



POSITION DESCRIPTION

Position Title:	Practice Facilitator
Reports To:	General Manager Primary
Direct Reports	Nil
Interactions:	All employees of MPH, Clinical Governance Committee, MPH Board of Trustees, General Practice Teams, Maori Health Providers, Nelson Marlborough District Health Board, Nelson Bays Primary Health and Community Agencies.
Purpose:	Streamlining quality systems and role modelling of best practice within MPH general practices (urban & rural) to support and achieve System Level Measures and clinical programme outcomes.
Role specifics:	Part-time – salary – 0.8FTE (32 hours a week)

Principle Requirements:

Service delivery leadership	<ul style="list-style-type: none">• Working with the practice teams to achieve System Level Measures targets and clinical programme measures and outcomes.• Use and model a client centred approach to working with practices• Support practices to redesign care processes• Effectively use information technology to support practice• Utilise knowledge and skills management• Take a strengthening team's approach• Coordinate care across patient condition services and settings over time• Use performance and outcome measurement for continuous quality improvement and accountability• Provide clinical support for client related activities
Redesigning care processes	<ul style="list-style-type: none">• Supporting practice development• Feedback against project milestones to MPH senior leadership team.• Regular feedback to nursing leadership groups, MPH colleagues and other stakeholders• Works collaboratively with the MPH team and general practices to proactively plan and undertake activities to effect change, problem solve and build effective relationships• Supports clinical nursing activities and development as required by the practice and agreed by MPH/ Nursing Advisor
Effective use of information Technologies	<ul style="list-style-type: none">• Streamline utilisation and reporting measures using the practice management systems (PMS)• Inclusion of new software into PMS's to enhance existing capabilities• Standardising generic use of information technology across practices

Knowledge and skills	<ul style="list-style-type: none"> • Role models best practice and identifies areas for development • Effective in bringing about change • Empowers others through effectively growing individual expertise in general practice environment • Identifying areas of best practice and promoting across practice teams • Is a conduit for information sharing, quality improvement, evidence based learning, role modelling advanced skills.
Strengthening Teams	<ul style="list-style-type: none"> • Effective communication strategies • Provides education as appropriate to general practice teams • Encouraging a team approach between MPH and practice members so that knowledge is shared and information flows • Works collaboratively across settings and within interdisciplinary environments. • Identify opportunities for collaboration between team members • Establishing external links to develop and strengthen team performance • Encourages evidence-based decision making
Coordination of care	<ul style="list-style-type: none"> • Participation in inter-agency/provider service improvement initiatives/projects • Promotes collaboration between providers, MPH, NBPH, NMDHB and intersectoral agencies as appropriate • Uses simple but effective communication strategies
Performance and Outcome Measures	<ul style="list-style-type: none"> • Contributes information to assist in development of action plans • Works collaboratively with MPH team to improve and achieve System Level Measures and MPH clinical programme measures • Information is feedback to general practice and MPH Clinical Governance • Contributes to/participates in the development of performance measures or policies and clinical guidelines
Miscellaneous	<ul style="list-style-type: none"> • Performs any other duties that may be necessary from time to time as advised by the CEO. • Implements the Treaty of Waitangi principles by participating in opportunities and initiatives that will contribute to reducing the disparity in health status between Māori and non-Māori. • Represents MPH in a range of external and internal forums. • Communicates MPH's objectives, purpose and programmes throughout the local community. • Manages the relationship with the MoH, District Health Board and ACC. • Acts as a role model for Health and Safety, always leads safe work practices and reports any accidents or near misses in a timely and accurate fashion.

Relevant Behaviours	<ul style="list-style-type: none"> • Leadership, initiative, communication, robustness/resilience, interpersonal, pragmatic, attention to detail, privacy and confidentiality skills.
Qualifications, Skills and Experience	<p>Essential</p> <ul style="list-style-type: none"> • Registered Health practitioner • A minimum of 5 years' experience in Primary care. • Experience in leading change management. • Knowledge of the principles of the Treaty of Waitangi. <p>Desirable</p> <ul style="list-style-type: none"> • Current New Zealand Driver's License.

Marlborough Primary Health is committed to its obligations under The Treaty of Waitangi.

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| | <ul style="list-style-type: none">• An appreciation and an understanding of the Primary Health Care Strategy and issues facing primary health care in New Zealand.• Experience within primary health care settings. |
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