening the primary healthcare system, based on local needs. Our four regional centres in Ballarat, Geelong, Horsham and Warrnambool, drive local engagement and ensure strong rural and regional connections, through the development of local community and clinical councils.

Vision
Quality and accessible primary health care for Western Victoria

Values
Respect: listen, value and respond
Connect: engage, collaborate and empower
Lead: question, innovate and pioneer

Position purpose

The purpose of the CPD Consultant is to provide GPs, Practice Nurses, practice staff and private allied health professionals with access to professional development that promotes best practice, quality and safety, and a multidisciplinary approach.

Key accountabilities

- Establish and maintain strong relationships with GPs, and primary care providers in the region.
- Develop and implement a calendar of continuing professional development for GPs, Practice Nurses, general practice staff and private allied health that promotes integration, coordination, quality and safety in primary care based on needs assessment, evidence and the CPD Committee and organisational strategic objectives.
- Disseminate and provide appropriate notice of all continuing professional development events.
- Develop and maintain relationships with sponsor organisations to ensure the broadest range of continuing education is provided.
- Maintain RACGP and ACCRM accreditation as an accredited education activity representative for Quality Improvement and Continuing Education Program and meet all of the requirements.
• Ensure all attendees are provided with the documentation required to validate their participation in Continuing Professional Development.
• Ensure that all events are designed and managed to provide the broadest range of opportunities to participate including webinars, recording of events and online learning.

General
• Understand and comply with the Code of Conduct for employees and other related policies and procedures
• Demonstrate commitment to organisational values at all times
• Ensure that primary health care is promoted in a positive manner
• Adhere to and maintain confidentiality in accordance with the Confidentiality Statement

Key Selection Criteria
QUALIFICATIONS/EXPERIENCE/SPECIALIST KNOWLEDGE
Essential:
• Relevant tertiary health-related qualifications.
• Demonstrated experience and knowledge of General Practice and Primary Health Care models
• Sound knowledge of the general practice environment and its relationship to the broader health sector and local community.
• Outstanding interpersonal, communication and team work skills.
• Excellent written, verbal and negotiation skills.
• Demonstrated project management skills.
• Experience in providing a continuous quality improvement approach in professional development program development and delivery.
• Ability to identify and create opportunities for relevant professional development of General Practice staff and health service staff.
• Experience in event planning and management.
Desirable:
• Experience in the Health sector.

Employment Requirement:
• Be prepared to undergo a National Police Check, prior to appointment
• A current Victorian driver’s licence

Position enquiries
Please see the website for contact information regarding this position.

This position description is subject to change in line with contractual requirements, the development of the organisation’s strategic plan and operational needs.