

CAPITAL HEALTH NETWORK

POSITION DESCRIPTION

Position title	Project Officer – Palliative Medicines in Community
Business unit	Health System Improvement, Palliative Care Planning
Classification	Level 4
Accountability	Program Manager, Palliative Care Planning
About Capital Health Network As the ACT's Primary Health Network (PHN), Capital Health Network (CHN) aims to integrate health care in the ACT region, promote health equity and improve health outcomes. We address community needs by collaborating with consumers, funding organisations, health professionals, community partners and other key stakeholders to improve health outcomes. We are unique in our ability to support general practice and more broadly, to design services that fill gaps and deliver lasting improvements to the value and quality of ACT health services. Capital Health Network values and Competency Framework Respect: We engage respectfully, listen and respond Inclusion: We embrace diversity of thought and bring together a range of voices to inform our work Collaboration: We build and invest in strong and enduring relationships, focused on shared goals. Accountability: we act with integrity, are transparent, encourage feedback, and report back to our community Adaptability: We are adaptive and flexible in the way we respond to community health needs. We empower our staff, service providers and partners to innovate and adapt to deliver outcomes. All employees are required to meet CHN's seven competencies at a level appropriate to their role. To articulate organisational expectations in relation to the values and the competencies expected of all employees a Competency Framework has been developed. The framework identifies and describes seven basic competencies that all employees need to have to function effectively in their role at CHN.	
Responsibilities	
Primary purpose of position	The Project Officer supports the development, implementation and delivery of the Palliative Medicines in Community Pharmacies Project (PMCP), aimed at strengthening community pharmacy capability through improved access to palliative medicines and enhanced collaboration with specialist palliative care medicine prescribers for Canberrans who are palliative and wish to be cared for at home. This role contributes to enhancing, fostering and supporting access to palliative medicines in the ACT.
Duties	1. Produce and contribute to internal and external reports, project artifacts, presentations, meeting documentation, and other materials for planning, implementation and management of the PMCP project as required. 2. Support the development of evidence-informed reporting and evaluation framework. 3. Facilitate co-design of the planning and implementation of the project, including defining a tailored ACT Core Medicines list, evaluation framework and ensuring equitable access. 4. Build and maintain productive relationships with key stakeholders including palliative prescribers, community pharmacy, ACT HSCD, health care service providers and consumers. 5. Coordinate and support stakeholder meetings, workshops and consultations. 6. Establish and facilitate the PMCP Community of Practice. 7. Work collaboratively to improve coordination of access to community palliative medicines at home. 8. Support commissioned pharmacies, including providing opportunities to mitigate risks and address arising issues for timely escalation to support high quality service delivery and achievement of funded outcomes.

	9. Monitor performance indicators and collect data to inform continuous improvement. 10. Develop communication materials and contribute to stakeholder newsletters, case studies, and success stories. 11. In collaboration with the CHN communications team, promote the PMCP service via newsletters and social media platforms. 12. Other duties as required.
Competencies	
Role Competencies	Qualifications: 1. Minimum completion Certificate IV qualifications with at least 4 years work experience in the field, or an equivalent combination of extensive experience and training in expertise relevant to this position. 2. Qualifications as a Pharmacist highly desirable. 3. Registration as a Pharmacist advantageous, however not required.
	Technical/specialist skills: 1. Excellent project coordination skills with the ability to manage multiple tasks and timelines. 2. Demonstrated understanding of quality improvement activities, evaluation, synthesise data to support continuous learning and improvement. 3. Research skills, including the ability to conduct literature reviews, engage community consultations, gather information and synthesise data. 4. Strong interpersonal and written communication skills. 5. Proven ability to build stakeholder relationships and work collaboratively across sectors. 6. Understanding of palliative care principles, service delivery models or end-of-life care systems in ACT.
	Experience and knowledge: 1. Demonstrated experience working in the community pharmacy environment and strong understanding of community pharmacy practice. 2. Demonstrated knowledge of ACT palliative care landscape including strong knowledge of relevant stakeholders and systems in place. 3. Demonstrated interest and broad understanding of issues impacting palliative care in the ACT. 4. Demonstrated experience in delivering health-related projects or programs in primary, community or aged care. 5. Demonstrated experience in co-designing services and coordinating program delivery with a service provider, including monitoring, evaluating and reporting on provider performance.
CHN Competencies	<i>Strategic thinking:</i> We use our foresight and environmental awareness to add value.
	<i>Resourcefulness:</i> We generate evidence-based solutions.
	<i>Relationship Management:</i> We invest in strengthening internal and external relationships.
	<i>Data Literacy:</i> We navigate data systems and protect data assets.
	<i>Cultural competence:</i> We understand, appreciate and cooperate with all cultures and beliefs.
	<i>Embracing ambiguity:</i> We rise to the challenge of uncertainty and the unknown.
	<i>Leading:</i> We each play a leadership role.