

POSITION DESCRIPTION

Clinical Health Educator

POSITION TITLE:	Clinical Health Educator [New Position]
REPORTS TO:	Polio Australia Inc Board through the National Program Manager
HOURS:	Full time @ 40 hrs per week
SALARY:	Commencing salary \$80,000 pa with annual performance-based increments plus 9.5% super
TENURE:	3 Year Funded Position
LOCATION:	Open – must be able to travel interstate regularly

1 About Polio Australia

Polio Australia is a small but active not-for-profit organisation, and the national peak body representing polio survivors throughout Australia. Its Board comprises two representatives from each of the six Australian State Polio Networks, plus two independent directors.

Polio Australia is committed to standardising quality polio information and service provision across Australia to ensure that all polio survivors have access to appropriate health care and the support required to maintain independence and make informed life choices.

2 Program Description and Objectives

Polio Australia has received funding under the Federal Department of Health's *Primary Health Care Development Program: Primary Health Collaboration and Complex Conditions Program*, commencing July 2017. The *Primary Health Care Development Program* provides funding to support activities that improve access to quality primary health and medical services in the community.

2.1 PHC&CC Activity outcomes:

- Improved patient outcomes through better management of chronic and complex conditions through integrated, multidisciplinary team based care;

- Improved protocols, procedures and service delivery methods to increase efficiency within primary health care organisations and care providers;
- Better use of evidence based research and data, to support best practice care through the development and implementation of guidelines and policy advice;
- Enhanced clinical reporting and functionality (for example, data cleaning to produce valid registers and reports);
- Development of proactive, population based care initiatives in local communities;
- Increased knowledge about health care and health services amongst patients, carers and families; and
- Strengthening of health care professionals' knowledge and capacity to manage chronic and complex conditions through education and training.

2.2 PHC&CC Activity Objective:

To help people living with chronic and complex conditions maintain good health and quality of life by supporting primary health care organisations and health care providers to improve care and collaboration.

Polio Australia's Activity is the establishment of a national pilot of the *Late Effects of Polio (LEoP) Clinical Practice Workshop Program* to support Australia's post-polio population.

3 Key Responsibilities and Duties

Under the PHC&CC Agreement, the Clinical Health Educator is required to:

- establish a *LEoP Clinical Practice Workshop Program* to deliver training nationally to clinicians/health professionals over a three year pilot period;
- develop and prepare Workshop resources and presentations relating to the LEOp and Post-Polio Syndrome (PPS);
- conduct two Workshop Series (one x 5 days Metropolitan Series / one x 5 days Regional Series) across each state/territory, each year of the three year period – equating to 60 half-day *LEoP Clinical Practice Workshops*;
- schedule other complementary training activities for the health care sector across each state/territory;
- promote the Workshop Series through the Polio Australia websites and other available avenues; and
- undertake an evaluation of the *LEoP Clinical Practice Workshops Program*, providing outcomes and recommendations to the DoH.

Additional Duties:

- develop and maintain strategic relationships with professional peak health organisations to determine how Polio Australia can offer professional development to their members, and to create opportunities for promoting professional development activities through relevant publications and websites;
- liaise with Primary Health Networks and Community Health service providers to promote, schedule and deliver clinical practice workshops;
- contribute to the maintenance of Polio Australia's Health Professional website containing educational resources and a 'Post-Polio Health Professional Register';

- manage the contractual arrangements and reporting requirements of relevant funding agreements, including working to strict budgetary allocations;
- prepare papers and reports for Polio Australia Board meetings and AGM's; and
- other duties as agreed with the National Program Manager and Board.

4 Skills/Experience/Qualifications

Mandatory

- 4.1 Relevant clinical or education post-registration qualification/s in one of the following allied health disciplines:
 - Physiotherapy
 - Exercise Physiology
 - Occupational Therapy
 - Clinical Osteopathy
- 4.2 Post-registration experience in rehabilitation environment;
- 4.3 Demonstrated clinical teaching and facilitation skills;
- 4.4 Understanding of teaching and learning in the health care environment;
- 4.5 Commitment to a high standard of care;
- 4.6 Professional-standard written and verbal communication and interpersonal skills with problem-solving ability;
- 4.7 High-level computer literacy, including website maintenance;
- 4.8 Ability to think and operate 'creatively' with limited resources;
- 4.9 Self-starter, with a high degree of initiative and the ability to work well both independently and as part of a small team; and
- 4.10 Current Australian Drivers Licence.

Highly Regarded

- 4.11 Current registration with AHPRA;
- 4.12 Knowledge of the Late Effects of Polio; and
- 4.13 Clinical experience of people ageing with a disability.

5 Position Review

- 5.1 Participate in and contribute to performance appraisals after three months (probation period) and nine months, and annually thereafter.

6 Conditions of Employment

Conditions as per the National Employment Standards, and the Maximum-Term Employment Contract with Polio Australia Inc.