

HEARTKIDS LIMITED POSITION DESCRIPTION: Training and Education Project Coordinator	Approved By: Lisa Selbie
	Date Approved: 23/11/2020
	Issue Date:

HeartKids Limited



Position Description

Position:	Training and Education Project Coordinator
Status:	.8 FTE: February 2021 – March 2023
Reports to:	Action Plan Project Manager
Key Relationships:	HeartKids Action Plan Advisory Committee Standards of Care Project Coordinator HeartKids Health and Clinician Advisory Committee
Location:	Melbourne or Sydney Some interstate travel may be required for this role

1. The Purpose of the Position

To coordinate a project focused on the development of a series of accredited, multi-mode delivery modules of education, training and support programs for health professionals on childhood heart disease.

The role will work with expert groups and individuals, partner with key stakeholders, and will be responsible for coordinating all elements to be delivered on time and ensuring they meet all Department of Health and accreditation criteria.

2. Skills, Qualifications and Attributes required

- Tertiary qualifications in a health or education related discipline
- Cert IV in Training and Assessment highly desirable
- Experience in coordinating projects and/or programs in a health care setting
- Experience working in the design and/or delivery of education and training programs including the preparation of modules and materials across a multitude of mediums and working with experts on content development
- A demonstrable history of working with a variety of health professional stakeholders leading to positive outcomes

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- An in-depth knowledge of the Australian health care system, especially chronic disease management programs
- Proven ability to develop effective working relationships with a broad range of internal and external stakeholders including clinicians and government representatives
- Excellent organisational, planning and time management skills with a strong attention to detail
- Exceptional written and verbal communication skills
- Highly developed skills in the use of Microsoft Office 365 cloud software
- Self-directed, energetic and motivated to achieve agreed outcomes within a team environment
- A commitment and personal alignment with HeartKids Vision, Purpose, Values and Code of Conduct
- Current driver's license
- A current National Police Criminal History Check and a current Working with Children Check
- A sense of humour, fun and inspiration

3. Key Responsibilities

Role Area	Responsibilities/Outputs	Deliverables
Project support and coordination of the end of end process of the development and delivery of CHD education, training, support programs and resources for health professionals including primary care	<ul style="list-style-type: none"> • Coordinate the establishment of a Steering Committee • Coordinate the development and implementation of a comprehensive project plan 	<ul style="list-style-type: none"> • A two-year project management plan for the delivery of program activities and deliverables • Expert Steering Committee established and meeting regularly
Identify priorities for education, training and support and resources for health professionals.	<ul style="list-style-type: none"> • Complete a gaps analysis of current CHD education and resource provision (including relevant chronic disease) 	<ul style="list-style-type: none"> • Identification of needs and priorities for the

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	<p>management resources) against the Draft Australian Standards of Care for CHD to identify gaps and assist in identifying needs and priorities for the development of education, training and support resources.</p> <ul style="list-style-type: none"> • Establish a database that incorporates current CHD education, training and support programs and resources for health professionals as well as relevant chronic disease management resources • Engage with relevant health professionals, organisations and health educators on current provision of CHD education, training and support (including relevant chronic disease management resources) to provide input to gaps analysis and priorities 	<p>development of education, training and support resources and tools for health professionals including primary care staff, rural health professional, community based allied health practitioners, and workers that support priority populations</p>
<p>Coordinate and support the partnering process with relevant stakeholders and health organisations to assist in the identification of priority topics</p>	<ul style="list-style-type: none"> • Facilitate the development of working partnerships with key industry stakeholders to gain input on identifying priority topics • Develop a strategy and plans for the development of topic-specific modules and tools for multi-mode delivery (online, web portal, face to face, etc) through existing communication networks 	<ul style="list-style-type: none"> • Strategy and plans for the development and delivery of education, training and support resources and tools for health professionals are aligned with the development of the Australian Standards of Care for CHD and progressively

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		meet priority needs identified by key stakeholders
Coordinate the development and drafting of modules and tools for use in multi-mode delivery education, training and support programs for health professionals	<ul style="list-style-type: none"> Draft modules and tools for use in multi-mode delivery of education, training and support programs for health professionals, prepared for consultation with key stakeholders 	<ul style="list-style-type: none"> Draft modules and tools cover eight priority topic areas, are suitable for use in multi-mode delivery of education, training and support programs for health professionals and are ready for consultation with stakeholders
Engage and consult with health professionals on the draft modules	<ul style="list-style-type: none"> Engage and consult with health professionals on draft priority topic modules and tools for use in multi-mode delivery of education, training and support programs for health professionals Compile stakeholder feedback to inform finalisation of modules on priority topic modules and tools for use in multi-mode delivery of education, training and support programs for health professionals 	<ul style="list-style-type: none"> Consultation on priority topic modules for use in multi-mode delivery of education, training and support programs for health professionals undertaken
Finalise priority-topic modules for accreditation	<ul style="list-style-type: none"> Working with stakeholders and Steering Committee, finalise the suite of modules on priority topics for use in multi-mode delivery of 	<ul style="list-style-type: none"> Final versions are endorsed by HeartKids Health &

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	education, training and support programs for health professionals	Clinical Advisory Committee
Obtain accreditation of modules for use in multi-mode delivery of education, training and support programs for health professionals	<ul style="list-style-type: none"> Coordinate the accreditation of the modules, where obtainable, by relevant colleagues or peak bodies 	<ul style="list-style-type: none"> Finalised modules are accredited
Deliver education programs	<ul style="list-style-type: none"> Coordinate and manage the delivery of the education programs to support primary care staff, rural health professionals and community-based allied health practitioners and address the needs of workers that support priority populations including the development of culturally appropriate and accessible education for Aboriginal and Torres Strait Islander health practitioners. 	<ul style="list-style-type: none"> Commence implementation of CHD priority topic modules in education, training and support programs and plan for ongoing staged roll out and promotion
Coordinate the development of CHD resources specifically for primary care for inclusion in existing chronic disease management mechanisms	<ul style="list-style-type: none"> Working with partner organisations and stakeholders, review gaps in current resources and develop new CHD resources for use in existing chronic disease management mechanisms 	<ul style="list-style-type: none"> CHD resources developed for primary care are accredited and are aligned with Australian Standards of Care for CHD and clinical practice guidelines