

## Practice Support and Development Officer

- **Mascot location**
- **Close to Mascot train station!**
- **Salary packaging available**
- **Full time position**

### About us

Central and Eastern Sydney PHN is a Not-For-Profit Primary Health Care Organisation covering Sydney Local Health and South Eastern Sydney Local Health District regions.

Our aim is to increase the efficiency and effectiveness of primary health care services for patients particularly those at risk of poor health outcomes; and improve coordination of care.

PHNs are new and exciting additions to the primary health care landscape. You can find out more about this PHN at [www.cesphn.org.au](http://www.cesphn.org.au).

### Purpose of Role

The Practice Support Development Officer is responsible for providing support to general practice as well as allied health practitioners and practices across the Central and Eastern Sydney PHN (CESPHN) region in the areas of accreditation, practice management and support, including workforce support. This role will also include a focus on Allied Health support in addition to general practice.

Reporting to the Practice Support and Development Manager, this role will work towards the provision of professional, efficient and effective health service delivery to improve quality of care.

### Key Responsibilities

- Provide accreditation support to general practices according to the RACGP 5th edition Standards via face to face, phone and email.
- In addition, provide support to allied health practices.
- Provide support to general practice on Practice Incentive Program (PIPs), MBS items and Chronic Disease Management (CDM) items.
- Provide support to general practices on PIP QI – application, meeting the criteria (including support with IM/IT tools such as Pen Cat or Polar), developing quality improvement activities.
- Assist in organising education workshops with a general practice management and/or allied health such as infection control, workplace health and safety, triage, cultural awareness
- Support in the preparation of reports, project plans and other written communications as required.

- Collaborate with GP and Allied Health training providers and universities to support GP registrars, medical students, nursing graduates and allied health graduates to further their skills within a primary care setting.
- Undertake administrative tasks such as production and distribution of correspondence, reports and/or presentations relating to the program area/s.
- Ensure timely input of all required detail into CESPHN's client relationship management database.
- Seek opportunities to work collectively with internal staff to improve project and practice outcomes within the primary care setting.
- Participate in team meetings, collaborative planning activities and quality assurance activities.
- Develop and maintain effective working relationships with senior managers, planning and operational and other stakeholders including RACGP, APNA, AAPM, LHDs, LHNs, NGOs and Allied Health Associations.

### To apply, please submit:

- 1 Resume
- 2 A separate document addressing each of the selection criteria

For more information contact Jan Sadler on 02 9304 8626 or email at [j.sadler@cesphn.com.au](mailto:j.sadler@cesphn.com.au)

To submit an application, please email to [recruitment@cesphn.com.au](mailto:recruitment@cesphn.com.au)

### Closing date: 14 May 2021

CESPHN is an equal employment opportunity employer committed to equity, diversity and social inclusion. Applications are encouraged from Aboriginal and Torres Strait Islander people.

**CLICK FOR FURTHER  
INFORMATION AND TO  
DOWNLOAD THE POSITION  
DESCRIPTION**