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Supporting the HIV, Viral Hepatitis and Sexual Health Workforce

POSITION DESCRIPTION FOR Quality Improvement Advisor (Beyond the C: Hepatitis C Elimination in Your Practice)

Incumbent:	[Insert name here]
Date Developed:	18-Jul-22
Date Last Updated:	30-Oct-24
Employment Terms:	Temporary 12-month fixed term contract – 22.5 hours per week.
Role Overview:	<p>The Quality Improvement Advisor (Registered Nurse and/Aboriginal Health Practitioner) plays a key role in supporting the implementation of Beyond the C, a Hepatitis C Quality Improvement (QI) project to primary care practices across Australia.</p> <p>The role will require the applicant to have a strong understanding of clinical audit principles, as they relate to QI initiatives.</p>
Reporting Relationships:	Program Manager, Hepatitis C Program
Organisational Context:	The Quality Improvement Advisor will work autonomously and as part of the Hepatitis C program within the National Policy and Education Division (NPED), project steering committee, primary care service staff and key stakeholders across Primary Health Networks (PHNs), Hospital and Health Services/Local Health Districts (HHS/LHDs).
Supervisory Responsibilities:	The Quality Improvement Advisor will not have any supervisory responsibilities.
Required Qualifications:	<ul style="list-style-type: none">• Tertiary qualifications recognised by the regulation authority as a Registered Nurse and/or Aboriginal Health Practitioner• Current AHPRA registration
Required Work Experience:	Essential: <ul style="list-style-type: none">• Minimum 3 years' experience in primary care (E.g. General Practice, Aboriginal

	<p>Medical Services, Aboriginal Community Controlled Health Services)</p> <ul style="list-style-type: none"> • Knowledge of hepatitis C management in primary care • Excellent interpersonal skills, with the ability to establish and maintain operational relationships with internal and external stakeholders • Demonstrated experience undertaking clinical audits and QI activities in primary care • Demonstrated understanding of recall and reminder systems, data, clinical software and extraction systems within a primary care setting • Demonstrated ability to provide leadership in primary health care principles and collaborate with primary care service teams • Sound knowledge of the primary care environment and its relationship to the broader health sector and local community health priorities • Demonstrated ability to train health care professionals, including GPs, practice nurses, Aboriginal health workers and practice managers • Ability to work independently to manage multiple tasks and project participants, prioritise workload and meet project deadlines • Excellent written communication skills with the ability to write project reports • High-level verbal communication skills, including an excellent telephone manner, experience in online meeting platforms, with the ability to deal professionally with people at all levels • Computer skills, including MS Office and online education platforms • Understanding of and commitment to the principles of EEO, WHS, cultural diversity and ethical practice • Desire to work in a fair, equitable and non-judgemental environment particularly with people infected/affected by HIV, viral hepatitis and related diseases <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge and experience in using Communicare for patient management
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	<ul style="list-style-type: none">• Knowledge of Monitoring and Evaluation Principles as they relate to primary care clinical audits• Knowledge and understanding of key public health principles, including the social determinants of health.• Demonstrated experience working with PHNs and HHS/LHDs• Experience in the not-for-profit sector, Government and/or Non-Government Organisations.
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